Request for Proposal

For

Carl D. Perkins

PERKINSplus

Reserve Fund Grants

Fiscal Year 2016

Dissemination Date:

February 6, 2015

Deadline:

March 27, 2015

5:00 p.m.

Georgia Department of Education

Division of Career, Technical and Agricultural Education

1752 Twin Towers East

Atlanta, GA 30334

|  |
| --- |
| **Program Description** |
| Name of Grant Program: | Georgia Career, Technical and Agricultural Education (CTAE) **PERKINS*plus*** *Reserve* Fund Grants  |
| Authorization: | Carl D. Perkins Career and Technical Education Act of 2006 P.L. 109-270 |
| Dissemination Date: | February 6, 2015 |
| Deadline for Receipt of Applications: | March 27, 2015 @ 5:00 pm (To allow for adequate implementation time for these grants, the deadline for applications cannot be extended). |
| Purpose: | To supplement the resources of local school systems in rural areas; areas with high percentages of career and technology education students; or areas with high numbers of career and technology education students.  |
| Options: | Funds must be spent in accordance with Georgia’s identified options under Section 135 of the Perkins Act. Please select one of the funding options below, and submit the corresponding application for funding. **NOTE: Funding levels subject to availability of federal funds.**Funding options: **1)** Expand or improve LEA’s performance on any core indicator except 6S1 and 6S2 ($15,000 maximum).* Local school systems may apply for grant funds to support the implementation of activities to improve its performance on any core indicator, except 6S1 and 6S2.

 **2)** Enhance system/schools efforts to make students aware of, recruit students into and retain students in CTAE nontraditional pathways with under-represented gender enrollment in grades 9-12 ($10,000 maximum). Perkins Core Indicator 6S1 and 6S2 participation and completion in Georgia’s five identified non-traditional pathways in the following five programs: **Architecture and Construction; Education & Training; Health Science; Transportation, Distribution, & Logistics; and Science, Technology, Engineering, & Mathematics (STEM)** * Local school systems may apply for grant funds to create an awareness, recruit, and retain students in identified nontraditional program(s).

 **3)** Local school systems may apply for grant funds to provide activities to prepare special populations for high skill, high wage, and high demand occupations that will lead to self-sufficiency ($10,000 maximum).  **4)** Implementing CTAE end-of-pathway assessment (FTE 0-300 ≤ $15,000; FTE 301-1000 ≤ $20,000; FTE 1000+ ≤ $25,000 maximum)* Local school systems may apply for grant funds to purchase and administer end-of-pathway assessments for pathway completers as required by Perkins IV legislation. Consultant fees are capped at $30 per hour per person.
 |
| Target Populations: | Target audiences involved in the identified options include career and technology education faculty in partnership with academic faculty members, counselors, and/or administrators involved in CTAE programs.  |
| Technical Assistance:  | For technical assistance, please contact:Dr. Brenda Merchant, South Region Coordinator - (404) 805-9904 Ms. Nancy Bessinger, Central Region Coordinator- (404) 805-9633Mr. Roy Rucks, North Region Coordinator - (404) 805-7279  |
| Eligible Applicants: | Grants are targeted to eligible recipients as defined in Section 131of the Perkins Act and include local school systems in rural areas; areas with high percentages of career and technology education students; or areas with high numbers of career and technology education students. Final approval for awards will be determined by GADOE. GADOE reserves the right to take into consideration geographic distribution, project demonstrated readiness by the LEA, and availability of funds when making decisions.  |
| Range of Grant Awards: | See specific application for award ranges.  |
| Length of Grants: | One year |
| Estimated Program Start Date: | July 1, 2015 to June 30, 2016 |
| Fund Use: | Funds must be spent in accordance with the budget narrative of the four identified priorities. **Funds may be used for:*** Consultant services (Consulting fees are limited to $30 per hour)
* Substitute teacher fees for the activities funded in the grant application [Personnel Activity Report (PAR) required]
* Faculty honorariums (only allowable for work performed outside the regular workday) (PAR required)
* Materials and supplies to support curriculum development and professional development
* Purchasing of equipment for instruction that supports GADOE approved CTAE Pathways (any equipment purchased with these grant funds must be inventoried and assigned to the respective program)

**Funds may not be used for:** * Salaries with the exception of honorariums and substitute pay
* Tuition
* Activities below the seventh grade
* Program maintenance at current performance levels
* Purchase of career information delivery system site licenses
* National, state, or local membership dues or fees
* Purchase of curricular materials for new programs beyond a three-year period
* Promotional items (e.g. shirts, key chains, bags, mugs)
* Construction of temporary or permanent structures
* Purchase of equipment for administrative purposes
* Purchase of equipment to support infrastructure for distance learning
 |
| **Submission Requirements****and Information:** | * The filenames should follow this format:

