

Request for Proposals

For

Carl D. Perkins

PERKINS*Plus*

Reserve Fund Grants

Fiscal Year 2013

Georgia

Career, Technology and
Agricultural Education

PERKINS*Plus*

Reserve Fund Grants

Georgia State

Department of Education
Division of Career Technical
and Agricultural Education

1752 Twin Towers East

Atlanta, GA 30334

Dissemination Date:

February 3, 2012

Deadline:

April 4, 2012

5:00 p.m.

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 3, 2012
Deadline for Receipt of Applications:	April 4, 2012 @ 5pm (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.
Priorities:	<p>Funds must be spent in accordance with Georgia's identified priorities under Section 135 of the Perkins Act. Please select one of the funding priorities below, and submit the corresponding application for funding. Funding priorities:</p> <ol style="list-style-type: none"> 1) Expand or improve LEA's performance (\$15,000 maximum) on the core indicators. <ul style="list-style-type: none"> • Local school systems may apply for grant funds to support the implementation of activities to improve their performance on the core indicators. 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 (\$12,000 maximum). Perkins Core Indicator 6S1 and 6S2 participation and completion. <ul style="list-style-type: none"> • Local school systems may apply for grant funds to create an awareness, recruit and retain students in identified nontraditional pathway(s). Equipment purchases are not allowed from this priority including: object codes 615, 616, 730, and 734. 3) Implement Rigorous CTAE Academic Integration and STEM (Science, Technology, Engineering, and Mathematics) Initiatives at the secondary level. <ul style="list-style-type: none"> • Local school systems may apply for grant funds to support the implementation of Georgia's CTAE STEM initiatives (\$10,000 maximum). Any equipment purchased must be inventoried and assigned to its respective CTAE Program. 4) 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). 5) Enhance career counseling and advisement services to students enrolled in CTAE courses in grades 9-12. Career counseling/advisement involves the participation of students, their families, school staff and the business community (\$10,000 maximum). <ul style="list-style-type: none"> • Local school systems may apply for grant funds to enhance career counseling and advisement services for students

	<p>enrolled in CTAE programs</p> <p>6) Implementing CTAE end-of-pathway assessment (\$15,000 maximum).</p> <ul style="list-style-type: none"> 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 and may not exceed this amount,
Target Populations:	Target audiences involved in the identified priorities 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)(805-9633) Mr. Roy Rucks, North Region Coordinator - (404) (805-7279)
Eligible Applicants:	Grants are targeted to eligible recipients as defined in Section 131 of 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, 2012 to June 30, 2013
Fund Use:	<p>Funds must be spent in accordance with the six identified priorities.</p> <p>Funds may be used for:</p> <ul style="list-style-type: none"> Consultant services (Consulting fees are limited to \$30 per hour. Substitute teacher fees or faculty honorariums (Stipends are only allowable for work performed outside the regular work day); Materials and supplies to support curriculum development and professional development; Purchasing of equipment for instruction that supports GADOE approved CTAE Pathway Programs (any equipment purchased with these grant funds must be inventoried and assigned to the respective program); and Administrative costs not to exceed 5% of the total grant, including indirect costs and single audit costs. <p>Funds may not be used for:</p> <ul style="list-style-type: none"> Salaries with the exception of honorariums and substitute pay; Tuition; Activities below the seventh grade; Program maintenance at current performance levels ex. update labs with computers, supplies, etc.;

	<ul style="list-style-type: none"> • 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; • Administrative and indirect costs and single audit costs that exceed 5% of the grant amount. • Purchase of equipment to support infrastructure for distance learning; • Purchase of laptop computers or other emerging technologies, unless they are for programmatic use; • Purchase of LCD projectors or digital cameras; or • Purchase of Smart Boards.
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<p>Submission Requirements:</p>	<p>Proposal must contain the following required forms with original signatures:</p> <ol style="list-style-type: none"> 1. Proposal Cover Page – Appendix A 2. Assurances Page – Appendix B 3. GaDOE Budget Chart – Appendix C 4. End-Of Pathway FY2012 Assessment Funding Worksheet (priority #6 only) – Appendix D 5. FY2013 Perkins<i>plus</i> Budget Narrative Template-Appendix E <p>Applications should be submitted through the GADOE LPlan System at Lplan@doe.k12.ga.us. Complete applications must be received by 5:00 p.m. on April 4, 2012. Forms requiring original signatures must be scanned and submitted through the LPlan@doe.k12.ga.us as part of the grant application.</p>
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PRIORITY 1: *Expand or improve LEA's performance on the core indicators.* The proposed budget may not exceed \$15,000.

Local school systems may apply for grant funds to support the implementation of activities to improve their performance on the core indicators. Equipment is not an allowable expenditure including object codes 61, 61,730 and 734.

- Applications must address questions A-E below.

