

Division of Workforce Development Funding – Vocational Education

I. GRANT AT-A-GLANCE

Title	Secondary Vocational Programs (Section 131)
Authorization	Carl D. Perkins Vocational and Technical Education Act of 1998, Public Law 105-332
Purpose	To develop more fully the academic, vocational, and technical skills of secondary students who elect to enroll in vocational and technical education programs
Target Population	Secondary vocational students
Project Amount	Funds allocated by formula
Eligible recipients	School districts
Application Due Date	<i>June 18, 2001</i>
Entitlement/Discretionary	Entitlement
State/Federal Funds	Federal
Contact	Appropriate Regional Team
Required Forms	DOE 100A with appropriate signature DOE 101 <u>Regional Workforce Board Coordination Assurance Form</u> Authorization Letter , if the signature on the DOE 100A is other than that of the superintendent or president/chairman of the board, a letter authorizing that individual to sign <i>must be</i> submitted.

II. FEDERAL GUIDELINES

A. Authorization

The funds are authorized by the Carl D. Perkins Vocational and Technical Education Act of 1998, Public Law (P.L. 105-332). General regulations are from the education department general administration regulations (EDGAR). The purpose of these funds is to improve vocational and technical education programs with new and improved activities.

B. Required Use of Funds

1. Strengthen the academic, and vocational and technical skills of students participating in vocational and technical education by strengthening the academic, and programs through the integration of academics with vocational and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and vocational and technical subjects;
2. Provide students with strong experience in and understanding of all aspects of an industry;
3. Develop, improve, or expand the use of technology in vocational and technical education, which may include:
 - Training of vocational and technical education personnel to use state-of-the-art technology, which may include distance learning;
 - Providing vocational and technical education students with the academic, and vocational and technical skills that lead to entry into the high technology and telecommunications field; or
 - Encouraging schools to work with high technology industries to offer voluntary internships and mentoring programs;
4. Provide professional development programs to teachers, counselors, and administrators, including:
 - In-service and pre-service training in state-of-the-art vocational and technical education programs and techniques, in effective teaching skills based on research, and in effective practices to improve parental and community involvement;
 - Support of education programs for teachers of vocational and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services that such teachers and personnel stay current with all aspects of the industry;
 - Internship programs that provide business experience to teachers; and
 - Programs designed to train teachers specifically in the use and application of technology;
5. Develop and implement evaluations of the vocational and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;
6. Initiate, improve, expand, and modernize quality vocational and technical education programs;
7. Provide services and activities that are of sufficient size, scope and quality to be effective; and

8. Link secondary vocational and technical education and postsecondary vocational and technical education, including implementing tech-prep programs.

C. Permissible Use Of Funds

1. Involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of vocational and technical education programs authorized under this title, including establishing effective programs and procedures to enable informed and effective participation in such programs;
2. Provide career guidance and academic counseling for students participating in vocational and technical education programs;
3. Provide work-related experience, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to vocational and technical education programs;
4. Provide programs for special populations;
5. Build local education and business partnerships;
6. Assist vocational and technical student organizations;
7. Provide mentoring and support services;
8. Provide leasing, purchasing, upgrading, or adapting equipment, including instructional aides;
9. Provide teacher preparation programs that assist individuals who are interested in becoming vocational and technical education instructors, including individuals with experience in business and industry;
10. Improve or develop new vocational and technical education courses;
11. Provide support for family and consumer sciences programs;
12. Provide vocational and technical education programs for adults and school dropouts to complete their secondary school education;
13. Provide assistance to students who have participated in services and activities under this title in finding an appropriate job and continuing their education;
14. Support nontraditional training and employment activities; and
15. Support other vocational and technical education activities that are consistent with the purpose of this act.

III. STATE GUIDELINES

A. Application Narrative

For 2001-2002, LEAs will be provided, under separate cover, with baseline data for their LEA and the reasonable approximation determined by the state for improvement in each performance measure.

To receive funds for 2001-2002, LEAs must:

1. Analyze and review the four-year plan submitted last year for the delivery of career and technical education. Identify modifications, changes, or revisions to the plan and describe how those changes will address local needs and improve the delivery of services to the target population.

2. For each performance measure where improvement is required, establish a list of performance improvement activities and record them on the chart provided. Please keep responses brief.
3. Applicants that are applying for these funds for the first time must also submit a four-year plan as outlined in the FY 2000-2001 Consolidated Funding Guide. Contact your regional representative for assistance.

Note: The baseline data required for applicants to respond to #2 above is not currently available. Therefore, applicants are not required to address #2 at this time. When the baseline data becomes available, it will be provided to each funded recipient, and at that time #2 must be completed and submitted to the Division of Workforce Development.

B. Funding Distribution

Funds shall be allocated on a formula basis as identified by the Division of Workforce Development. The amount available to each eligible recipient can be found on the FY 2001-2002 Section 131 Basic Grant Allocation Chart.

C. Required Forms

Eligible recipients submitting proposals to the Department must include the following budget forms in the application:

- DOE 100A, Project Application Summary
- DOE 101, Budget Description Form

Note: The forms are attached.

D. Submitting the Application

What to Submit

- One application with original signatures
- Three copies of the application

Due Date

- **Date: June 18, 2001**
- **Time: 5:00 p.m.**

Send To:

Florida Department of Education
Division of Financial Services, Grants Management Section
325 W. Gaines Street, Room 325 B
Tallahassee, FL 32399-0400

IV. APPLICATION EVALUATION

Application Evaluation Criteria

In compliance with Perkins III, Section 122(c)(1)(B) this form will be used to review Section 131 applications for compliance with Perkins requirements.

2001-2002 Narrative

LEA: _____

Key/Section of Local Application	Section Complete	Section Incomplete	Comment(s)
Application Narrative 1. Review and revision of 4-year plan if needed. 2. Performance Measures			
Required Forms 1. DOE 100A 2. DOE 100			

Does the LEA need to be contacted? ____yes ____no

Person contacted: _____

Date: _____

Signature of reviewer(s): _____

Date: _____

FY 2001-2002 Section 131 Basic Grant Allocation Chart			
District	Allocation	District	Allocation
ALACHUA	\$ 309,481	LAKE	\$ 249,285
BAKER	44,270	LEE	444,030
BAY	265,598	LEON	289,293
BRADFORD	49,767	LEVY	66,729
BREVARD	562,570	LIBERTY	10,504
BROWARD	1,722,181	MADISON	42,014
CALHOUN	26,857	MANATEE	273,376
CHARLOTTE	118,856	MARION	407,343
CITRUS	149,424	MARTIN	109,990
CLAY	162,838	MONROE	86,232
COLLIER	238,977	NASSAU	75,091
COLUMBIA	120,857	OKALOOSA	230,753
MIAMI-DADE	4,294,523	OKEECHOBEE	73,782
DESOTO	58,229	ORANGE	1,076,830
DIXIE	30,708	OSCEOLA	202,381
DUVAL	1,218,508	PALM BEACH	1,112,625
ESCAMBIA	577,995	PASCO	379,151
FLAGLER	49,493	PINELLAS	986,459
FRANKLIN	20,805	POLK	761,607
GADSDEN	136,152	PUTNAM	178,437
GILCHRIST	23,001	ST. JOHNS	133,234
GLADES	18,251	ST. LUCIE	292,167
GULF	25,202	SANTA ROSA	178,188
HAMILTON	32,811	SARASOTA	246,037
HARDEE	57,023	SEMINOLE	423,237
HENDRY	76,797	SUMTER	81,599
HERNANDO	166,894	SUWANNEE	72,163
HIGHLANDS	112,588	TAYLOR	45,431
HILLSBOROUGH	1,515,352	UNION	20,488
HOLMES	43,167	VOLUSIA	550,446
INDIAN RIVER	105,206	WAKULLA	32,972
JACKSON	86,444	WALTON	77,151
JEFFERSON	31,587	WASHINGTON	45,248
LAFAYETTE	13,996	TOTAL	\$ 21,720,681

NOTE: All amounts estimates and are dependent on final awards and final action of USDOE.

