



FLORIDA DEPARTMENT OF EDUCATION

Request for Application

I. GRANT OVERVIEW

Division/Office	Division of Community Colleges and Workforce Education
Title	Carl D. Perkins, State Leadership -- Career and Technical Student Organizations
Specific Funding Authority(ies)	Carl D. Perkins Vocational and Technical Education Act of 1998, CFDA #84.048
Funding Purpose	To provide continued support to Career and Technical Student Organization (CTSO) activities.
Funding Priorities	To strengthen the educational and workforce abilities of students through the integration of: <ul style="list-style-type: none">• strong academics and technical skills• the application of leadership skills• experience in and understanding of all aspects of an industry related to their program of study
Support for Reading Initiative	This project will support “Just Read, Florida!” initiatives through the activities of CTSO that facilitate the integration of academic curricula such as reading and communication skills with leadership and technical activities.
Target Population	Identified Career and Technical Student Organizations
Reporting on Outcomes	<ul style="list-style-type: none">• Quarterly Invoices due on October 1, 2004, February 1, 2005, April 1, 2005, June 15, 2005.• DOE 399, Project Disbursement Report, is due by August 20, 2005.
Dissemination and Marketing Plan	Project information will be disseminated and marketed to appropriate populations through each CTSO via formal and informal recruiting activities, participation in national competitions, and career and technical partnerships.

Eligible Applicants	Currently funded CTSO organizations identified on the CTSO Allocation Chart in the Attachments section.
Type of Award	Discretionary, Non-competitive
Total Funding Amount	\$350,000 -- See CTSO Allocation Chart in the Attachments section.
Funding Period	July 1, 2004 to June 30, 2005
Technical Support	Teresa Bestor Telephone: (850) 245-9047; SUNCOM: 205-9047; Email: teresa.bestor@fldoe.org
Required Forms	<ul style="list-style-type: none"> • DOE 100A, Project Application • DOE 101, Budget Narrative Form • Completed CTSO Statement of Work Form • Performance-Based Schedule of Payments Form • Regional Workforce Board Coordination Assurance Form • Application Review Criteria and Checklist • In addition, please include the following in the order listed: <ul style="list-style-type: none"> • List of current Board of Directors and Articles of Incorporation and by-laws if changes have occurred • Copy of current operating budget • Copy of Chart of Accounts • General Terms, Assurances and Conditions for Participation in Federal and State Programs • Uniform Business Report (UBR) forms • Alternative signatory authority letter if application not signed by agency head
Application Due Dates	Close of business on June 4, 2004

II. FEDERAL REQUIREMENTS

The funds are authorized by the Carl D. Perkins Career 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.

The Florida Department of Education (FDOE) 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.

School Districts and Community Colleges

The certification of adherence filed with the FDOE 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.

Private Colleges, Community-based Organizations and Other Agencies

In order to complete requirements for funding, applicants must submit the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non-public agencies must also submit copies of the organization’s current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by an independent certified public accountant licensed in this state. These items must be submitted prior to the issuance of a project award.

Funding Priorities

Career and Technical Student Organizations must use these funds to conduct the activities of the organization for student participation as outlined in the approved budget to support the expectations listed in the **CTSO Statement of Work** (located in the **Attachments** section).

III. STATE REQUIREMENTS

Statement of Work Instructions

Use the **CTSO Statement of Work** template provided in the **Attachments** section as a starting point. Insert in the blank spaces of the **CTSO Statement of Work** specific data and pertinent information for each required activity. This information will be used as the basis for the allocation provided to the CTSO, as well as, for the projected performance deliverables to be submitted in quarterly invoicing throughout the project period.

Monitoring

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

For additional information, please see:

Florida's State Plan for Carl D. Perkins Career and Technical Education

<http://www.firn.edu/doe/workforce/stateplan.htm>

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.

IV. FISCAL REQUIREMENTS

Funds shall be allocated consistent with federal laws on a formula basis as identified by the FDOE. The amount available to each eligible recipient is listed on the **CTSO Allocation Chart** in the **Attachments** section. This project will **be based on performances with clearly defined measurable goals and deliverables**. All applicants will address this by completing the **Performance-Based Project Deliverables Form** located in the **Attachments** section.

