



## FLORIDA DEPARTMENT OF EDUCATION

### Request for Applications

#### I. GRANT OVERVIEW

<b>Division/Office</b>	Division of Community Colleges and Workforce Education
<b>Title</b>	<b>Carl D. Perkins, Areas Adversely Affected, Secondary Career and Technical Education Programs</b>
<b>Specific Funding Authority(ies)</b>	Carl D. Perkins Vocational and Technical Education Act of 1998, CFDA #84.048  Currently funded Perkins projects will be extended one year (fiscal year 2004-05) under the existing federal authorization, pending reauthorization.
<b>Funding Purpose</b>	To develop more fully the academic, career and technical skills of secondary students who elect to enroll in career and technical education programs.  For details, please see the <b>Narrative Instructions</b> section.
<b>Funding Priorities</b>	Not Applicable
<b>Support for Reading Initiative</b>	Address how the project will support "Just Read, Florida!" See <b>Narrative Instructions</b> section.
<b>Target Population</b>	Secondary Career and Technical Education Students
<b>Reporting on Outcomes</b>	<ul style="list-style-type: none"><li>• Federal requirements include annual reports on specific performance measures. Local data must be reported on all career and technical students through reports sent to the Division of Community Colleges and Workforce Education, Grants Administration.</li><li>• DOE 399, Project Disbursement Report, is due by August 20, 2005.</li></ul>

<b>Dissemination and Marketing Plan</b>	Address how information about the project will be disseminated and marketed to appropriate populations. See <b>Narrative Instructions</b> section.
<b>Eligible Applicants</b>	Agencies Identified on the <b>Allocation Chart</b> in the <b>Attachments</b> section
<b>Type of Award</b>	Discretionary, Non-competitive
<b>Total Funding Amount</b>	\$100,000 -- see <b>Allocation Chart</b> in the <b>Attachments</b> section
<b>Funding Period</b>	July 1, 2004 to June 30, 2005
<b>Technical Support</b>	Teresa Bestor, Program Director, telephone: 850/245-9047, fax: 850/245-9052, e-mail: <a href="mailto:Teresa.Bestor@fldoe.org">Teresa.Bestor@fldoe.org</a>
<b>Required Forms</b>	<ul style="list-style-type: none"> <li>• DOE 100A, Project Application</li> <li>• DOE 101, Budget Narrative Form</li> <li>• Application Review Criteria and Checklist</li> </ul>
<b>Application Due Date</b>	Close of business on <b>June 30, 2004</b>

## **II. FEDERAL REQUIREMENTS**

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

Currently funded Perkins projects will be extended one year (fiscal year 2004-05) under the existing federal authorization, pending reauthorization.

The Department of Education has developed and implemented a document entitled, "General Terms, Assurances and Conditions for Participation in Federal and State Programs," to comply with:

- 34 CFR Part 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;
- applicable regulations of other Federal agencies; and
- state regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at: <http://www.firn.edu/doe/comptroller/gbook.htm>.

### **School Districts and Community Colleges**

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

### **Program Priorities**

The priorities of the Carl D. Perkins Vocational and Technical Education Act of 1998 will be principally achieved by:

1. Building on the efforts of states and localities to develop challenging academic standards for students in career and technical education programs;
2. Promoting the development of services and activities that integrate academic, career and technical instruction, and that link postsecondary and secondary education to participating career and technical education students;
3. Increasing state and local flexibility and providing services and activities designed to develop, implement, and improve career and technical education, including Tech Prep education; and
4. Disseminating national research, and providing professional development and technical assistance that will improve career and technical education programs, services and activities.

### **Required Use of Funds**

1. Strengthen the academic, career and technical skills of students participating in career and technical education through the integration of academics with career and technical education

- programs through a coherent sequence of courses to ensure learning in the core academic, and career 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 career and technical education, which may include:
    - Training of career and technical education personnel to use state-of-the-art technology, including distance learning;
    - Providing career and technical education students with the academic, and career 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 career 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 career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to ensure 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 career 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 career and technical education programs;
  7. Provide services and activities that are of sufficient size, scope and quality to be effective; and
  8. Link secondary career and technical education and postsecondary career and technical education.

