



Career Coach Grant 2024-2025 School Year

Grant Timeline

Applications Open	Monday, October 2, 2023
Grant Technical Assistance Webinar for Renewal Applicants	Friday, October 27, 2023 9:00am – 10:00am
Grant Technical Assistance Webinar for New Applicants	Tuesday, October 31, 2023 9:00am – 10:30am
Deadline for Submissions	Friday, December 1, 2023
Grant Awardees Notified	Friday, February 16, 2024
Grant Eligible to Spend	Monday, July 1, 2024
Grants Must Be Fully Expended	Monday, June 30, 2025

Who is Eligible to Apply?

The institution of higher education, education cooperative, or non-profit organization should submit one grant request to include all desired school districts to be served. The applicant will be considered the host site and is responsible for local administrative and financial management, in partnership with the school district administration, of the Career Coach Program.

What is a Career Coach Grant?

The College and Career Coach Program is designed to motivate and support Arkansas students and adults to achieve their college and career planning goals. Career Coaches will serve students in the 7th – 12th grade. The Arkansas College and Career Coaches Program provides assistance and information for academic tutoring, career counseling, mentoring, and financial guidance resources. They also provide other support necessary for postsecondary education/training access, retention, and success.

Structure of Program

The College and Career Coaches are co-located at an institution of higher education, education cooperative, or non-profit organization. They provide their services directly to students in middle and high school through their on-campus placement.

Qualifications of Career Coach

Individuals who hold at least a bachelor's degree and Career Development Facilitator (CDF) credential, may be employed as a Career Coach. If the desired individual does not hold a CDF credential, they may be employed under the condition of obtaining certification within a year of employment.

Application Submission

Electronic Submission

Application submissions are completed by higher education, education cooperatives, or a non-profit organization. Applications for grants must be submitted electronically under this program. The application must be sent through the [Grant Application Submission Portal](#); except otherwise noted in the section below, we will not accept your application if it is not received (that is, date and time stamped by the electronic system) by 4:00 pm on Friday, December 1, 2023. We do not consider an application that does not comply with the deadline requirements. We will notify you if we are rejecting your application because it was date and time stamped by the electronic system after 4:00 p.m., on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your internet connection. We strongly recommend that you do not wait until the application deadline date to begin the submission process through the electronic system.
- You will not receive additional point value because your application is submitted electronically, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.
 - You must submit all documents electronically, including letters of support.
 - **You must upload the completed application in a .PDF (Portable Document) read-only, non-modifiable format by Friday, December 1, 2023 by 4:00 pm. If you upload a file type other than a read-only, non-modifiable .PDF or submit a password-protected file, we will not review that material.**
 - Your electronic application must comply with any page-limit requirements described in this notice.
- You will receive an **automatic notification of receipt after you electronically submit your application**. This notification indicates receipt by the electronic system, not receipt by the Department. The Department will then retrieve your application and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a processing number.
 - We may request that you provide original signatures on forms at a later date.

For questions (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, or whether you qualify for an exception to the electronic submission requirement, please contact our office at 501-682-4834 during the hours of 8:00am – 4:00pm.

Electronic Submission of Applications

Applications received electronically are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the electronic system no later than 4:00 p.m. on the application deadline date.

Application Deadline Date Extension in Case of Technical Issues with the System

If you are experiencing problems submitting your application through the electronic system, please contact our office. You must obtain a response in regard to your issue and must keep a record of it.

- If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the system, we will grant you an extension until 4:00 p.m. the following business day. This will enable you to transmit your application electronically or by hand delivery.
 - If you submit an application after 4:00 p.m., on the application deadline date, please contact our office and provide an explanation of the technical problem you experienced with the system. We will accept your application if we can confirm that a technical problem occurred with the electric submission system

and that the problem affected your ability to submit your application by 4:00 p.m., on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

- Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the electronic system. We will not grant you an extension if you failed to fully register or submit your application to the electronic system before the application deadline date and time, or if the technical problem you experienced is unrelated to the electronic system.

Exception to Electronic Submission Requirement

You qualify for an exception to the electronic submission requirement, and may submit your application in paper format if you are unable to submit an application through the electronic submission system because:

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the electronic submission system.

Request for Exception to Submit Application by Electronic Format

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day falls on a State/Federal holiday, the next business day), please mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.
- If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.
- Address and mail, email, or fax your statement to Mary Beck, Career Ready Pathways Coordinator, Arkansas Department of Education, Division of Career and Technical Education, Career Ready Pathways Office, #3 Capitol Mall, Little Rock, AR 72201

Submission of Paper Applications by Mail

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original, two copies of your application, and an electronic copy saved as a PDF document on compact disk/USB flash drive, on or before the application deadline date, to the Department at the following address:

Arkansas Department of Education
Division of Career and Technical Education
#3 Capitol Mall, Suite 403
Little Rock, AR 72201
Attention: Mary Beck, Career Ready Pathways Coordinator for DCTE

Submission of Paper Applications by Hand Delivery

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must mail the original, two copies of your application, and an electronic copy saved as a PDF document on compact disk/USB flash drive, on or before the application deadline date, to the Department at the following address:

Arkansas Department of Education
Division of Career and Technical Education
#3 Capitol Mall, Suite 403
Little Rock, AR 72201
Attention: Mary Beck, Career Ready Pathways Coordinator for DCTE

The Arkansas Department of Education, Division of Career and Technical Education accepts hand deliveries daily between 8:00 a.m. and 4:00 p.m., except Saturdays, Sundays, and State/Federal holidays.

Other Submission Information (Special Accommodations)

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact our office. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Review and Selection Process

A panel of non-Federal readers will review each application in accordance with the selection criteria and the competitive preference priorities, pursuant to Act 1285 of the 2013 General Legislative Session, Act 960 of the 2015 General Legislative Session, Act 128 of the 2017 General Legislative Session, Act 633 of the 2021 General Legislative Session. Readers will be trained by the Department and given guidance on how to evaluate applications in a method that is both uniform and rigorous. The individual scores of the readers will be added and the sum divided by the number of readers to determine the reader score received in the review process. The Assistant Director of Operations, along with the Director for the Division of Career Technical Education, makes new grants in rank order based on the total scores of the reader scores awarded to each application. If there are insufficient funds for all applications with the same total score, the Assistant Director of Operations for DCTE, along with the Director of DCTE will choose among the tied applications to serve geographical areas and/or student populations with the most need to be served by an Arkansas College and Career Coach Program. The Assistant Director of Operations will not approve a new grant to an applicant if the applicant's prior project involved the fraudulent use of Program funds.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Assistant Director of Operations may consider the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Assistant Director of Operations may also consider whether the applicant failed to submit timely performance reports or submitted a report of unacceptable quality.

Award Notice

If your application is successful, we will send a Grant Award Notification (GAN) via email. We also may notify you informally. If your application is not evaluated or is not selected for funding, we will notify you via email. Emails will be sent to the email address listed on the application under "Contact Person".

Questions:

Contact: Mary Beck, Career Ready Pathways Coordinator

Email: mary.beck@ade.arkansas.gov

Call: 501-682-4834

Required Documents for New Programs and Renewal Programs

New Applicant Completes Following Documents	Renewing Applicant Completes Following Documents
1. Program Narrative Link (Rubric)	1. Grant Renewal Request Form Link
2. Budget Form Link	2. Letters of Support
3. Letters of Support	