Respond to each (A – E):

A. Describe the activity and the need to implement it.

(25 Points)

1. Identify the Activity to be implemented or improved
2. Indicate the Perkins Core Indicator(s) of Performance that will be positively impacted through the implementation of the program of study activities.
 - What is the current performance level for the indicator(s) listed above?
 - What is the targeted goal for the identified indicator(s) once the program/activity has been fully implemented?

B. Plan of Operation and Timeline

(10 Points)

1. List and describe the specific steps that will occur to support the successful development and implementation of the new program/activity.
 - For each step listed, include a timeline and the person responsible.

C. Key Personnel

(5 Points)

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

D. FY2013 Perkinsplus Budget Narrative Template

(50 Points)

1. Complete the attached Budget Narrative template including a detailed description of each budget item indicating the specific function and object code, and how each item will be utilized in the project, the quantity and cost to be expended.

E. Perkinsplus Grant Budget Chart

(10 Points)

1. Complete Appendix C Perkinsplus Grant Budget Chart and complete the budget page of the consolidated application.

PRIORITY #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 (Perkins Core Indicator 6S1 and 6S2 Participation and Completion). . The proposed budget may not exceed \$12,000.

Local school systems may apply for grant funds to create awareness, recruit and retain students in identified nontraditional pathway(s). Equipment purchases are not allowed from this priority including: object codes 615, 616, 730, and 734.

- Applications must address questions A-E below.

Respond to each (A – E):

A. Describe the activity/initiative and the need to implement. (25 Points)

- Describe your proposed efforts to make aware, recruit and retain students in identified nontraditional pathway(s).

Activity	Grade	When (month)	Who (teacher, counselor, community)	Where

- Describe the analysis and results of data regarding underrepresented students in CTAE pathways utilizing the document from the National Alliance for Partnerships in Equity, *Nontraditional Career Preparation Root Causes & strategies at <http://www.napequity.org/foundation/page.php?55>*
- Write the mission statement (target goal) for this activity/initiative including a brief description of the activity or initiative.
- List in bullet points rationale for this initiative. Include appropriate data if available.
- Describe how this initiative will impact Perkins Core Indicators of Performance. Include the current performance level for each of the Perkins Core Indicators in your system or school.
- Describe the measureable outcome(s) of this initiative to include who, how, what and when data will be collected.

B. Plan of Operation and Timeline (10 Points)

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

C. Key Personnel (5 Points)

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

D. FY2013 Perkinsplus Budget Narrative Template (50 Points)

1. Complete the attached Budget Narrative template including a detailed description of each budget item indicating the specific function and object code and how each item will be utilized in the project, the quantity and cost to be expended.

E. Perkinsplus Grant Budget Chart (10 Points)

1. Complete Appendix C Perkinsplus Grant Budget Chart and complete the budget page of the consolidated application.

PRIORITY 3: Implement STEM Initiatives at the secondary level. The proposed budget may not exceed \$10,000 including all administrative and indirect costs.

- A. Implement STEM initiatives at the secondary level. Local school systems may apply for grant funds to support the implementation of a Georgia's CTAE STEM initiatives infusing the integration of real world application, project-based learning into cross-curricular standards.

- Applications must address questions A-E below.

Respond to each (A – E):

A. Describe the activity and the need to implement it. (25 Points)

1. Identify the activity to be implemented or improved and describe its implementation.
2. Describe sustainability strategies for maintaining the project/activities should future funding no longer be available.
 - a. Describe any other non-grant funds that will be used to support the project.
 - b. Describe how program development and program improvement initiatives funded by the reserve grant funds are integrated with district-wide improvement plans.

B. Plan of Operation and Timeline (10 Points)

1. List and describe the specific steps that will occur to support the successful development and implementation of the new program/activity.

C. Key Personnel (5 Points)

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

D. FY2013 Perkinsplus Budget Narrative Template (50 Points)

1. Complete the attached Budget Narrative template including a detailed description of each budget item indicating the specific function and object code and how each item will be utilized in the project, the quantity and cost to be expended.

E. Perkinsplus Grant Budget Chart (10 Points)

1. Complete Appendix C Perkinsplus Grant Budget Chart and complete the budget page of the consolidated application.

PRIORITY 4: *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 including all administrative and indirect costs.*

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

- Applications must address questions A-E below.

Respond to each (A – E):

A. Describe the activity and the need to implement it. (25 Points)

1. Identify and describe the activity that will be implemented and describe implementation.

B. Plan of Operation and Timeline (10 Points)

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

C. Key Personnel (5 Points)

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

D. FY2013 Perkinsplus Budget Narrative Template (50 Points)

1. Complete the attached Budget Narrative Template(Appendix E) including a detailed description of each budget item indicating the specific function and object code and how each item will be utilized in the project, the quantity and cost to be expended.

E. Perkinsplus Grant Budget Chart (10 Points)

1. Complete Appendix C Perkinsplus Grant Budget Chart.

PRIORITY 5: Enhance career counseling and advisement services to students enrolled in CTAE courses in grades 9-12. Career counseling/advisement involves the participation of students, their families, school staff and the business community. The proposed budget may not exceed \$10,000.

