

ARKANSAS CAREER COACH GRANT RENEWAL REQUEST

DIVISION OF CAREER AND TECHNICAL EDUCATION (CTE)

CAREER COACH PROGRAM GRANT		EFFECTIVE GRANT YEAR:	
AMOUNT AWARDED IN FY 2024:		AMOUNT OF REQUEST FOR RENEWAL AWARD:	
HOST SITE:			
CONTACT PERSON:		PHONE:	
EMAIL ADDRESS:		FAX:	
HOST SITE CHANCELLOR/PRESIDENT/DIRECTOR:		PHONE:	
EMAIL ADDRESS:		FAX:	

Please indicate the action requested below. Complete all applicable forms and note that all signatures required must be in blue ink only.

Revision of High Priority
 Revision of Performance Measures
 Revision of Plan of Operation
 Revision of Budget
 No Revisions

Required Signatures:

_____ Date
Contact Person's Signature (Blue ink only)

_____ Date
Chancellor/President/Director's Signature or Designee (Blue ink only)

FOR OFFICE OF CTE SENIOR ASSOCIATE DIRECTOR USE ONLY	
GRANT AMENDMENT REQUEST:	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
CTE SENIOR ASSOCIATE DIRECTOR SIGNATURE	DATE

CTE SENIOR ASSOCIATE DIRECTOR'S OFFICE
ARKANSAS DEPARTMENT OF EDUCATION

DISTRICT(S):

HOST SITE:

High Priority

CATERGORIES	CURRENT	CHANGE
ECONOMICALLY DISADVANTAGED		
ENGLISH LEARNERS		
HOMELESS INDIVIDUALS		
NON-TRADITIONAL CAREERS		
AGED OUT OF FOSTER CARE		
PARENTS ON ACTIVE DUTY		
SINGLE-PARENT/SINGLE-PREGNANT		

IF CHANGING, PLEASE PROVIDE RATIONALE FOR CHANGE (I.E. PERCENT OF STUDENTS IN SELECTED POPULATION, ACHIEVEMENT GAPS, AND/OR BARRIERS)

Performance Measures

Student Contacts By Grade	AY 2023 Program Target	AY 2023 Program Outcomes Achieved	AY 2024 Program Target	AY 2024 Proposed Target (Only complete this section if target is less than required target)
8 th and 9 th grade	80%		80%	
10 th grade	85%		85%	
11 th grade	90%		90%	
12 th grade	100%		100%	

Please provide additional explanation for achieved or proposed outcomes that fall below targets:

Career and College Readiness Performance Goals	AY 2023 Program Target	AY 2023 Program Outcomes Achieved	AY 2024 Program Target	AY 2024 Proposed Target (Only complete this section if target is less than required target)
Earned an industry-recognized assessment (By grade 12)	30%		50%	
Exposed to Work-Based Learning Opportunities (By grade 12)	60%		70%	
Postsecondary Placement (grade 12)	50%		60%	
Submitted and completed a financial aid application (grade 12)	40%		50%	

Please provide additional explanation for achieved or proposed outcomes that fall below targets:

INSTRUCTIONS FOR COMPLETING THE PLAN OF OPERATIONS AMENDMENT SECTION

The *Form* is designed to display four critical areas of a project work plan. The four components of this form are:

- REASON
- COMPONENTS
- ACTIVITIES
- RESPONSIBLE PERSON(S)
- TIMELINES

REASON:

Provide a succinct description of the change or amendment that will affect your original Plan of Operation. (Example: due to changes in the High Priority section, challenges with performance measures outcomes, additional schools, loss of schools, additional positions, and/or loss of positions)

COMPONENTS:

List the Plan of Operation component that will be affected by the change. The components are identified in the Plan of Operation section of the grant application and are what has to be done in order to make the project a success. (Example: Plan to use resources and personnel to achieve objectives and to coordinate the Arkansas College and Career Coach with other college and career planning programs located within the college, school district, and community)

ACTIVITIES:

List each major activity associated with each component that you would like to amend. (Example: Career Coaches will meet with Career Development Facilitators working in their school district and communities for planning and implementation of programs and services)

RESPONSIBLE PERSON(S):

Identify by position, the personnel responsible for the completion of each activity listed. (Example: 2 currently employed and 1 additional (new) Career Coach)

TIMELINES:

Identify the start date and the ending date for each activity listed.

(Example: This would normally take place in November; however, to ensure more time to connect students with work-based learning experiences, we will begin Career Exploration Camps in September)

Plan of Operation

Please details of any changes to your plan of operation related High Priority section, challenges with performance measures outcomes, additional schools, loss of schools, additional positions, and/or loss of positions:

REASON:

COMPONENTS:

ACTIVITIES:

RESPONSIBLE PERSON(S):

TIMELINES:

DISTRICT(S):	
HOST SITE:	

Application Budget Summary Revision Form

Note: *Only enter the revised amounts
 *When entering dollar amounts, round off to nearest dollar.
 *Submit details explaining the reason for amending each line item on separate sheet of paper, as needed.

Expenditure	Major Line Item Classifications	Original Line-Item Amount Awarded by DCTE	Requested Change	Revised Total Line-Item Amount Requested from DCTE	District Match Funds (1)	Other Source(2)	Other Source(3)	Other Source(4)
1000	Career Coach Salary and Benefits							
2000	Career Exploration Camps							
3000	College Success Program							
4000	Arkansas College Application Campaign							
5000	Computers and Technology							
6000	Career Coach and Supervisor Travel for DCTE sponsored and/or approved activities							
7000	Other (College or additional contributions)							
Total Direct Costs								
Total Program Costs								

CHIEF FISCAL OFFICER/AUTHORIZED SIGNATURE: _____

DATE _____