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

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 are also considered administrative costs.**

Distribution of Funds

Funded recipients will receive their allocation via payments based upon performance as expressed in the **Performance-Based Project Deliverables** form upon receipt of a properly prepared invoice and acceptance of units of deliverables by the designated FDOE program manager.

Overpayment

If performances do not meet projected goals, resulting in overpayment, this overpayment must be returned to the Florida Department of Education by August 20, 2005, along with the final DOE 399 form. Monitoring performance reports will assist grantees in achieving their performance goals and avoiding overpayment.

V. APPLICATION REVIEW CRITERIA

Information regarding the **Application Review Criteria** is outlined on the **Application Review Criteria and Checklist** in the **Attachments** section.

VI. APPLICATION PROCEDURES

What to Submit

One project application (DOE 100A) with original signatures
Include three copies of the application
DOE 101, Budget Narrative Form
CTSO Statement of Work
Performance-Based Schedule of Payments Form
All other required documents

Conditions for Acceptance

To be accepted for further consideration, all applications submitted to the FDOE 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

Due Date

Close of business on **June 4, 2004**

ATTACHMENTS

- CTSO Allocation Chart
- CTSO Statement of Work
- Performance-Based Schedule of Payments Form
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Regional Workforce Board Coordination Assurance Form
- CTSO State Supervisors by Program Area
- Application Review Criteria and Checklist

CTSO Allocation Chart

CTSO	AMOUNT
Cooperative Education Clubs of Florida (CECF)	\$23,718
Florida DECA, Inc. (DECA)	\$27,485
Delta Epsilon Chi (DEX)	\$15,731
Florida FBLA-PBL Association of Foundation, Inc. (FBLA/PBL)	\$52,048
FFA	\$50,794
Florida Family Career and Community Leaders of America (FCCLA)	\$37,090
Florida Public Service Association, Inc. (FPSA)	\$14,213
Florida Technology Student Association Foundation, Inc. (TSA)	\$43,280
Florida Health Occupations Students of America (HOSA)	\$34,739
Florida SkillsUSA-VICA	\$31,304
Business Professionals of America (BPA)	\$19,598
TOTAL	\$350,000

CTSO STATEMENT OF WORK

Instructions: In the Activities column, fill in the blanks as accurately as possible. In the Date column, enter the date that the associated activity will be completed.

CTSO Name: _____ **Prepared by (name and title):** _____
Date: _____ **Telephone Number:** _____ **Email:** _____

Performance Measures	Activities	Date	Deliverables
1. MEMBERSHIP SERVICES maintenance for the state and national organizations according to the constitution/bylaws and any other operational guidelines of the CTSO.	1.1 Coordinate and distribute current membership information to _____ prospective members.		1.1 Copy of membership information distributed and documentation of the amount and type of membership information distributed.
	1.2 Collect dues, make deposits into CTSO account, and issue receipts for _____ members.		1.2 Documentation of dues collected and deposited.
	1.3 Process _____ membership affiliations and distribute membership items to members.		1.3 Documentation of the type and number of membership items distributed to members.
	1.4 Maintain up-to-date (100% error free) membership list and disseminate the list as requested.		NO DELIVERABLE DUE
	1.5 Conduct membership recruitment for the organization as required. List membership goals below. State membership _____ National membership _____ Special needs students _____ Minority students _____		1.5 Documentation of student recruitment activities and the number of students for: a) state, b) national, c) special needs, and d) minority membership.

2. FISCAL ACCOUNTS MANAGEMENT for accounting procedures that ensure proper disbursement of CTSO funds.	2.1 Prepare an operating budget for the CTSO program year for the approval of the governing body.		2.1 Submit a copy of the approved operating budget.
	2.2 Collect and disburse funds as required to conduct the business and activities of the CTSO as approved by the governing body.		2.2 Documentation of receipt and disbursement of funds and final DOE 399.
	2.3 Complete all necessary reports such as annual state incorporation documents, sales tax exemptions, required IRS reports and any other required reports/forms by the stated deadline.		2.3 Documentation of compliance with all required forms and reports.
	2.4 Maintain the collection and distribution of any scholarship funds, investment accounts, or any other special accounts as approved by the governing body within the established deadlines. Make reports or account documentation available upon request.		2.4 Documentation of scholarship fund, investment accounts, and special accounts established.
3. PARTNERSHIPS of continuing and new partners.	3.1 Contact current business/ education partners to elicit continued support of CTSO activities. Number of continuing partners ____		3.1 Documentation of continued partners.
	3.2 Actively seek ____ new partners.		3.2 Documentation of new partners.
	3.3 Develop and disseminate to perspective partners or interested parties a public relations document which includes information regarding the state and national competitive event winners.		3.3 A copy of the public relations document and documentation of its dissemination.

<p>4. COMMUNICATION with the teachers, students, and other interested stakeholders such as parents, supervisors, principals, career and technical directors, superintendents, legislators, and business and community members.</p>	<p>4.1 Prepare and disseminate information necessary to the effective and efficient operation of the CTSO to each member, school/chapter, appropriate district personnel, and other stakeholders involved with the CTSO, including supervisors and Board of Directors.</p>		<p>4.1 Documentation of mail-outs and materials disseminated.</p>
	<p>4.2 Provide technical assistance/ leadership to stakeholders regarding competitive events, CTSO operational issues, legislative activities or other assistance, as requested.</p>		<p>4.2 Documentation reflecting technical assistance/leadership to stakeholders for competitive events and other issues as requested.</p>
	<p>4.3 Respond to all written and telephone requests by teachers, students, parents, school personnel, or other stakeholders in a timely manner.</p>		<p>NO DELIVERABLE DUE</p>
	<p>4.4 In accordance with the constitution and/or the by-laws, prepare and disseminate newsletters as specified.</p>		<p>4.4 Copies of newsletters.</p>
	<p>4.5 Maintain accessibility by telephone from 8:00 a.m. to 5:00 p.m., Monday through Friday.</p>		<p>NO DELIVERABLE DUE</p>
	<p>4.6 Develop and disseminate a calendar of events, activities and deadlines to each member school/chapter, appropriate district personnel and other stakeholders for the program period of July 1, 2004 through June 30, 2005.</p>		<p>4.6 Copy of events calendar.</p>

<p>5. STATE OFFICER ACTIVITIES charged with the responsibility of developing and implementing a plan of work and providing student leadership for the CTSO.</p>	<p>5.1 Coordinate the election of state officers by providing applications, testing potential candidates, providing election guidelines, and documenting who won the election.</p>		<p>5.1 Documentation of activities, testing, guidelines, and applications of students seeking the position of a state officer</p>
	<p>5.2 Conducting the elections of state officers according to the constitution and by-laws, by the established deadlines.</p>		<p>5.2 Documentation of the election of the state officers being held and election winners.</p>
	<p>5.3 Plan, coordinate, and conduct a leadership training workshop for the state officers prior to their term of office or within the first quarter of their term of office.</p>		<p>5.3 Documentation reflecting the training of all new officers including dates of the term(s) in office.</p>
	<p>5.4 Coordinate the activities of the state officers to include travel arrangements and preparation for workshops, conferences, and other activities as required.</p>		<p>5.4 Documentation of state officer activities</p>
<p>6. LEADERSHIP TRAINING including workshops, conferences, legislative and other activities designed to develop future leaders.</p>	<p>6.1 Plan, coordinate, and conduct leadership activities as specified by the governing board. Number of activities planned ____</p>		<p>6.1 Documentation of number and type of activities planned.</p>
<p>7. COMPETITIVE EVENTS designed to develop and enhance occupational competency. These events are conducted at the district, regional, state, and national levels. The role of the recipient will vary depending on the specific CTSO.</p>	<p>7.1 Encouragement of the participation of students seeking state and national officer positions.</p>		<p>7.1 Documentation of students seeking state and/or national officer positions.</p>
	<p>7.2 Preparation of a list of Florida students elected to state AND national office. Indicate if national election is N/A.</p>		<p>7.2 List of the elected individuals to: a) state office b) national office</p>

	7.3 Dissemination of a list of Florida students elected to state and national office (if applicable) to the appropriate individuals.		7.3 Documentation of the dissemination of the list of state and national office holders (if applicable) to the appropriate individuals.
	7.4a Development of the competitive events needed for local chapter competitions.		7.4a Documentation of the development of each competitive event for local chapter competitions.
	7.4b Development of the competitive events needed for district competitions.		7.4b Documentation of the development of each competitive event for district competitions.
	7.4c Development of the competitive events needed for state competitions.		7.4c Documentation of the development of each competitive event for state competitions.
	7.4d Development of the competitive events needed for national competitions.		7.4d Documentation of the development of each competitive event for national competitions.
	7.5a Dissemination of chapter/district competitive event information to appropriate stakeholders in each district by the specified deadlines.		7.5a Documentation of information dissemination about chapter/district competitive events to appropriate stakeholders.
	7.5b Dissemination of state competitive event information to appropriate stakeholders in each district by the specified deadlines.		7.5b Documentation of information dissemination about state competitive events to appropriate stakeholders.
	7.5c Dissemination of national competitive event information to appropriate stakeholders in each district by the specified deadlines.		7.5c Documentation of information dissemination about national competitive events to appropriate stakeholders.

<p>8. STATE LEADERSHIP CONFERENCE as a capstone experience for student members. These conferences generally include a program of competitive events as well as the election of state officers.</p>	<p>8.1 Plan a state leadership/competitive event conference according to the specifications of the CTSO that results in the identified outcomes stated for the state conference. All conference activities shall have the approval of the governing board and competitive events must meet state/national guidelines.</p>		<p>8.1 Documentation of statewide conference planning.</p>
	<p>8.2 Coordinate, and conduct a state leadership/competitive event conference.</p>		<p>8.2 Documentation of coordination and leadership associated with the state leadership/competitive event conference.</p>
	<p>8.3 Collect registration fees for the state leadership/competitive event conference, compile a registration and mailing list, and deposit registration fees into CTSO account. Student Registration Goal _____</p>		<p>8.3 Documentation of: number of students registered, registration fees collected, amount of each registration, and deposits into the CTSO account.</p>
<p>9. ACTIVITIES WITH NATIONAL ORGANIZATIONS -- with the exception of Florida Public Service Association, Inc. (FPSA) – affiliated activities.</p>	<p>9.1 Provide the national association with requested information by the requested date.</p>		<p>9.1 Documentation of national request and reply.</p>
	<p>9.2 Disseminate communications from the national organization to local chapters.</p>		<p>9.2 Documentation of communications dissemination to local chapters.</p>
	<p>9.3a By the established deadline, plan state participation in national activities in accordance with the state and national by-laws.</p>		<p>9.3a Documentation of national planning activities.</p>
	<p>9.3b By the established deadline, coordinate state participation in national activities in accordance with the state and national by-laws.</p>		<p>9.3b Documentation of national coordination activities.</p>

	9.4 Attend and participate in national activities in accordance with the state and national by-laws.		9.4 Documentation of national activities attendance and participation
10. BOARD ACTIVITIES of the CTSO governing body responsible for ensuring that the policies and procedures outlined in each CTSO's constitution and/or bylaws pertaining to the operation of the CTSO are implemented and adhered to. The composition of these governing bodies is addressed in the constitution/bylaws and may consist of teachers, students and/or appropriate stakeholders.	10.1 Plan, coordinate, and implement board meetings as required or requested.		10.1 Documentation of planning, coordinating, and implementation of board meetings.
	10.2 Maintain written communication with the governing body through the keeping of minutes and notification of board meetings.		10.2 Copy of board meeting minutes.
	10.3 Respond to other requests from board members for information as requested.		NO DELIVERABLE DUE

PERFORMANCE-BASED SCHEDULE OF PAYMENTS

A. Project Information

CTSO:	Telephone:	SUNCOM:
County:	Alternative Telephone:	Fax:
Contact Person:	Email:	
FDOE State Supervisor:	Grant Amount:	

B. Performance Goals (Text box will expand to accommodate multiple pages if necessary.)

(1) Deliverables List deliverables by number and description as outlined in the Statement of Work	(2) Projected Due Date	(3) Amount of Payment
Final Deliverable due is DOE 399 (Final financial report required to be submitted to DOE)	August 20, 2005	\$0

FLORIDA DEPARTMENT OF EDUCATION

Project Application

TAPS Number 5B009

Please return to: 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	A) Program Name: Carl D. Perkins State Leadership Career and Technical Student Organizations Fiscal Year 2004-2005	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <hr style="width: 20%; margin-left: 0;"/> DOE USE ONLY Total Approved Project:	D) Applicant Contact Information	
	Contact Name: _____	Mailing Address: _____
	Telephone Number: _____	SunCom Number: _____
	Fax Number: _____	E-mail Address: _____
<p>CERTIFICATION</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>E) _____ 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.

**REGIONAL WORKFORCE BOARD
COORDINATION
ASSURANCE FORM**

Complete Section A or B as appropriate and include in application package.

-----Section A

The Superintendent or Agency Head certifies that this application has been submitted to the Regional Workforce Board and that the activities outlined in the application are consistent with current Regional Workforce Board plans.

Signature of Superintendent/Agency Head

Date Submitted to Regional Workforce Board

Regional Workforce Boards are invited to submit comments regarding the application to the Office of Workforce Education by May 31, 2004.

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

-----Section B

The Superintendent or Agency Head certifies that this **application covers more than one Workforce Development Region**. The activities outlined in this application are related to Workforce Development and are consistent with the current Regional Workforce Board plans for all regions included in this application. ***Application submission to the Regional Workforce Board is not required.***

Signature of Superintendent/Agency Head

Date

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

**State Supervisor Contacts
Career and Technical Student Organizations**

State Supervisor Contacts	Student Organizations
Andy Anderman 850/245-9015 SC 205-9015 Andy.Anderman@fldoe.org	Florida SkillsUSA-VICA
Belinda Chason 850/245-9017 SC 205-9017 Belinda.Chason@fldoe.org	FFA
Judy Conlin 850/245-9018 SC 205-9018 Judy.Conlin@fldoe.org	Florida Health Occupations Students of America (HOSA)
Mary Crew 850/245-9899 SC 205-9899 Mary.Crew@fldoe.org	Florida Public Service Association, Inc. (FPSA)
Mellissa Morrow 850/245-9023 SC 205-9023 Mellissa.Morrow@fldoe.org	Florida Technology Student Association – Foundation, Inc. (TSA)
Michelle Sizemore 850/245-9014 SC 205-9014 Michelle.Sizemore@fldoe.org	Florida Family Career and Community Leaders of America (FCCLA)
Diane Villagomez 850/245-9016 SC 205-9016 Diane.Villagomez@fldoe.org	Florida FBLA-PBL Association and Foundation, Inc. (FBLA-PBL) Florida Business Professionals of America, Inc. (FBPA)
Darl Walker 850/245-9013 SC 205-9013 Darl.Walker@fldoe.org	Cooperative Education Clubs of Florida/Business Partners of America (CECF/BPA) Florida DECA, Inc. (DECA) Delta Epsilon Chi (DEX)

APPLICATION REVIEW CRITERIA AND CHECKLIST

Please include this form in the application package.

Perkins Career and Technical Student Organizations

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	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
	Forms			
1	DOE 100A, Project Application – with original signature			
2	DOE 101, Budget Narrative Form			
3	Performance-Based Project Deliverables Form			
4	CTSO Statement of Work			
5	Regional Workforce Board Coordination Assurance Form			
6	Application Review Criteria and Checklist			
	In addition, please include the following in the order listed:			
7	• List of current Board of Directors and Articles of Incorporation			
8	• Copy of current operating budget			
9	• Copy of Chart of Accounts			
10	• General Terms, Assurances and Conditions for Participation in Federal and State Programs			
11	• Uniform Business Report (UBR) Forms			
12	• Alternative signatory authority letter (if necessary)			

DOE Staff use ONLY

Does the Agency need to be contacted? ____ yes ____ no

Person contacted: _____ Date: _____

Signature of reviewer(s): _____ Date: _____

Comments: