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**This checklist is provided as a tool for CTE Revitalization Grant applicants. Please do *not* submit this checklist with the application.**

| **Required Documentation CTE Revitalization Grant** | |
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|  | **Cover Page** *(Appendix B page 31 of the RFA)* |
|  | **Statement of Assurances for Eligible Recipients** - Include all schools, districts, and ESDs identified on the cover page. *(Appendix C page 32 of the RFA)* |
|  | **List of Partners** *(Appendix D page 33 of the RFA)* |
|  | **Partner Commitment Letters** - Include one letter on letterhead for each partner listed. *(Information and file type on page 13 of the RFA)* |
|  | **Project Abstract** *(Information on page 16 of the RFA)* |
| **Application Narrative**  This section may not exceed 15 pages. Evaluation Progress Markers and Results & Activities and Timeline sections are NOT included in 15 page limit as long as the information is included in the tables provided. The information for these sections starts on page 16 of the RFA. | |
|  | **CTE Revitalization Grant Vision (20 Points)** |
|  | **Partnerships (25 Points)** |
|  | **Project Outcomes (15 Points)** *(NOT included in 15 page limit. Table in Appendix F)* |
|  | **Evaluation Progress Markers and Results (15 Points)** *(NOT included in 15 page limit. Table in Appendix F.)* |
|  | **Activities and Timeline (15 Points)** *(NOT included in 15 page limit. Table in Appendix G.)* |
|  | **CTE Program of Study Design (15 Points)** |
|  | **High Wage and High Demand Occupations (20 Points)** |
|  | **Equity (25 Points)** |
|  | **Diploma Connections (15 Points)** |
|  | **Sustainability (25 Points)** |
|  | **Communication (15 Points)** |

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| **Bonus Narrative - OPTIONAL**  The response is limited to one page each. Information for these sections starts on page 22 of the RFA. | |
|  | Career and Technical Student Organizations (CTSOs) (7 Points) |
|  | **Middle School Component (7 Points)** |
|  | **Focus on Regional, Statewide or System Changes (7 Points)** |
| **Summer Program Supplement – OPTIONAL**  The response is limited to 3 pages. Information for this section is in appendix H on page 37 of the RFA. | |
|  | **Summer Program Proposal (20 points)** |
|  | **Separate Budget Worksheet** *(Appendix E page 34)* |
|  | **Separate Budget Narrative** |
| **Budget**  Requirements for this section are described on page 24 of the RFA. | |
|  | **Budget Worksheet** *(Appendix E page 34)* |
|  | **Budget Narrative** |
| **Previous Grant Recipient**  This section only required for previous recipients. Information can be found on page 26 of the RFA. | |
|  | **Previous Recipient Eligibility Response** |
| **Appendices - OPTIONAL** | |
|  | **Appendices referenced in proposal** |
| **Submission** | |
|  | **Electronic Copy** – Received by 11:59 pm on Sunday, October 15, 2017, through secure file transfer ONLY. |

| **Summer Program Supplement ONLY**  This applies only for applications that do not include a full CTE Revitalization request. Information for this section can be found on page 14 of the RFA. | |
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|  | **Cover Page** *(Appendix B page 31 of the RFA)* |
|  | **Summer Program Proposal (20 points)**  The response is limited to 3 pages. Information for this section is in appendix H on page 37 of the RFA. |
|  | **Application Narrative sections C, D, E, F, and I**  The information for these sections starts on page 16 of the RFA. |
|  | **Budget Worksheet** *(Appendix E page 34)*  Requirements for this section are described on page 24 of the RFA. |
|  | **Budget Narrative**  Requirements for this section are described on page 24 of the RFA. |
|  | **Statement of Assurances for Eligible Recipients** - Include all schools, districts, and ESDs identified on the cover page. *(Appendix C page 32 of the RFA)* |
|  | **List of Partners** *(Appendix D page 33 of the RFA)* |
|  | **Electronic Copy** – Received by 11:59 pm on Sunday, October 15, 2017, through secure file transfer ONLY. |

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