 FY16 Appendix **X** FY16 Narrative* Applications should be submitted through the GADOE LPlan System at LPlan@doe.k12.ga.us, and send a copy to your Region Coordinator.
* Complete applications must be received by 5:00 pm on March 27, 2015.
* If you have not received an email confirmation from LPlan within two working days, please contact your regional coordinator for follow-up.
* Forms requiring original signatures must be scanned and submitted through the LPlan@doe.k12.ga.us as part of the grant application.
* Incomplete applications will not be considered for funding.
* Applications received after due date and time will not be considered for funding.
 |
| **Approved Applications:** | * Applicants will be notified after their application has been reviewed for approval.
* Approved applications, including all supporting documents and appendices, should be uploaded to the “Uploaded Files” tab of the FY16 PerkinsPlus Reserve Grant in the FY16 Consolidated Application by May 15, 2015,
 |

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**Option 1**

***Expand or improve LEA’s performance on any core indicators except 6S1 and 6S2.* The proposed budget may not exceed $15,000.**

**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

****

**Applications must address the items below.**

* List and describe the specific steps that will occur to support the successful development and implementation of the activity.
	+ For each step listed, include a timeline and the person responsible.
* Identify the activity to be implemented or improved.
* Indicate the Perkins Core Indicator(s) to be addressed.
	+ What is the current performance level for the indicator(s) listed above?
* For professional development activities, include a description and identify staff involved.
* Identify project coordinator and team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

**II. Plan of Operation and Timeline**

**I. Describe the activity and the need for implementation.**



**Complete application for Option 1 must include:**

* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative

Local school systems may apply for grant funds to support the implementation of activities to improve its performance on any core indicator except 6S1 & 6S2.

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***Enhance system/school’s efforts to make students aware of, recruit students into, and retain students in CTAE nontraditional pathways with underrepresented gender enrollment in grades 9-12 (Perkins Core Indicator 6S1 and 6S2 Participation and Completion in Georgia’s five identified non-traditional programs: [Architecture and Construction; Education & Training; Health Science; Transportation, Distribution, & Logistics; and Science, Technology, Engineering, & Mathematics (STEM)]*. The proposed budget may not exceed $10,000.**

**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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**III. Key Personnel**

* Identify project coordinator and team members involved in the development of the program (names, titles and roles).
1. **Describe your proposed efforts to make aware, recruit and retain students in identified nontraditional pathway(s).**
* Identify the activity to be implemented or improved.
* Indicate the Perkins Core Indicator(s) to be addressed.
	+ What is the current performance level for the indicator(s) listed above?
* For professional development activities, include a description and identify staff involved.

**II. Plan of Operation and Timeline**

* List and describe the specific steps that will occur to support the successful development and implementation of the activity.
	+ For each step listed, include a timeline and the person responsible.

**Option 2**

Local school systems may apply for grant funds to create awareness, recruit and retain students in identified nontraditional pathway(s).



* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative

**Complete application for Option 2 must include:**

**Applications must address the items below.**

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***Local school systems may apply for grant funds to provide activities to prepare special populations for high skill, high wage and high demand occupations that will lead to self-sufficiency.* The proposed budget may not exceed $10,000.**

**Option 3**

**Applications must address the items below.**

**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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Identify team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

List and describe the specific steps that will occur to support the successful implementation of the activity.

* For each step listed, include a timeline and the person responsible.

**II. Plan of Operation and Timeline**

* Identify and describe the activity that will be implemented and the details of how it will be implemented.
* For professional development activities, include a description and identify staff involved.



To provide activities to prepare special populations for high skill, high wage, and high demand occupations that will lead to self-sufficiency.

* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative

**Complete application for Option 3 must include:**

**I. Describe the activity and the need for implementation.**

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**Expand or improve LEA’s performance on the core indicators except 6S1 and 6S2. The proposed budget may not exceed $15,000.**

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* Identify team members involved in the development of the program (names, titles and roles).

**III. Key Personnel**

* List and describe the specific steps that will occur to support the successful development and implementation of the activity.
* For each step listed, include a timeline and the person responsible for the activity.
* Identify the assessment, the pathway and the amount to be allocated.
* Systems should complete the “CTAE FY2016 EOPA Funding Worksheet” and submit it as Appendix “E” of the grant application.

**Option 4**

***Implementing End-of-Pathway Assessments*. The proposed budget is based on October 2014 CTAE FTE count. Budget Levels: FTE 0-300 ≤ $15,000; FTE 301-1,000 ≤ $20,000; FTE 1000+ ≤ $25,000.**

**II. Plan of Operation and Timeline**



* Appendix A – Cover Page
* Appendix B – Signed Assurances with Original Signatures
* Grant Narrative – Questions I, II and III
* Appendix C – GADOE Budget Chart
* Appendix D – Budget Narrative
* Appendix E – CTAE FY2016 EOPA Funding Worksheet

**Complete application for Option 4 must include:**

**I. Describe the activity and the plan for assessment.**

**Applications must address questions below.**

* Grant funds may be used for assessment preparation, purchase of assessments, and assessment administration.
* Test participants must meet testing requirements established by GADOE.
* LEA participants are required to submit assessment results, identify test participants, as well as demographic data to GADOE via the Student Records process.

Local school systems may apply for grant funds to purchase end-of-pathway assessments for pathway completers as required by Perkins IV legislation.