A. Local school systems may apply for grant funds to enhance career counseling and advisement services for students enrolled in CTAE programs.

- Applications must address questions A-E below.

Respond to each (A – E):

A. Describe the activity/initiative and the need to implement: **(25 Points)**

- Describe your proposed career counseling and advisement program in grades 9-12.

Activity	Pathway	When (month)	Who (teacher, counselor, community)	Where

- Write the mission statement (target goal) for this activity/initiative including a brief description of the activity or initiative.
- List in bullet points rationale for this activity/initiative. Include appropriate data if available.
- Describe how this initiative will impact Perkins Core Indicators of Performance. Include the current performance level for each of the Perkins Core Indicators in your system or school.
- Describe the measurable outcomes of this activity/initiative to include who, how and when data will be collected.

B. Plan of Operation and Timeline

(10 Points)

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

C. Key Personnel

(5 Points)

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

D. FY2013 Perkinsplus Budget Narrative Template

(50 Points)

1. Complete the attached Budget Narrative Template (Appendix E) including a detailed description of each budget item indicating the specific function and object code and how each item will be utilized in the project, the quantity and cost to be expended.

E. Perkinsplus Grant Budget Chart

(10 Points)

1. Complete Appendix C Perkinsplus Grant Budget Chart.

PRIORITY 6: *Implementing End-of-Pathway Assessments.* The proposed budget may not exceed \$15, 000 including all administrative and indirect costs.

- A. Local school systems may apply for grant funds to purchase end-of-pathway assessments for pathway completers as required by Perkins IV legislation.
- 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 GDOE.
 - Applications must address questions A-E below.

Respond to each (A – E):

A. Describe the activity and the plan for assessment (25 Points)

1. Identify the pathway and the amount to be allocated.
2. LEA will submit the “CTAE Assessment Funding Request Document.”
3. Describe how student results will be captured and reported to GADOE.

B. Plan of Operation and Timeline (10 Points)

1. List and describe the specific steps that will occur to support the successful implementation of the activity.
 - a. For each step listed, include a timeline and the person responsible for the activity.
 - b. For each step listed explain how it will be evaluated for success.

C. Key Personnel (5 Points)

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

D. FY2013 Perkinsplus Budget Narrative Template (50 Points)

1. Complete the attached Budget Narrative template including a detailed description of each budget item indicating the specific function and object code and how each item will be utilized in the project, the quantity and cost to be expended.

E. Perkinsplus Grant Budget Chart (10 Points)

1. Complete Appendix C Perkinsplus Grant Budget Chart and complete the budget page of the consolidated application.

APPENDIX F
GEORGIA
CTAE Perkinsplus GRANT FUND
SCORING RUBRIC FOR PRIORITIES 1-6

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

Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
A. Activity description and the use of data to support the need for the activity. 25 Points	The proposed activity is clearly and thoroughly described and the performance data proves the need for the activity. 25-15	There is a limited description of the proposed activity, and the performance data provides limited support for the activity. 14-6	The proposed activity is not clearly identified and little or no performance data are included to support the need for the activity. 5-0
B. Plan of Operation and Timeline 10 Points	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. 10-6	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. 5-1	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. 0
C. Key Personnel 5 Points	Key personnel are identified by name, title, and role. 5-4	Few key personnel are identified by name, title, and role. 3-1	No key personnel are identified. 0
D. Budget Narrative 50 Points	Budget is clear, reasonable and cost effective. Budget narrative itemizes expenses in detail by completing all items requested on the “Budget Narrative Template” (Appendix D.)Budget calculations are correct. 50-30	Budget is reasonable and cost effective. Budget narrative identifies expenses and provides general explanation. Budget contains a few errors. Some items missing from “Budget Narrative Template.” 29-15	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. 14-0
E. Grant Budget Chart 10 Points	Budget Chart is complete all funds requested is budgeted to the appropriate object code. 10-6	Budget Chart is incomplete or needs revision. Items are not charged to the appropriate object code. 5-1	Budget Chart not completed or contains errors and is completed incorrectly. 0
System Number:	System Name:	Evaluator:	Total Points Awarded this Grant:



**Appendix A
Proposal Cover Page
PERKINS*plus* Grant**

Grant Priority Number:

Grant Amount Requested:

System Name:

System Number:

Contact Information:

Name:

Email Address:

Day Phone Number:

<p>APPENDIX B</p> <p>PERKINS<i>Plus Grant</i></p> <p>Perkins IV Reserve Grant Application Assurances</p> <p>2011-2012</p>

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 Board of Education and is targeted toward preparing students for high-skill, high wage, or high-demand occupations and/or secondary to post secondary transition activities.
3. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the Board of Education and federal legislation.
4. Grant funds will not be expended in any manner other than as outlined in the budgeted 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. All teams will be allowed time to meet and plan the project and will be given release time to attend required meetings.

System Name (Signature)

System Number

CTAE Director (Signature)

Date

Superintendent

Date