Perkins Performance Measures

The chart below is a sample of the document that you will need to complete and submit to the Division of Workforce Development once you receive your baseline data.

Core Measures	State Negotiated Level for 2000-2001	LEA Baseline (From Chart)	LEA Target for 12/2002 (From Chart)	List Programs, Services and Activities for 2001-2002
<i>1S1 Secondary Academic Attainment</i> The number of students who earned an OCP and earned a diploma divided by the number of students who earned an OCP and left high school with or without a diploma.	92.26%			
<i>1S2 Secondary Technical Skills</i> The number of students who earned an OCP and earned a diploma divided by the number of all high school students who earned a diploma.	27.74%			
<i>2S1 Secondary Completions</i> <i>Same measure as 1S1</i>	92.26%			
<i>3S1 Secondary Placements</i> Number of students found placed divided by the number of exited completers with valid social security numbers.	77.90%			
<i>4S1 Nontraditional Enrollments</i> The number of students enrolled in programs nontraditional for their gender divided by all students enrolled in programs identified as nontraditional.	30.34%			
<i>4S2 Nontraditional Completions</i> The number of students who completed an OCP in a program non-traditional for their gender divided by all students who earned at least one OCP in programs identified as non-traditional.	29.61%			

Florida Department of Education

Project Application Summary

Please return to: Florida Department of Education Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 488-3137 Suncom: 278-3137	A) Program Name: <h2 style="margin: 0;">Carl D. Perkins Secondary Education</h2>	<h2 style="margin: 0;">DOE USE ONLY</h2> Date Received <div style="border: 1px solid black; padding: 5px; color: blue; font-size: small;"> Do not remove this number. Projects will not be substantially approvable. 2B018 </div>						
B) Name and Address of Eligible Recipient: 		Project Number: Total Amount Funded: \$						
C) Salaries/Benefits \$ D) Purchased Services \$ E) Expenses \$ F) Capital Outlay \$ G) Total \$	H) Agency Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name:</td> <td>Address:</td> </tr> <tr> <td>Telephone:</td> <td>Suncom:</td> </tr> <tr> <td>Fax:</td> <td>E-mail:</td> </tr> </table>		Name:	Address:	Telephone:	Suncom:	Fax:	E-mail:
Name:	Address:							
Telephone:	Suncom:							
Fax:	E-mail:							
<h4>CERTIFICATION/BUDGET BY SCHOOL DISTRICT/OTHER AGENCY</h4> <p>The governing body of the applicant has authorized the filing of this application and the undersigned representative has been duly authorized to file this application and act as the authorized representative of the applicant in connection with this application.</p> <p>I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true and are correct and are consistent with the statement of assurances signed and submitted previously. Furthermore, all applicable statutes, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability of funds distributed for this project. All records necessary to substantiate these items will be available for review by state and federal monitoring staff. I further certify that all disbursements: will be obligated after project approval date and prior to the termination date; have not been previously reported; and were not used for matching funds on this or any special project.</p> <p>I) _____ Signature of Superintendent / Agency Head</p>								



Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter Name of DOE Program for which funds are being requested.
- B.** Enter Name and Address of Eligible Recipient.
- C.** Enter total Salaries and Benefits requested.
- D.** Enter total Purchased Services requested.
- E.** Enter total Expenses requested, including Indirect Cost.
- F.** Enter total Capital Outlay requested.
- G.** Enter total Amount Requested.
- H.** Enter information as requested.
- I.** To be signed by the appropriate person.

Note: Applications signed by officials other than Superintendent, or President/Chairman of the Board, must have letter of authorization to sign on the behalf of said official, attached to DOE 100 A or B when application is submitted.

DOE 100A
Rev. 01/01

Charlie Crist, Commissioner



Instructions Budget Description Form

A. Enter District/Agency Name.

B. DOE USE ONLY.

- Provide a narrative description for each budget item by category. Include all information requested in the Request for Proposal (RFP) or Request for Application (RFA) for Salaries and Benefits, Purchased Services, Expenses, and Capital Outlay.

DOE 101
Rev. 01/01

Charlie Crist, Commissioner