# Appendix “A”

## Proposal Cover Page

**PERKINS*plus* Grant**

**FY 2016**

# Appendix “A”

Proposal Cover Page

**Grant Option Number:** Click here to enter text.

**Grant Amount Requested:** Click here to enter text.

**System Name:** Click here to enter text.

**System Number:** Click here to enter text.

**Contact Information**

**Name:** Click here to enter text.

 **Email Address:** Click here to enter text.

 **Day Phone Number:** Click here to enter text.

# APPENDIX “B”

# PERKINS*plus* Grant

# Perkins IV Reserve Grant Application Assurances

# Fiscal Year 2016

The grant applicant hereby assures that:

1. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and the State Plan for Career and Technical Education.
2. Funding will be allocated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and is targeted toward preparing students for high-skill, high wage, and high-demand occupations and/or secondary to postsecondary transition activities.
3. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the State Board of Education, federal legislation and CTAE Grant Budget Guidance.
4. Grant funds will not be expended in any manner other than as outlined in the budget section of the approved grant application.
5. Federal Perkins IV funds will supplement, and will not supplant, non-federal funds expended to carry out the activities of the grant.
6. Permission will be granted to use this grant proposal and its results, if funded, for informational purposes for other education agencies.
7. If required by the Application, all teams will be allowed release time to meet and plan the project.
8. By signing this assurance, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award.  I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

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System Name System Number

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CTAE Director (Original Signature) Date

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Superintendent (Original Signature) Date

**APPENDIX “C”**



**APPENDIX “D”**

**APPENDIX “E”**



**APPENDIX “F”**

 **GEORGIA DEPARTMENT OF EDUCATION**

**CTAE Perkins*plus* GRANT**

**SCORING RUBRIC FOR OPTIONS 1-4**

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 3****Meets All Criteria** | **Level 2** **Meets Some Criteria** | **Level 1** **Meets Few or No Criteria** |
| 1. **Activity description and the use of data to support the need for the activity.**
 | The proposed activity is clearly and thoroughly described, and the performance data proves the need for the activity.  | There is a limited description of the proposed activity, and the performance data provides limited support for the activity.  | The proposed activity is not clearly identified, and little or no performance data are included to support the need for the activity.  |
| **25 Points** | **25-15** | **14-6** | **5-0** |
| **B. Plan of Operation and Timeline**  | A detailed timeline, including specific steps in the implementation process is included. Persons responsible are listed. An explanation is given as to how the implementation process will be evaluated for success.  | A timeline that includes some specific dates is included. Persons responsible are listed. A limited explanation is given as to how the implementation process will be evaluated for success.  | The timeline does not exist or is very limited and includes few specific dates. No explanation is given as to how the implementation process will be evaluated for success.  |
| **10 Points** | **10-6** | **5-1** | **0** |
| **C. Key Personnel**  | Key personnel are identified by name, title, and role. | Few key personnel are identified by name, title, and role. | No key personnel are identified. |
| **5 Points** | **5-4** | **3-1** | **0** |
| **D. Budget Narrative**  | Budget is clear, reasonable and cost effective. Budget narrative itemizes expenses in detail by completing all items requested on the “Budget Narrative Template.” Budget calculations are correct.  | Budget is reasonable and cost effective. Budget narrative identifies expenses and provides general explanation. Budget contains a few errors with some items missing from “Budget Narrative Template.” | Budget is not clear, reasonable and/or cost effective. Budget narrative does not provide detailed explanation of expenditures. Budget contains errors and/or is completed incorrectly. |
| **50 Points** | **50-30** | **29-15** | **14-0** |
| **E. Grant Budget Chart** | Budget Chart is complete. All funds requested are budged to the appropriate object code. | Budget Chart is incomplete or needsrevision. Items are not charged to the appropriate object code. | Budget Chart not completed or containserrors and is completed incorrectly. |
| **10 Points** | **10-6** | **5-1** | **0** |
| **System Name:** |  | **Evaluator:** | **Total Points:** |

**APPENDIX “G”**

**Personnel Activity Report (PAR)**

**Sample**

PERSONNEL ACTIVITY REPORT

(PAR)

Employee: \_\_Jane Doe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_Westside High School\_\_\_\_\_\_

Reporting Period: \_May 1 – 30, 2015\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program Name** | **Date of Activity** | **Description of Activity** | **Hours Worked** | **Total Compensation** | **Distribution of Time** |
| Perkins | May 2, 2015 | Substitute-FBLA | 8 | $65.00 | 100% |
|  |  |  |  |  |  |
| Perkins | May 6, 2015 | EOPA Test Administration | 2 | $60.00 | 100% |
| Perkins | May 7, 2015 | EOPA Data Entry | 6 | $180.00 | 100% |

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Signature of Employee Date

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Signature of Supervisor Date

**APPENDIX “G”**

**Personnel Activity Report (PAR)**

PERSONNEL ACTIVITY REPORT

(PAR)

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program Name** | **Date of Activity** | **Description of Activity** | **Hours Worked** | **Total Compensation** | **Distribution of Time** |
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Signature of Employee Date

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Signature of Supervisor Date