

**TITLE 25. OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS
CHAPTER 25. AEROSPACE AND AVIATION EDUCATION GRANT PROGRAM**

25:25-1-1. Purpose

The purpose of this chapter is to set forth the requirements and criteria for various aerospace and aviation education programs to receive funding from the Oklahoma Department of Aerospace and Aeronautics, and to establish the procedures to be followed by the Department in the administration and enforcement of its duties under Title 3, Oklahoma Statutes, Section 85.

25:25-1-2. Requirements for receiving funding for an Aerospace and Aviation Education Grant Program

- (a) The Oklahoma Department of Aerospace and Aeronautics shall identify and award grants to public schools, colleges, and universities, and shall execute contracts with private entities to promote aviation, aerospace, and STEM (science, technology, engineering and mathematics) education programs that have direct application to aviation and promote careers in aviation and aerospace among Oklahoma students. All grant proposals must demonstrate a direct application to aviation.
- (b) Each school, college, university, teacher or private entity must complete the Aerospace and Aviation Education Grant application located on the website of the Department.
- (c) A private entity or organization must also complete the Aerospace and Aviation Education Grant application and if their application is selected, must enter into a contract with the Oklahoma Department of Aerospace and Aeronautics for the project. Additional contractual forms will also need to be completed.
- (d) Applications must be submitted electronically to the email address on the application or postmarked no later than May 31st in order to be considered for the following fiscal year which starts July 1st. If May 31st occurs on a weekend or holiday, applications may be submitted on the next business day following the weekend or holiday.
- (e) Applicants who receive approval must provide a Financial Report, corresponding receipts, final invoice and a Completion Report to the Oklahoma Department of Aerospace and Aeronautics which documents the usage of funds and gives a detailed description of the program's implementation. This documentation is due within ~~sixty (60)~~ thirty (30) days of the completion of the program.
- (f) If the Financial Report, corresponding receipts, final invoice and the Completion Report are not ~~turned in~~ submitted within the ~~sixty (60)~~ thirty (30) day period, the applicant forfeits ~~the remaining twenty percent (20%) or any outstanding balances~~ remaining grant funds.
- (g) If an applicant forfeits money, the applicant is prohibited from applying for a grant the following year.
- (h) Applicants may request a thirty (30) day extension if they are unable to submit the Financial Report, corresponding receipts, final invoice and the Completion Report within the ~~sixty (60)~~ thirty (30) day period.
- (i) The thirty (30) day extension request must be received in writing within ~~sixty (60)~~ thirty (30) days of the completion of the program. Approval for the extension is within the

discretion of the Executive Director of the Oklahoma Department of Aerospace and Aeronautics and will be considered on a case-by-case basis.

(j) The maximum cost share of any grant or contract awarded by the Department shall not exceed 50% of the total program cost unless the funding request by the applicant is less than \$3,000, in which case the maximum cost share shall be 90%.

(k) For start-up or new programs, Department funding cannot be provided until all other funding sources necessary to complete the program have been identified and a clear and detailed program is outlined.

(l) Teacher and or instructor salary may not to be covered with grant funds paid by the Department, however, may be shown as in-kind or sponsor funded to be included toward the applicant match.

25:25-1-3. Criteria selection for applicants

(a) An applicant's program must have a direct application to aviation with the purpose of increasing aerospace and aviation awareness by promoting science, technology, engineering, and mathematics (STEM) education, or encourage Oklahoma students to pursue a career in the aviation/aerospace industry.

(b) Applications will be rated based on, but not limited to, information provided in the application packet, information obtained from an organization's readily available public information, website, or social media, and from the applicant's past history of administering any aerospace and aviation education grants the organization applicant may have received from the Department. The following criteria will be utilized to rate an applicant:

- (1) Program description to include the ability of the program to energize students into joining the aviation/aerospace workforce.
- (2) Number of students involved
- (3) Program goals and objectives, (items to be funded by the Department must be directly linked to aerospace and aviation).
- (4) Program relevance to current aviation/ and aerospace industry issues and workforce demands.
- (5) Curriculum/subject areas covered
- (6) Desired learning outcomes, (items to be funded by the Department must be directly linked to aerospace and aviation)
- (7) Ability of the program to determine measurements of success for students who complete the program. Ability of the program to track students' successes, career ~~path~~ paths, ~~level~~ levels of education, or similar measure after completing the program.
- (8) Justification of need for the funding
- (9) Ability of the program to achieve geographic/demographic diversity among the students who participate in the program.

(c) Applications will also be rated according to the following financial information provided by the applicant:

- (1) Total budget of the organization
- (2) Total budget of the program
- (3) Other contributors and the amount contributed

- (4) Percentage of the program that the Oklahoma Department of Aerospace and Aeronautics is being asked to fund
- (5) Cost of the program per student or for fixed, one-time expenditures, projected benefit and estimated longevity of the program.

25:25-1-4. Procedures for awarding funding to an Aerospace and Aviation Education Grant Program

- (a) Staff will take up to sixty (60) days after the May 31st deadline date to review the applications based upon the above mentioned criteria and make a set of recommendations to the Commission. Applications will then be submitted to the Commission for approval at the next regularly scheduled Commission meeting. The start date of the program cannot be prior to the date the application is taken before the Commission for approval. Any costs incurred prior to this date are not eligible for reimbursement.
- (b) The Oklahoma Department of Aerospace and Aeronautics Commission will make a partial payment of eighty percent (80%) upon completion of the program. The remaining twenty percent (20%) will be paid upon receipt of the Financial Report, corresponding receipts, final invoice and the Completion Report. The start date of the program cannot be prior to the date the application is taken before the Commission for approval. Any costs incurred prior to this date are not eligible for reimbursement or to count towards the applicant's share/match.
- (c) Programs must be completed within one (1) calendar year of Commission approval unless explicitly approved by the Commission.
- (d) Staff may identify specific items contained within an applicant's budget section of their grant application that grant funds may be used towards. After an application is awarded, significant item changes must be approved by the Department prior to purchase.
- (e) Items are expected to be purchased and utilized during the year awarded. Upon award, applicants are expected to make a conscious effort to begin making timely purchases so that students benefit throughout the length of the program dates.
- (f) The Oklahoma Department of Aerospace and Aeronautics will make a partial payment of eighty percent (80%) upon expenditure of funds and receipt of an invoice and corresponding receipts. The remaining twenty percent (20%) will be paid upon completion of the program, receipt of the Financial Report, corresponding receipts, final invoice and detailed Completion Report.
- (g) Changes or amendments to program reach, scope, or educational content without the Department's prior approval may result in a forfeiture of grant funds.
- (h) Any unmanned aircraft systems that are purchased with grant funds will need to comply with applicable State and Federal law during operations conducted by the applicant.

25:25-1-5. Procedures for requesting reimbursement of an Aerospace and Aviation Education Grant

- (a) Within thirty (30) days of completion of the program, the applicant will electronically submit the Financial Report, corresponding receipts, invoice and detailed Completion Report.

- (b) Financial Report should include the entire program budget.
- (c) Invoices should include only those items that will be reimbursed with grant funds.
- (d) Corresponding receipts are required for items that will be purchased with grant funds. A packing slip or vendor invoice with a balance due is not sufficient proof of purchase for an item.
- (e) Completion Report should provide a detailed description of the program's implementation and document usage of grant funds.

25:25-1-6. Requirements for receiving funding for an Aerospace and Aviation Classroom Laboratory Development Grant

- (a) The Oklahoma Department of Aerospace and Aeronautics shall identify and award classroom laboratory development and improvement grants to secondary schools and universities for the purpose of implementing aerospace and aviation education programs.
- (b) Each school, college or university must complete the Aerospace and Aviation Education Classroom Laboratory Development Grant application located on the website of the Department.
- (c) The Department may make this Classroom Laboratory Development Grant opportunity available at any time during a fiscal year in which funds are available for the program. Applications must be submitted electronically by the deadline identified on the application.
- (d) Applicants who receive approval must provide a Financial Report, corresponding receipts, invoice and a Completion Report to the Oklahoma Department of Aerospace and Aeronautics which documents the usage of funds and gives a detailed description and pictures of the laboratory improvement. This documentation is due within thirty (30) days of program completion.
- (e) If the Financial Report, corresponding receipts, final invoice and the Completion Report are not submitted within the thirty (30) day period, the applicant forfeits any remaining grant funds.
- (f) Secondary schools and universities offering aerospace and aviation coursework may request \$10,000 - \$100,000 for the purpose of upgrading or developing an aviation and aerospace laboratory.
- (g) Applicants must demonstrate a match of at least 20% of the total grant request.
 - (1) Matching funds may not:
 - (A) reflect purchases made before the onset of grant implementation
 - (B) reflect operational cost such as salaries or utilities
 - (2) Suggested budget requests include, but are not limited to:
 - (A) paint, flooring, electrical drops
 - (B) laboratory tables, chairs, appropriate furniture
 - (C) larger equipment such as flight simulators, wind tunnels, tool sets
 - (3) Budget requests should not reflect:
 - (A) consumable materials or supplies
 - (B) equipment such as drones
 - (C) field trips, travel, professional development

(h) Should an entity decide to discontinue its aerospace and aviation programming, the entity will be required to repay expended grant funds to the Oklahoma Department of Aerospace and Aeronautics on a pro-rated basis.

(i) A recipient that expends grant funds for the purchase of flight simulators will be required to sign an agreement that reflects the requirement for the entity to return the simulators to the Oklahoma Department of Aerospace and Aeronautics should the entity discontinue its aerospace and aviation programming.

(j) The program receiving grant funds must be completed within one (1) calendar year from the date the funds are formally allocated for the approved application.

25:25-1-7. Requirements for receiving funding for an internship or apprenticeship program.

(a) The Department may, at the discretion of the Commission based upon available funds in a given year, offer a program to support students that are currently enrolled in or that are expected to enroll in aerospace and aviation education programs at the high school or post-secondary level with a goal of providing a more workforce ready student to enter the aerospace and aviation industry. The Department may financially assist internship and apprenticeship programs at qualified aerospace and aviation companies by providing 50% of the cost of the intern or apprentice position up to \$10,000 per student.

(b) The Department may make this internship/apprenticeship opportunity available at any time during a fiscal year in which funds are available for the program.

(c) If awarded, an aerospace or aviation entity must enter into a contract with the Department and have the financial capability to fund the internship/apprenticeship in its entirety. Upon completion of the program the Department will reimburse the cost of the intern/apprentice upon the receipt of the following information:

(1) Financial Report which includes the internship/apprenticeship program budget.

(2) Invoice for the Department's share of the agreed upon cost of the internship/apprenticeship.

(3) Completion Report should provide a detailed description of the program's implementation and successes.