



FLORIDA DEPARTMENT OF EDUCATION

**Request for Proposal  
for  
Competitive Grants**

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| <b>Bureau / Office</b>                 | Division of Community Colleges and Workforce Education   |
| <b>Title</b>                           | Carl D. Perkins Vocational and Technical Education: <b>Secondary Career and Technical Education Programs for Students in Department of Juvenile Justice Commitment Facilities (New)</b>  |
| <b>Specific Funding Authority(ies)</b> | Carl D. Perkins Vocational and Technical Education Act of 1998, Secondary Vocational Programs (Section 131), CFDA #84.048  |
| <b>Funding Purpose</b>                 | To fully develop the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs in Department of Juvenile Justice Commitment Facilities.  |
| <b>Target Population</b>               | Secondary Career and Technical Education Students in Department of Juvenile Justice Commitment Facilities  |
| <b>Eligible Applicants</b>             | School Districts in a Cooperative Agreement with Department of Juvenile Justice Commitment Facilities designated as Type Three by the Department of Juvenile Justice. See <b>Multi-Agency Plan for Vocational Education: Juvenile Justice Commitment and Detention Facilities Classification by Program (2004-2005)</b> for list of designated Type Three sites located in the <b>Attachments</b> section. |
| <b>Application Due Date</b>            | Close of business on <b>July 27, 2004</b>  |
| <b>Delivery Address</b>                | Florida Department of Education<br>Bureau of Grants Management<br>Attention: Sue Wilkinson<br>325 West Gaines Street, Room 325, Unit B<br>Tallahassee, FL 32399-0400<br>Telephone: 850/245-0498  |
| <b>Contact Person</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>Total Funding Amount</b>        | \$500,000  |
| <b>Range of Awards</b>             | Up to \$150,000 maximum per project award<br>School districts must submit a separate application for each Juvenile Justice facility requesting funds.  |
| <b>Budget Period</b>               | Upon approval to June 30, 2005   |
| <b>Additional Years of Funding</b> | Not Applicable   |
| <b>Funding Method</b>              | <p>Funded recipients will receive their allocation cash advance. All applicants must provide a detailed budget description on the DOE 101, Budget Narrative Form. The application is to include a budget for fiscal 2004-2005 only.</p> <p><b>Federal Cash Advance:</b> 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.</p> <p><b>Important Notice for All Funded Agencies:</b> Documentation to support 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.</p> |
| <b>Local Match</b>                 | None required  |

## **General Terms, Assurances and Conditions for Participation in Federal and State Programs**

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**

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.

### **Conditions for Acceptance**

#### **Applications must include the following:**

1. DOE 100A, Project Application – with original signature  
**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.
2. DOE 101, Budget Narrative Form
3. Application received by the due date

#### **Other Requirements:**

4. Action Plan Form
5. Cooperative Agreement Form – with original signatures
6. Written responses to the **Narrative Requirements** section
7. Application Checklist
8. Application received by the due date

## **Technical / Format Requirements**

Submit one application with original signatures and four copies of the complete application.

Narrative responses must be typed in 12-point font. There is an eight page maximum for the narrative response portion of the application package.

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

## **Funding Priorities**

Not Applicable

## **Program Priorities**

The priorities of the Carl D. Perkins Secondary Career and Technical Education Programs for students in the Department of Juvenile Justice Commitment Facilities are:

1. Designing, implementing, and improving career and technical education in juvenile justice commitment facilities, including career and technical competencies or prerequisites needed for entry into a specific occupation;
2. Providing professional development and technical assistance that will improve career and technical education programs, services and activities in juvenile justice commitment facilities;
3. Promoting the development of services and activities that integrate academic, career, and technical instruction, and that link secondary and postsecondary education to participating career and technical education students in juvenile justice commitment facilities; and
4. Building on the efforts of states and localities to develop challenging academic standards for students in career and technical education programs in juvenile justice commitment facilities.

### **For additional information, please see:**

Florida's State Plan for the Carl D. Perkins Vocational and Technical Education Act of 1998. <http://www.firn.edu/doe/workforce/statepln.htm>

## **Required Use of Funds**

1. Strengthen the academic, and career, or technical skills of students participating in career and technical education by strengthening the academic, and career and technical components of such programs 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, which may include 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 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, including implementing tech-prep programs.

### **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.

### **Narrative Requirements**

Narrative responses must be typed in 12-point font. There is an eight 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.

#### **I. Need Statement**

**(Maximum points possible 10)**

- a) Describe how funds will be used to design, implement and improve career and technical education programs in juvenile justice commitment facilities, including career and technical competencies or prerequisites needed for entry into a specific occupation.
- b) Describe how the program might be continued in the future should this funding source not be available.

#### **II. Proposed Services**

**(Maximum points possible 15)**

Describe services and activities that integrate academic, career, and technical instruction, and that link secondary and postsecondary education to participating career and technical education students in juvenile justice commitment facilities. Include the following:

- a) Identify the number of students to be served.
- b) Describe how students will complete the program within the time limits.
- c) Provide projected success indicators such as, OCP completers, credit earned, high school graduation, and articulation to postsecondary education institutions.
- d) Describe how priority will be given to projects that integrate the career and technical education program with academic success.

#### **III. President's Initiative**

**(Maximum points possible 5)**

In an effort to align with the President's recent proposal for secondary and technical education excellence, indicate an approach that your agency will implement or enhance for each of the following:

- a) Describe how the program will 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) Describe how the program will increase the high school graduation rate.

- c) Describe how the program will increase student choice among rigorous high school programs or accelerations to postsecondary education.

#### **IV. Project Management**

**(Maximum points possible 10)**

- a) Describe staffing for the program, outlining experience and training qualifications for all full-time and part-time project related staff.
- b) Describe the **management information** system and processes that will be used to monitor the program and report performances/goals attained.

#### **V. Collaboration**

**(Maximum points possible 10)**

- a) Identify collaborative business partnerships for developing and building challenging academic standards for students in career and technical education programs in juvenile justice commitment facilities.
- b) Identify the specific role, activities and expected contributions of each of the partners.

#### **NOTE:**

- The applicant is solely responsible for all fiscal management of the project.
- Include a collaborative agreement in the application package that is signed by all partners and that outlines the role, activities and expected contributions of each partner.

#### **VI. Past Effectiveness**

**(Maximum points possible (10 Points))**

- a) Describe how past projects of programs provided by the applicant have improved services to students, especially those with the lowest levels of literacy.
- b) Describe past successes in providing educators with successful strategies for recruitment and retention of educationally disadvantaged adults.

#### **VII. Professional Development**

**(Maximum points possible 10)**

Describe professional development and technical assistance that will improve career and technical education programs, services and activities in juvenile justice commitment facilities.

#### **VIII. State Requirement for Reading**

**(Maximum points possible 5)**

Describe how the project will support the Department's reading initiative, "Just Read, Florida!" Information about the initiative is available at the following web site:

[www.justreadflorida.org](http://www.justreadflorida.org).

#### **IX. State Requirement for Dissemination**

**(Maximum points possible 5)**

Describe how information about the methodology and potential replication of Best Practices will be shared with other career and technical service providers statewide.

- Note: Award winners may be asked to give a presentation at the 2005 Juvenile Justice Educational Institute.

**Note:** Maximum scoring for the **Narrative Requirements** equals 80 points. The remaining 20 points are for the **Budget Narrative Form (10 points)** and the **Action Plan (10 points)** located in the **Attachments** section.

**Total maximum points possible per project is 100.**

**All recipients must meet the minimum score of 70 to be considered for funding.**

### **Scoring Criteria**

The Review Committee will use the following criteria to score applications:

#### **I. Need Statement**

**(Maximum points possible 10)**

- a) Does the need statement clearly describe how funds will be used to design, implement and improve career and technical education program in juvenile justice commitment facilities, including career and technical competencies or prerequisites needed for entry into a specific occupation?
- b) Does the applicant adequately describe how the program will be continued in the future?

#### **II. Proposed Services**

**(Maximum points possible 15)**

Are specific services and activities clearly identified that integrate academic, career, and technical instruction, and that link secondary and postsecondary education to participating career and technical education students in juvenile justice commitment facilities?

- a) Is the number of students to be served clearly identified?
- b) Does the plan specifically explain how students will complete the program within the time limits?
- c) Are the projected success indicators feasible such as, OCP completers, credit earned, high school graduation, and articulation to postsecondary education institutions?
- d) Is priority given to projects that adequately integrate the career and technical education program with academic success?

#### **III. President's Initiative**

**(Maximum points possible 5)**

In an effort to align with the President's recent proposal for secondary and technical education excellence, indicate an approach that your agency will implement or enhance for each of the following:

- a) Does the proposed plan significantly 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) Does the proposed plan adequately increase the high school graduation rate?
- c) Does the proposed plan clearly increase student choice among rigorous high school programs or accelerations to postsecondary education?

#### **IV. Project Management**

**(Maximum points possible 10)**

- a) Are the proposed staff and their qualifications sufficient in numbers, training and time-on-the-project adequate to be effective?

- b) Are an appropriate **management information** system and a process in place for monitoring the program and reporting performances/goals attained?

**V. Collaboration**

**(Maximum points possible 10)**

- a) Are collaborative business partnerships sufficient for developing and building challenging academic standards for students in career and technical education programs in juvenile justice commitment facilities?
- b) Are the specific roles, activities and expected contributions clearly described for each of the partners?

**VI. Past Effectiveness**

**(Maximum points possible 10)**

- a) Does the applicant clearly explain and document how past projects have improved services to students, especially those with the lowest levels of literacy.
- b) Does the applicant clearly explain past successes and strategies in providing educators with successful strategies for recruitment and retention of educationally disadvantaged adults.

**VII. Professional Development**

**(Maximum points possible 10)**

Does the proposed plan for professional development and technical assistance clearly identify strategies to improve career and technical education programs, services, and activities in juvenile justice commitment facilities?

**VIII. State Requirement for Reading**

**(Maximum points possible 5)**

Does the project describe specific strategies that support the Department’s reading initiative, “Just Read, Florida!”? Information about the initiative is available at the following web site: [www.justreadflorida.org](http://www.justreadflorida.org).

**IX. State Requirement for Dissemination**

**(Maximum points possible 5)**

Does the narrative include a plan describing how the information about the methodology and potential replication of Best Practices will be shared with other career and technical service providers statewide?

**Additional Scoring Criteria**

**DOE 101 Budget Narrative Form**

**(Maximum points possible 10)**

Is the budget form complete and are items accurately justified and appropriate for achieving the program goals?

**Action Plan Form**

**(Maximum points possible 10)**

Is the information on the form complete and accurately justified for the program described?

**Total maximum points possible per project is 100.**

**All recipients must meet the minimum score of 70 to be considered for funding.**

## **Fiscal Requirements**

**Funding shall not supplant other state or local adult education and literacy funding.** The funds made available for this project shall supplement and not supplant other state or local public funds expended for these activities.

### **Local Administrative Cost**

Requires that:

1. Not less than 95% of funds shall be expended for carrying out these activities.
2. The remaining amount, not to exceed 5%, may be used for:
  - Planning
  - Personnel development
  - Interagency coordination
  - Administration
  - Indirect costs

For example, positions such as project coordinator, accountant, clerical staff, or other positions without direct student contact 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 in Juvenile Justice Commitment facilities. **Indirect costs are included in administrative costs.**

**No funds may be obligated prior to the approved budget period or after the project period ends.**

## **Required Attachments**

Not Applicable

## **Method of Answering Frequently Asked Questions or Providing Changes or Addenda**

To assure fair and equitable treatment of all potential applicants the last date for accepting questions regarding this Request for Proposal is **July 20, 2004**. Please direct all questions to Teresa Bestor at this e-mail address: [Teresa.Bestor@fldoe.org](mailto:Teresa.Bestor@fldoe.org) or by telephone: 850/245-9047. All questions and answers will be posted on the web site and updated as needed. The web address is: <http://www.firn.edu/doi/dwdgrants/grants.htm> .

## **Notice of Intent to Apply**

Please send an intent-to-apply e-mail to Teresa Bestor at [Teresa.Bestor@fldoe.org](mailto:Teresa.Bestor@fldoe.org) by **July 13, 2004**. This will assist with planning for the appropriate number of persons for the proposal review committee. Responding with an intent-to-apply does not obligate eligible applicants. Conversely, not responding does not eliminate eligible applicants from applying.

## **Method of Selection**

Proposals will be read and scored by a geographically and demographically diverse committee of Carl D. Perkins Secondary Career and Technical Education educators and administrators, and juvenile justice educators and administrators.

The review committee will use the judging criteria found in the **Scoring Criteria** section. All applications must meet the minimum score of 70 to be considered for funding. Total maximum points possible is 100.

### **Implementation Requirements**

Funded projects must comply with all reporting and invoicing requirements, and amendment procedures (see *Project Application and Amendment Procedures for Federal and State Programs Administered by the Department of Education*, also known as the *DOE Green Book*) <http://www.firn.edu/doe/comptroller/gbook.htm>.

**Monitoring** provisions are applicable to all projects funded by the Department. The state will evaluate the effectiveness of project activities based on established and approved performance goals.

### **Reporting Outcomes**

- Federal requirements include annual reports on specific performance measures. Local data must be reported on all career and technical students through the student database systems in place at the school districts. **Note: It is the responsibility of the local program manager to assure that students enrolled in their program are included in the district Perkins performance report.**
- DOE 399, Project Disbursement Report, is due by August 20, 2005.

### **Attachments to the RFP**

- Multi-Agency Plan for Vocational Education: Juvenile Justice Commitment and Detention Facilities Classification by Program (2004-2005)
- Cooperative Agreement Form
- Action Plan Form
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Application Checklist

**Multi-Agency Plan for Vocational Education  
Juvenile Justice Commitment and  
Detention Facilities  
Classification by Program**

Fiscal Year 2004-2005

Note: Only type three facilities are eligible for this funding.

| <b>School District</b> |  | <b>Type</b> | <b>Type</b> | <b>Type</b> |
|------------------------|--|-------------|-------------|-------------|
| <b>School Number</b>   | <b>Program/Facility</b>                      | <b>1</b>    | <b>2</b>    | <b>3</b>    |
| <b>Alachua</b>         |  |             |             |             |
| <b>9029</b>            | North Florida Juvenile Detention Center      | X           |             |             |
| <b>Baker</b>           |  |             |             |             |
| <b>Bay</b>             |  |             |             |             |
| <b>601</b>             | Bay Boot Camp                                |             | X           |             |
| <b>602</b>             | Bay Detention Center                         | X           |             |             |
| <b>605</b>             | Bay County Behavioral Health Center          |             | X           |             |
| <b>Bradford</b>        |  |             |             |             |
| <b>211</b>             | Alligator Creek Stop Camp                    | X           |             |             |
| <b>Brevard</b>         |  |             |             |             |
| <b>1002</b>            | Center for Drug Free Living(Formerly BGTH)   | X           |             |             |
| <b>1025</b>            | Detention Center(Brevard Juvenile Det. Ctr.) | X           |             |             |
| <b>1027</b>            | Space Coast Marine Institute                 |             |             | X           |
| <b>Broward</b>         |  |             |             |             |
| <b>6011</b>            | Broward Detention Center                     | X           |             |             |
| <b>6021</b>            | Broward Intensive Halfway House              |             | X           |             |
| <b>6041</b>            | Elaine Gordon Treatment Center               |             | X           |             |
| <b>6071</b>            | Leaf Group Treatment Home for Girls          |             | X           |             |
| <b>6141</b>            | South Florida Intensive Halfway House        |             |             | X           |
| <b>6012</b>            | Thompson Academy                             |             |             | X           |
| <b>6013</b>            | South Pines                                  |             |             | X           |
| <b>Calhoun</b>         |  |             |             |             |
| <b>Charlotte</b>       |  |             |             |             |
| <b>271</b>             | Kelly Hall                                   |             |             | X           |
| <b>281</b>             | Crossroads Wilderness                        |             |             | X           |
| <b>Citrus</b>          |  |             |             |             |
| <b>8001</b>            | Cypress Creek Academy                        |             |             | X           |
| <b>Clay</b>            |  |             |             |             |

|                   |   |   |   |   |
|-------------------|---|---|---|---|
| <b>Collier</b>    |   |   |   |   |
| <b>9011</b>       | D.R.I.L.L Camp                                |   | X |   |
| <b>9012</b>       | Big Cypress Wilderness Institute              |   |   | X |
| <b>9013</b>       | The Detention Center                          | X |   |   |
| <b>Columbia</b>   |   |   |   |   |
| <b>Miami-Dade</b> |   |   |   |   |
| <b>8014</b>       | Wings   |   | X |   |
| <b>7806</b>       | Everglades Academy                            |   | X |   |
| <b>7807</b>       | Southern Glades                               |   |   | X |
| <b>7808</b>       | Icare Baypoint - East                         |   |   | X |
| <b>7809</b>       | Icare Baypoint - North                        |   |   | X |
| <b>7811</b>       | Icare Baypoint - West                         |   |   | X |
| <b>8141</b>       | Juvenile Justice Center Alternative Education | X |   |   |
| <b>7814</b>       | Juvenile Services                             | X |   |   |
| <b>7848</b>       | Miami River of Life(Dade Halfway House)       | X |   |   |
| <b>7828</b>       | Florida City Youth Center                     |   | X |   |
| <b>DeSoto</b>     |   |   |   |   |
| <b>191</b>        | Desoto Outwardbound                           | X |   |   |
| <b>251</b>        | Kingsley Center                               |   | X |   |
| <b>261</b>        | Desoto Juvenile Correctional Facility         |   |   | X |
| <b>Dixie</b>      |   |   |   |   |
| <b>Duval</b>      |   |   |   |   |
| <b>411</b>        | Duval Halfway House                           |   | X |   |
| <b>431</b>        | Impact Halfway House                          |   | X |   |
| <b>441</b>        | Tiger Success Center                          |   | X |   |
| <b>491</b>        | Duval Detention Center                        | X |   |   |
| <b>Escambia</b>   |   |   |   |   |
| <b>916</b>        | Escambia Juvenile Detention                   | X |   |   |
| <b>961</b>        | Pensacola Boy's Base School                   |   |   | X |
| <b>2083</b>       | Escambia River Outward Bound                  |   | X |   |
| <b>Flagler</b>    |   |   |   |   |
| <b>Franklin</b>   |   |   |   |   |
| <b>Gadsden</b>    |   |   |   |   |
| <b>Gilchrist</b>  |   |   |   |   |
| <b>Glades</b>     |   |   |   |   |
| <b>23</b>         | Fl. Environmental Institute                   |   |   | X |
| <b>Gulf</b>       |   |   |   |   |
| <b>Hamilton</b>   |   |   |   |   |
| <b>9009</b>       | Panther Success Center                        |   |   | X |
| <b>Hardee</b>     |   |   |   |   |
| <b>1001</b>       | Bowling Green Youth Academy                   |   | X |   |

|                     |   |   |   |   |
|---------------------|---|---|---|---|
| <b>Hendry</b>       |   |   |   |   |
| <b>Hernando</b>     |   |   |   |   |
| <b>Highlands</b>    |   |   |   |   |
| <b>Hillsborough</b> |   |   |   |   |
| <b>5060</b>         | Riverside Academy                           |   | X |   |
| <b>5042</b>         | Hillsborough Academy                        | X |   |   |
| <b>5044</b>         | Detention Center - West                     | X |   |   |
| <b>5046</b>         | Detention Center - East                     | X |   |   |
| <b>5048</b>         | Leslie Peters Halfway House                 |   |   | X |
| <b>5052</b>         | Youth Environmental Services                |   | X |   |
| <b>5056</b>         | Falkenberg Academy                          |   | X |   |
| <b>Holmes</b>       |   |   |   |   |
| <b>3012</b>         | West Florida Wilderness Institute           |   | X |   |
| <b>Indian River</b> |   |   |   |   |
| <b>Jackson</b>      |   |   |   |   |
| <b>Jefferson</b>    |   |   |   |   |
| <b>7016</b>         | Monticello New Life Center                  |   | X |   |
| <b>Lafayette</b>    |   |   |   |   |
| <b>Lake</b>         |   |   |   |   |
| <b>Lee</b>          |   |   |   |   |
| <b>661</b>          | Southwest Florida Juvenile Detention Center | X |   |   |
| <b>662</b>          | Price Halfway House                         |   | X |   |
| <b>Leon</b>         |   |   |   |   |
| <b>1502</b>         | Leon County Juvenile Detention Center       | X |   |   |
| <b>1506</b>         | Seminole Work and Learn Ctr                 |   | X |   |
| <b>1511</b>         | J.U.S.T                                     |   | X |   |
| <b>1513</b>         | Sawmill Academy for Girls                   |   | X |   |
| <b>Levy</b>         |   |   |   |   |
| <b>39</b>           | Forestry Youth Academy                      |   |   | X |
| <b>Liberty</b>      |   |   |   |   |
| <b>51</b>           | Liberty Wilderness Crossroad Camp           |   |   | X |
| <b>52</b>           | Bristol Youth Academy                       |   |   | X |
| <b>Madison</b>      |   |   |   |   |
| <b>900</b>          | Greenville Hills Academy - DISC Village     |   |   | X |
| <b>925</b>          | Joann Bridge Academy                        |   | X |   |
| <b>Manatee</b>      |   |   |   |   |
| <b>2051</b>         | Juvenile Detention Center                   | X |   |   |
| <b>2060</b>         | Manatee Adolescence Treatment Services      |   | X |   |
| <b>2006</b>         | Hurricane Island Outward Bound              | X |   |   |
| <b>2052</b>         | MATS Sex Offender Program                   |   | X |   |
|                     | Manatee Boot Camp                           |   | X |   |
|                     | Manatee Youth Academy                       |   | X |   |

|                   |  |   |   |   |
|-------------------|--|---|---|---|
|                   | Omega Manatee                                    |   |   | X |
| <b>Marion</b>     |  |   |   |   |
| <b>9728</b>       | Marion Youth Development Center                  |   |   | X |
| <b>9721</b>       | Marion Intensive Residential Center              |   | X |   |
| <b>9722</b>       | Marion Regional Juvenile Detention Center        | X |   |   |
| <b>Martin</b>     |  |   |   |   |
| <b>9043</b>       | Jonathan Dickinson STOP Camp                     | X |   |   |
| <b>9053</b>       | Martin County Boot Camp                          |   | X |   |
| <b>Monroe</b>     |  |   |   |   |
| <b>Nassau</b>     |  |   |   |   |
| <b>281</b>        | Nassau Halfway House                             |   | X |   |
| <b>311</b>        | STEP - Nassau                                    | X |   |   |
| <b>Okaloosa</b>   |  |   |   |   |
| <b>9810</b>       | Gulf Coast Youth Academy                         |   |   | X |
| <b>9813</b>       | Okaloosa Regional Detention Center               | X |   |   |
| <b>9812</b>       | Okaloosa Youth Academy                           |   |   | X |
| <b>9811</b>       | Okaloosa Youth Development. Center               |   |   | X |
| <b>9817</b>       | Milton Girls Juvenile Residential                |   | X |   |
| <b>9814</b>       | Adolescent Substance Abuse Program               |   | X |   |
| <b>Okeechobee</b> |  |   |   |   |
| <b>8101</b>       | Okeechobee Juvenile Justice Level 6              |   | X |   |
| <b>9101</b>       | Okeechobee Juvenile Justice Level 10             |   |   | X |
| <b>9106</b>       | Okeechobee Juvenile Justice Vision Quest Level 6 |   | X |   |
| <b>9104</b>       | Okeechobee Juvenile Justice Vision Quest Level 4 |   | X |   |
| <b>Orange</b>     |  |   |   |   |
| <b>1311</b>       | Orange Regional Juvenile Detention Center        | X |   |   |
| <b>21</b>         | Orange Halfway House                             |   |   | X |
| <b>391</b>        | Adolescent Therapy Center                        |   | X |   |
| <b>8009</b>       | First Step II (Visionary)                        | X |   |   |
| <b>Osceola</b>    |  |   |   |   |
| <b>9031</b>       | Adolescent Residential Ctr                       |   | X |   |
| <b>858</b>        | Osceola County Juvenile Detention Center         | X |   |   |
| <b>859</b>        | Osceola County Commitment Facility               |   | X |   |
| <b>Palm Beach</b> |  |   |   |   |
| <b>3004</b>       | Palm Beach Juvenile Residential Facility         |   | X |   |
| <b>3006</b>       | Palm Beach Regional Juvenile Detention Center    | X |   |   |
| <b>3011</b>       | Sago Palm Academy                                |   |   | X |
| <b>3041</b>       | Florida Institute for Girls                      |   |   | X |
| <b>Pasco</b>      |  |   |   |   |
| <b>6081</b>       | San Antonio Boys Village                         |   | X |   |
| <b>6242</b>       | Mandala Treatment Center                         | X |   |   |

|                   |  |   |   |   |
|-------------------|--|---|---|---|
| <b>7081</b>       | Juvenile Detention Center                          | X |   |   |
| <b>4081</b>       | Wilson Academy                                     |   | X |   |
| <b>4181</b>       | Sunshine Youth Services                            |   | X |   |
| <b>Pinellas</b>   |  |   |   |   |
| <b>8032</b>       | Pinellas Boot Camp                                 |   | X |   |
| <b>8012</b>       | Britt Halfway House                                |   | X |   |
| <b>8019</b>       | Florida Youth AcademyM(Charter Pinellas Trmt. Ctr) |   | X |   |
| <b>8021</b>       | Florida Youth AcademyH(Charter Pinellas Trmt. Ctr) |   | X |   |
| <b>8031</b>       | Pinellas Juvenile Detention Center                 | X |   |   |
| <b>8013</b>       | EWES - Widerness Camps                             |   | X |   |
| <b>8015</b>       | EWES - Eckerd Youth Challenge                      |   | X |   |
| <b>8016</b>       | EWES - Eckerd Youth Conservation Academy           |   |   | X |
| <b>8017</b>       | EWES - Eckerd Intensive Halfway House              |   | X |   |
| <b>8039</b>       | Florida Youth AcademyL(Charter Pinellas Trmt. Ctr) |   |   | X |
| <b>8038</b>       | Leaf Recovery                                      |   | X |   |
| <b>Polk</b>       |  |   |   |   |
| <b>8011</b>       | Polk Youth Development Center                      |   |   | X |
| <b>9224</b>       | Avon Park Youth Development Center                 |   |   | X |
| <b>9208</b>       | Polk Regional Detention Center                     | X |   |   |
| <b>9211</b>       | Bartow Youth Training Center                       |   | X |   |
| <b>9216</b>       | Polk Boot Camp & Transition Path                   |   | X |   |
| <b>9226</b>       | Live Oak Academy                                   |   | X |   |
| <b>Putnam</b>     |  |   |   |   |
| <b>St. Johns</b>  |  |   |   |   |
| <b>421</b>        | Hastings Youth Academy                             |   |   | X |
| <b>431</b>        | St. Johns County Detention Center                  | X |   |   |
| <b>St. Lucie</b>  |  |   |   |   |
| <b>5001</b>       | St. Lucie Detention Center                         | X |   |   |
| <b>Santa Rosa</b> |  |   |   |   |
| <b>205</b>        | Santa Rosa Juvenile Residential Facility           |   |   | X |
| <b>Sarasota</b>   |  |   |   |   |
| <b>411</b>        | Character House(YMCA)                              |   | X |   |
| <b>Seminole</b>   |  |   |   |   |
| <b>9206</b>       | Seminole County Detention Center                   | X |   |   |
| <b>9223</b>       | Excel Annex  |   | X |   |
| <b>9216</b>       | The Grove  |   | X |   |
| <b>Sumter</b>     |  |   |   |   |
| <b>Suwanee</b>    |  |   |   |   |
| <b>Taylor</b>     |  |   |   |   |
| <b>Union</b>      |  |   |   |   |
| <b>7021</b>       | Union Sex Offender                                 |   | X |   |

|                   |                                      |   |   |   |
|-------------------|--------------------------------------|---|---|---|
| <b>Volusia</b>    |                                      |   |   |   |
| <b>9044</b>       | Volusia House                        |   |   | X |
| <b>9801</b>       | Volusia Detention Center             | X |   |   |
|                   | Pines Juvenile Residential Facility  |   | X |   |
|                   | Oaks Juvenile Residential Facility   |   |   | X |
| <b>9817</b>       | Three Springs of Daytona             |   | X |   |
| <b>Wakulla</b>    |                                      |   |   |   |
| <b>Walton</b>     |                                      |   |   |   |
| <b>2011</b>       | NAFI Intensive Halfway House         |   | X |   |
| <b>2021</b>       | NAFI Shop                            |   | X |   |
| <b>Washington</b> |                                      |   |   |   |
| <b>11</b>         | Okeechobee Boys School               |   |   | X |
| <b>9023</b>       | Dozier Sch for Boys                  |   |   | X |
| <b>9055</b>       | Vernon Place                         |   | X |   |
| <b>301</b>        | Jackson Juvenile Offender CC(Dozier) |   |   | X |
|                   |                                      |   |   |   |
|                   |                                      |   |   |   |

# COOPERATIVE AGREEMENT FORM

\_\_\_\_\_ School District hereby enters into a cooperative agreement with \_\_\_\_\_, a Department of Juvenile Justice Commitment Facility to develop an action plan that establishes the curriculum, goals, and performance measures for career and technical education programs in Department of Juvenile Justice commitment facilities.

The agencies will jointly develop, expand or strengthen career and technical programs to include career and technical competencies or prerequisites needed for entry into a specific occupation pursuant to Section 985.3155, Florida Statutes.

The school district will be the fiscal agent and will provide for maximizing appropriate state and federal funding sources, including funds under the Workforce Investment Act and the Perkins Act.

\_\_\_\_\_ Date: \_\_\_\_\_  
Career and Technical Director

\_\_\_\_\_ Date: \_\_\_\_\_  
Dropout Prevention Specialist

\_\_\_\_\_ Date: \_\_\_\_\_  
Juvenile Justice Commitment Facility Administrator

\_\_\_\_\_ Date: \_\_\_\_\_  
Juvenile Justice Commitment Facility Lead Educator

# ACTION PLAN FORM

## SECONDARY CAREER AND TECHNICAL EDUCATION PROGRAM FOR STUDENTS IN DEPARTMENT OF JUSTICE COMMITMENT FACILITIES – 2003-2004

District \_\_\_\_\_

DJJ Facility \_\_\_\_\_

Contact Person \_\_\_\_\_

Team Members \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_

Fax # \_\_\_\_\_

\_\_\_\_\_

E-Mail \_\_\_\_\_

\_\_\_\_\_

Outcome Statement \_\_\_\_\_

\_\_\_\_\_

| Performance Measures<br>• Program goals that can be quantifiably measured. | Activities/Deliverables<br>• Information submitted by the program coordinator as proof of achievement of performance measures. | Who is responsible? | Who else is involved? | Timeline<br>(Begin)      (End) |
|--|--|---------------------|-----------------------|--------------------------------|
|  |  |                     |                       |                                |

# FLORIDA DEPARTMENT OF EDUCATION

## Project Application

TAPS Number  
**5B030**

|  |   |  |               |                  |                   |                |             |                 |
|--|---|--|---------------|------------------|-------------------|----------------|-------------|-----------------|
| <p><b>Please return to:</b></p> <p>Florida Department of Education<br/>Bureau of Grants Management<br/>Room 325B Turlington Building<br/>325 West Gaines Street<br/>Tallahassee, Florida 32399-0400<br/>Telephone: (850) 245-0498<br/>Suncom: 205-0498</p>   | <p><b>A) Program Name:</b></p> <p><b>Carl D. Perkins</b><br/><b>Secondary and Technical Career Education</b><br/><b>Programs for Students in Department of</b><br/><b>Juvenile Commitment Facilities</b><br/><b>Competitive</b><br/><b>Fiscal Year 2004-2005</b></p>  | <p><u><b>DOE USE ONLY</b></u></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 style="text-align: center;">\$</p> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;"><b>DOE USE ONLY</b></p> <p style="text-align: center;"><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><i>CERTIFICATION</i></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> _____<br/>Signature of Agency Head</p> |   |  |               |                  |                   |                |             |                 |

## 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.





## 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 CHECKLIST

Please include this form in the application package.

**Competitive  
Perkins Secondary Career and Technical Education  
Department of Juvenile Justice Commitment Facilities  
FY 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 |
|------------------------------|---|---------------------------------------|
| <b>1</b>                     | DOE 100A, Project Application – with original signature                           |                                       |
| <b>2</b>                     | DOE 101, Budget Narrative Form  |                                       |
| <b>3</b>                     | Action Plan Form  |                                       |
| <b>4</b>                     | Cooperative Agreement Form - with original signatures                             |                                       |
| <b>5</b>                     | Narrative Requirements<br>(eight page maximum – does not include requested forms) |                                       |
|                              | I. (a-b) - Need Statement   |                                       |
|                              | II. (a-d) - Proposed Services   |                                       |
|                              | III. (a-c) - President’s Initiative   |                                       |
|                              | IV. (a-b) - Project Management  |                                       |
|                              | V. (a-b) - Collaboration  |                                       |
|                              | VI. (a-b) - Past Effectiveness  |                                       |
|                              | VII. Professional Development   |                                       |
|                              | VIII. State Requirement for Reading   |                                       |
|                              | IX. State Requirement for Dissemination   |                                       |
| <b>6</b>                     | Application Checklist   |                                       |