### **Permissible Use of Funds**

1. Involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of career 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 career 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 career and technical education programs;
4. Provide programs for special populations;
5. Build local education and business partnerships;
6. Assist career 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 career and technical education instructors, including individuals with experience in business and industry;
10. Improve or develop new career and technical education courses;
11. Provide support for Family and Consumer Sciences programs;
12. Provide career 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 career and technical education activities that are consistent with the purpose of this Act.

### **III. STATE REQUIREMENTS**

#### **Local Perkins Performance Improvement Plan Approvals**

Each of the four agencies listed on the **Allocation Chart** located in the **Attachments** section will receive, **under separate cover (not included in this RFA document)**, from the Division of Community Colleges and Workforce Education, individualized Perkins performance data for their agency with local improvement targets identified. Instructions for completing the Local Perkins Performance Improvement Plan will accompany the local data.

Data reporting is part of Florida's contract with the U.S. Department of Education for receiving Perkins funds. The state is required to report annually on progress toward meeting federally-approved student/program performance improvement targets. Statewide progress is an aggregation of local program improvements made by local recipients of Perkins funds. Local recipients are therefore required to work toward meeting local improvement targets that are established by the Florida Department of Education.

Local Perkins Performance Improvement Plans submitted by LEAs will be reviewed and approved by the Division of Community Colleges and Workforce Education, and, in some cases, Accountability, Research, and Measurement (ARM) staff prior to release of funding.

**NOTE:** Instances where an LEA shows a consistent pattern of failure to submit student performance data as required may delay approval of funds until the LEA can demonstrate that local data reporting problems have been corrected.

#### **Monitoring**

*Florida's State Plan for Carl D. Perkins Vocational and Technical Education* includes the provision that the state will evaluate the effectiveness of project activities based on established and approved performance goals.

#### **Project Extensions**

These currently funded Perkins projects are being extended one year (**fiscal year 2004-05**) under the existing federal authorization, pending reauthorization.

### **Narrative Instructions**

Narrative responses must be typed in 12-point font. There is a two page maximum for the narrative response portion of the application package. Be sure to respond to all information requested and follow the outline below when writing narrative responses.

1. Review the four-year work plan originally submitted by your agency for this program for fiscal years 2000-04 regarding the delivery of career and technical education. Identify any proposed 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. If no modifications or changes are planned, please state so.
2. In an effort to align with the President’s proposal for secondary and technical education excellence, indicate an approach that your district will implement or enhance for each of the following:
  - a) Increase the number of students taking a rigorous academic curriculum so that they are fully prepared for postsecondary education without needing remediation and high-skilled entry-level employment.
  - b) Increase the high school graduation rate.
  - c) Increase student choice among rigorous high school programs or accelerations to postsecondary education.
  - d) Reduce the need for postsecondary remediation among recent high school graduates.
  - e) Increase the number of students participating in dual enrollment or continuing into postsecondary technical programs directly from high school.
3. Briefly describe how the project will support the Department’s reading initiative, “Just Read, Florida!” Information about the initiative is available at <http://www.justreadflorida.com>.
4. Briefly describe how the program’s services will be disseminated and marketed to the potential student population, and how Best Practices will be shared with other entities providing similar services.

For a list of all items to be included in the application package, please see the **Application Review Criteria and Checklist** in the **Attachment** section.

**For additional information about projects funded by Carl D. Perkins, please see:**  
*Florida’s State Plan for Carl D. Perkins Vocational and Technical Education*  
<http://www.firn.edu/doe/workforce/stateplan.htm>.

## IV. FISCAL REQUIREMENTS

### **Funding Shall Supplement, Not Supplant**

In general, the Act states that the funds made available for career and technical education activities shall supplement and not supplant other state or local public funds expended for career and technical education programs.

### **Local Administrative Cost**

Section 135 (d) of the Act contains the requirements pertaining to local administrative costs. Not less than 95% of the funds shall be expended for carrying out Career and Technical Education activities. The remaining amount, not to exceed 5%, may be used for:

- Planning
- Personnel development
- Interagency coordination
- Administration
- Indirect costs

Positions such as project coordinator, accountant, clerical staff, or other positions not directly serving students are considered administrative. Travel, equipment, and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to program and/or students, and direct assistance to career and technical education students. **Indirect costs include administrative costs.**

### **Federal Cash Advance**

Funded recipients will receive their allocation via cash advance.

Cash advance funded projects allow the recipient to request cash as needed to pay outstanding obligations. Cash is advanced through the “On Line Cash Advance Application” (D-502). Expenditures for projects funded by federal cash advance should be reported utilizing the “On Line Disbursement Reporting Application” (D-503). These expenditures should be reported as they occur until the 20<sup>th</sup> of each month. The on-line system will be turned off on the 20<sup>th</sup> or the Friday before the weekend of the 20<sup>th</sup> of each month for adjustments and updating the state-wide accounting system. “Final Project Disbursement Reports” (DOE 399) must be submitted by the date specified on the project award notification in complete detail by function and object. Indirect cost charges must be reported in the fiscal year for which they apply. Project recipients do not have the authority to report disbursements until the project award notification is received.

### **Important Notice for All Funded Agencies**

Documentation to support either type of method of payment may include proof of payment of all expenditures be submitted upon requested. If proof is requested, back-up documentation must be complete, and may consist of copies of lease agreements, utilities, contracts, student and teacher records such as valid sign-in sheets and signed time sheets, copies of paid checks and purchase orders, and travel expenses paid according to state guidelines. If conference or workshop travel and expenses are claimed, a copy of the agenda must be included. Additional examples of documentation include but are not limited to bank statements and cell phone bills. Allowable expenses clearly identified as belonging to the project must be indicated. An accurately completed DOE 399 must be included with the request.

## **V. APPLICATION REVIEW CRITERIA**

All applications will be reviewed using the **Application Review Criteria and Checklist** in the **Attachments** section.

## **VI. APPLICATION PROCEDURES**

### **What to Submit**

One application with original signatures

Include three copies of the application

Be sure to review and adhere to the application guidelines to ensure that all sections of the application have been addressed.

### **Conditions for Acceptance**

To be accepted for further consideration, all applications submitted to the Department of Education must include a completed form DOE 100A with the original signature of the appropriate agency head. If the signature on the DOE 100A is other than the agency head, a letter authorizing that individual to sign must be attached.

### **Where to Submit**

Florida Department of Education  
Bureau of Grants Management  
Attention: Sue Wilkinson  
325 West Gaines Street, Room 325, Unit B  
Tallahassee, FL 32399-0400  
Telephone: 850/245-0498

### **Due Date**

Applications are due on or before the close of business **June 30, 2004** to allow for review and approval.

Completed applications received after the project start date of **July 1, 2004**, will become effective the date of receipt in the Bureau of Grants Management, or the date of the award of federal funds by the U.S. Department of Education, whichever occurs later.

### **Attachments**

- Florida's Perkins Performance Measures Chart
- Allocations Chart
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Application Review Criteria and Checklist

**Florida's Perkins III Performance Measures**

Secondary Measures	Postsecondary College Credit	Postsecondary Certificates
<p><b>IS1 Secondary Academic Attainment</b>  <b>Numerator:</b> Number of secondary vocational job prep. students with an OCP who earned a high school diploma or its recognized state equivalent.</p> <p><b>Denominator:</b> Number of secondary vocational job prep. students with an OCP who left secondary education in the reporting year.</p>	<p><b>IP1 Academic Attainment</b>  <b>Numerator:</b> Number of students who meet the criteria in the denominator and who have attained a GPA of 2.5 or higher.</p> <p><b>Denominator:</b> Number of students who have declared a career degree program of study or a college credit certificate program of study and who have completed at least 11 college credits.</p>	<p><b>IA1 Academic Skills</b>  <b>Numerator:</b> Number of students in Vocational Certificate (PSAV) programs who achieved an OCP and who have met the prescribed Basic Skills requirement.</p> <p><b>Denominator:</b> All students enrolled in vocational certificate (PSAV).</p>
<p><b>IS2 Secondary Technical Skills</b>  <b>Numerator:</b> Number of secondary vocational job prep. students with an OCP who earned a high school diploma or its recognized state equivalent.</p> <p><b>Denominator:</b> Number of secondary graduates in the reporting year.</p>	<p><b>IP2 Technical Skills</b>  <b>Numerator:</b> Number of students who have declared a career degree program of study or a college credit certificate program of study and who have completed at least 11 college credits.</p> <p><b>Denominator:</b> Number of students who have declared a career degree program of study or a college credit certificate program of study and who are enrolled in the reporting year.</p>	<p><b>IA2 Technical Skills</b>  <b>Numerator:</b> Number of students who achieved at least one OCP in a Vocational Certificate (PSAV) program.</p> <p><b>Denominator:</b> All students enrolled in a Vocational Certificate (PSAV) program.</p>
<p><b>2S1 Secondary Completion</b>  <i>Same measure as IS1</i></p>	<p><b>2P1 Completions</b>  <b>Numerator:</b> Number of students who have completed a career degree or college credit certificate.</p> <p><b>Denominator:</b> Number of students who have declared a career degree program of study or a college credit certificate program of study and who have completed at least 11 college credits.</p>	<p><b>2A1 Completion</b>  <b>Numerator:</b> Number of students who achieved a Vocational Certificate (PSAV).</p> <p><b>Denominator:</b> All students who achieved at least one OCP in a Vocational Certificate (PSAV) program.</p>
<p><b>3S1 Secondary Placement</b>  <b>Numerator:</b> Completers who graduated or exited high school and were located by FETPIP working, continuing education, or in the military.</p> <p><b>Denominator:</b> (<i>Completers</i>)=Only students in the prior year <u>1S1</u> denominator with a valid social security number.</p>	<p><b>3P1 Placement</b>  <b>Numerator:</b> Completers who exited the program and were located by FETPIP working, continuing education, or in the military.</p> <p><b>Denominator:</b> (<i>Completers</i>)=Students in the prior year <u>2P1</u> numerator with a valid social security number.</p>	<p><b>3A1 Placement</b>  <b>Numerator:</b> Number of OCP completers who exited the program and were located by FETPIP working, continuing education, or in the military.</p> <p><b>Denominator:</b> (<i>Completers</i>)=Students in the prior year <u>2A1</u> denominator with a valid social security number.</p>
	<p><b>3P2 Retention</b>  <b>Numerator:</b> Last year's placements found still working, continuing education, or in the military.</p> <p><b>Denominator:</b> Students found placed in the previous year (<i>Prior-year 3P1 numerator</i>).</p>	<p><b>3A2 Retention</b>  <b>Numerator:</b> Last year's placements found still working, continuing education, or in the military.</p> <p><b>Denominator:</b> Students found placed in the previous year (<i>Prior-year 3A1 numerator</i>).</p>
<p><b>4S1 Nontraditional Enrollments</b>  <b>Numerator:</b> The number of students enrolled in programs non-traditional for their gender.</p> <p><b>Denominator:</b> All students enrolled in nontraditional programs.</p>	<p><b>4P1 Nontraditional Enrollments</b>  <b>Numerator:</b> The number of students enrolled in career degree or college credit certificate programs non-traditional for their gender.</p> <p><b>Denominator:</b> All students enrolled in nontraditional programs.</p>	<p><b>4A1 Nontraditional Enrollments</b>  <b>Numerator:</b> The number of students enrolled in programs non-traditional for their gender.</p> <p><b>Denominator:</b> All students enrolled in nontraditional programs.</p>
<p><b>4S2 Nontraditional Completion</b>  <b>Numerator:</b> The number of students who completed at least one OCP in a program identified as non-traditional for their gender.</p> <p><b>Denominator:</b> All students who completed at least one OCP in a non-traditional program.</p>	<p><b>4P2 Nontraditional Completion</b>  <b>Numerator:</b> The number of students who completed a degree or college credit certificate identified as non-traditional for their gender.</p> <p><b>Denominator:</b> All students who completed nontraditional programs.</p>	<p><b>4A2 Nontraditional Completion</b>  <b>Numerator:</b> The number of students who completed at least one OCP in a program identified as non-traditional for their gender.</p> <p><b>Denominator:</b> All students who completed at least one OCP in a non-traditional program.</p>

# ALLOCATIONS CHART

## CARL D. PERKINS AREAS ADVERSELY AFFECTED FISCAL YEAR 2004-2005

AGENCY	FY 2004-2005 Allocations
UNIV. OF FLORIDA P.K. YONGE DEVELOPMENTAL RESEARCH LAB SCHOOL	\$25,000
FLORIDA A & M UNIVERSITY DIVISION OF SPONSORED RESEARCH	\$25,000
FLORIDA STATE UNIV. LAB SCHOOL	\$25,000
WASHINGTON COUNTY SCHOOL DISTRICT A.G. DOZIER & JACKSON JUVENILE OFFENDER CORRECTION CENTER	\$25,000
<b>TOTALS</b>	<b>\$100,000</b>

# FLORIDA DEPARTMENT OF EDUCATION

## Project Application

**TAPS Number**  
**5B028**

<p><b>Please return to:</b></p> <p>Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498</p>	<p><b>A) Program Name:</b></p> <p><b>Carl D. Perkins</b> <b>Areas Adversely Affected</b> <b>Secondary Career and Technical</b> <b>Education</b> <b>Discretionary, Non-competitive</b> <b>Fiscal Year 2004-2005</b></p>	<p><i>DOE USE ONLY</i></p> <p>Date Received</p>						
<p><b>B) Name and Address of Eligible Applicant:</b></p>		<p><b>Project Number (DOE Assigned)</b></p>						
<p><b>C) Total Funds Requested:</b></p> <p>\$ _____</p> <hr style="width: 200px; margin-left: 0;"/> <p><b>DOE USE ONLY</b></p> <p><b>Total Approved Project:</b></p>	<p><b>D) Applicant Contact Information</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name:</td> <td style="width: 50%;">Mailing Address:</td> </tr> <tr> <td>Telephone Number:</td> <td>SunCom Number:</td> </tr> <tr> <td>Fax Number:</td> <td>E-mail Address:</td> </tr> </table>		Contact Name:	Mailing Address:	Telephone Number:	SunCom Number:	Fax Number:	E-mail Address:
Contact Name:	Mailing Address:							
Telephone Number:	SunCom Number:							
Fax Number:	E-mail Address:							
<p><b>CERTIFICATION</b></p> <p>I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p><b>E)</b> _____ Signature of Agency Head</p>								

DOE 100A  
Revised 01/03

Jim Horne, Commissioner



# Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter name of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
- E.** **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

DOE 100A  
Revised 01/03

Jim Horne, Commissioner





Instructions for Completion of  
Budget Narrative Form DOE 101

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

**A.** Enter Name of Eligible Recipient.

**B. (DOE USE ONLY)**

**COLUMN 1**

**OBJECT: SCHOOL DISTRICTS:**

Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

**COMMUNITY COLLEGES:**

Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

**UNIVERSITIES AND STATE AGENCIES:**

Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

**OTHER AGENCIES:**

Use the object codes as required in the agency's expenditure chart of accounts.

**COLUMN 2 - ALL APPLICANTS:**

**ACCOUNT TITLE:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**NARRATIVE:** Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

**COLUMN 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.**

**FTE** - Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

**COLUMN 4 - AMOUNT**

Provide the budget amount requested for each object code.

**C. TOTAL** - Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.

# APPLICATION REVIEW CRITERIA AND CHECKLIST

Please include this form in the application package.

**Carl D. Perkins**

**Areas Adversely Affected, Secondary Career and Technical Education**

**Fiscal Year 2004-2005**

- Please place all items requested in the order indicated below.
- Please include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings, notebooks or cover pages, please).

Place in the following order	Item	Applicant Indicate Page Numbers Below	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
<b>1</b>	DOE 100A, Project Application – with original signature			
<b>2</b>	DOE 101, Budget Narrative Form			
<b>3</b>	<b>Narrative Requirements</b> - two page maximum			
	1. Review of Project and Proposed Changes			
	2. Dual Enrollment/Continuing Technical Programs			
	3. State Requirement for Reading			
	4. State Requirement for Dissemination and Marketing			
<b>4</b>	Application Review Criteria and Checklist			

**DOE Staff use ONLY**

Does the agency need to be contacted? \_\_\_\_\_ yes \_\_\_\_\_no

Person contacted: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of reviewer(s): \_\_\_\_\_ Date: \_\_\_\_\_

Comments: