



FLORIDA DEPARTMENT OF EDUCATION

Request for Applications

I. GRANT OVERVIEW

Division/Office	Division of Community Colleges and Workforce Education
Title	Carl D. Perkins, Rural and Sparsely Populated Areas (New)
Specific Funding Authority(ies)	Carl D. Perkins Career and Technical Education Act of 1998, CFDA #84.048
Funding Purpose	<p>To develop more fully the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs.</p> <p>For details, please see the Narrative Instructions section.</p>
Funding Priorities	Not Applicable
Support for Reading Initiative	Address how the project will support "Just Read, Florida!" See Narrative Instructions section.
Target Population	Secondary and postsecondary career and technical education students
Reporting on Outcomes	<ul style="list-style-type: none">• 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 and community colleges.• DOE 399, Project Disbursement Report, is due by August 20, 2005.
Dissemination and Marketing Plan	Address how information about the project will be disseminated and marketed to appropriate populations. See Narrative Instructions section.
Eligible Applicants	Florida school districts and community colleges serving rural counties.

Type of Award	Discretionary, Non-competitive
Total Funding Amount	\$2,406,640 -- see Allocations Chart in the Attachments section
Funding Period	July 1, 2004 to June 30, 2005
Technical Support	Grants Administration Contacts -- see Attachments section for contact information
Required Forms	<ul style="list-style-type: none"> • DOE 100A, Project Application • DOE 101, Budget Narrative Form • Regional Workforce Board Coordination Assurance Form • Letter of Agreement – written by the applicant and signed by the Community College President/ School District Superintendent • Application Review Criteria and Checklist
Application Due Date	Close of business on May 7, 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 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 Career 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 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.

III. STATE REQUIREMENTS

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.

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>

Narrative Instructions

All narrative responses must typed be 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. Describe how the program plan will improve the delivery of career and technical educational programs to residents of rural areas. Applicants must address at least two of the following:
 - a) High-Skills/High-Wage Jobs
 - b) Distance Learning
 - c) Information Technology
 - d) Priorities of the Regional Workforce Board
2. In an effort to align with the President's recent 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 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.

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 are also considered administrative costs.**

Geographical Allocation of Funding

The Department will allocate funds utilizing an equitable geographic formula for awarding projects. This funding model does not mean that the funds will automatically be awarded to any particular agency.

Distribution of Funds

Funds shall be allocated consistent with federal laws on a formula basis as identified by the Office of Workforce Education. The amount available to each eligible recipient is identified on the enclosed **Allocations Chart** in the **Attachments** section.

Florida elected to spend 5% of its state allocation to aid programs in rural and sparsely populated areas. Rural Areas are defined by the State and documented by the Rural Economic Development Institute (REDI). No Rural and Sparsely populated county will receive less than \$25,000. The remainder of the funds were distributed proportionally by the number of individuals in the labor force for each of the rural counties. If a county's allocation was less than 75% of the 2003-2004 allocation, the county was held harmless at that level.

Determination as to which school district, community college or both will apply for the allocation is a local decision. Applicants must document through a *Letter of Agreement* between the school district and community college serving that district.

Applications must be submitted under one of the following guidelines:

1. A school district may apply for the total county allocation. In this case, a letter from the college president should be attached to the completed grant application agreeing to the arrangement.
2. A community college may apply for the total county allocation. In this case, a letter from the school superintendent should be attached to the completed grant application agreeing to the arrangement.
3. If the school district and community college wish to split the funds, two separate applications on separate forms may be submitted. In these cases, a letter from both the school superintendent and college president, must confirm the arrangement.

Note: Community colleges may apply for funds from any county that is included in its service area. Funded recipients will receive their allocation via cash advance.

Federal 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 20th of each month. The on-line system will be turned off on the 20th or the Friday before the weekend of the 20th 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.

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 **May 7, 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

- Allocations Chart
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Regional Workforce Board Coordination Assurance Form
- Grants Administration Contacts
- Application Review Criteria and Checklist

ATTACHMENTS

- Allocations Chart
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ALLOCATIONS CHART
CARL D. PERKINS –RURAL and SPARSELY POPULATED AREAS
FISCAL YEAR 2004-2005

Revised June 10, 2004

Note: Final allocations based on the funding from the U.S. Department of Education.

DISTRICTS	04-05 ALLOCATIONS
Baker	\$ 72,834
Bradford	\$ 69,610
Calhoun	\$ 46,959
Columbia	\$ 138,802
Desoto	\$ 66,146
Dixie	\$ 44,580
Flagler	\$ 118,477
Franklin	\$ 49,470
Gadsden	\$ 111,636
Gilchrist	\$ 48,391
Glades	\$ 44,309
Gulf	\$ 48,255
Hamilton	\$ 37,481
Hardee	\$ 67,921
Hendry	\$ 102,618
Highlands	\$ 164,725
Holmes	\$ 53,159
Jackson	\$ 110,494
Jefferson	\$ 48,079
Lafayette	\$ 37,698
Levy	\$ 88,936
Liberty	\$ 38,231
Madison	\$ 57,467
Nassau	\$ 162,554
Okeechobee	\$ 103,770
Putnam	\$ 150,475
Sumter	\$ 105,016
Suwannee	\$ 88,769
Taylor	\$ 59,215
Union	\$ 43,026
Wakulla	\$ 84,263
Walton	\$ 121,096
Washington	\$ 67,934
TOTAL	\$2,652,396

FLORIDA DEPARTMENT OF EDUCATION

Project Application

TAPS Number
5B013

<p>Please return to:</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>A) Program Name:</p> <p>Carl D. Perkins Rural and Sparsely Populated Areas Education – Section 122 Discretionary, Non-competitive Fiscal Year 2004-2005</p>	<p><i>DOE USE ONLY</i></p> <p>Date Received</p>						
<p>B) Name and Address of Eligible Applicant:</p>		<p>Project Number (DOE Assigned)</p>						
<p>C) Total Funds Requested:</p> <p style="text-align: center;">\$ _____</p> <hr style="width: 20%; margin: 10px auto;"/> <p>DOE USE ONLY</p> <p>Total Approved Project:</p>	<p>D) Applicant Contact Information</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>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>								



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.

**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 Division of Community Colleges and Workforce Education, Grants Administration office by April 23, 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.

Grants Administration Contacts

Grants Administration Director	West Team Director	East Team Director
Gloria Spradley Gloria.Spradley@fldoe.org 850/245-9053	Teresa Bestor Teresa.Bestor@fldoe.org 850/245-9047	Ike Gibson Ike.Gibson@fldoe.org 850/245-9026

Program Manager County Contacts

West Team	West Team	West Team	West Team
Linda Meadows Linda.Meadows@fldoe.org 850/245-9043	To Be Announced Contact Teresa Bestor See information above	Mario Zuniga Mario.Zuniga@fldoe.org 850/245-9045	Lani Lingo Lani.Lingo@fldoe.org 850/245-9044
Bay Calhoun Escambia Gulf Holmes Jackson Okaloosa Santa Rosa Walton Washington	Franklin Gadsden Jefferson Leon Liberty Madison Wakulla	Citrus Hernando Hillsborough Levy Marion Pasco Pinellas Polk	Baker Columbia Dixie Gilchrist Hamilton Lafayette Suwannee Taylor Union
West Team	East Team	East Team	East Team
Leslie Young Leslie.Young@fldoe.org 850/245-9040	Sandra Burkholder Sandra.Burkholder@fldoe.org 850/245-9038	Ila Waite-Burns Ila.Waite-Burns@fldoe.org 850/245-9066	Ted Lane Ted.Lane@fldoe.org 850/245-9041
Charlotte Collier De Soto Glades Hardee Hendry Highlands Lee Manatee Monroe Sarasota	Indian River Lake Martin Okeechobee Orange Osceola Seminole St. Lucie Sumter	Broward Miami-Dade Palm Beach	Alachua Bradford Brevard Clay Duval Flagler Nassau Putman St. Johns Volusia

APPLICATION REVIEW CRITERIA AND CHECKLIST

Perkins Rural and Sparsely Populated Areas (Continuation) 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	
	Forms		Complete	Incomplete
1	DOE 100A, Project Application – with original signature			
2	DOE 101, Budget Narrative Form			
3	Regional Workforce Board Coordination Assurance Form			
4	Narrative Requirements			
	1. a)- d) – applicant must address at least two			
	2. a) - e)			
	3.			
	4.			
5	Letter of Agreement: Community College President/ School District Superintendent			
6	Application Checklist			

DOE Staff use ONLY

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

Person contacted: _____ Date: _____

Signature of reviewer(s): _____ Date: _____

Comments: