



## FLORIDA DEPARTMENT OF EDUCATION

### Request for Applications

#### I. GRANT OVERVIEW

<b>Division/Office</b>	Division of Community Colleges and Workforce Education
<b>Title</b>	Carl D. Perkins, <b>Tech Prep Education</b>
<b>Specific Funding Authority(ies)</b>	Carl D. Perkins Career and Technical Education Act of 1998, CFDA #84.243A  Currently funded Perkins projects will be extended one year (fiscal year 2004-05) under the existing federal authorization, pending reauthorization.
<b>Funding Purpose</b>	To promote a seamless transition between secondary and postsecondary career and technical education and to change the way participating schools and colleges improve teaching and learning.
<b>Funding Priorities</b>	Not Applicable
<b>Support for Reading Initiative</b>	Address how the project will support "Just Read, Florida!" See <b>Narrative Instructions</b> section.
<b>Target Population</b>	Students enrolled in secondary and postsecondary articulated programs of study are targeted for Tech Prep education.  The statewide <b>definition</b> of a Tech Prep Student is used to establish funding formulas, statewide reporting and evaluation activities. The statewide definition adopted by Florida's 28 local Tech Prep coordinators is: <i>"A student enrolled in an articulated, sequential program of study, enrolled in level two or above courses (at grade level or above) by grade 11, in mathematics, science, and communications, including a</i>

*technical component which leads to a minimum of a two-year postsecondary certificate or degree and/or apprenticeship program.”*

**Reporting on 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 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**

Current consortia that are in compliance with federal and state regulations, as listed on the **Allocations Chart** in the **Attachments** section.

**Type of Award**

Discretionary, Non-competitive

**Total Funding Amount**

\$5,155,220 -- see **Allocation 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

**For program support contact:**

Gayle Manley, e-mail: [Gayle.Manley@fldoe.org](mailto:Gayle.Manley@fldoe.org)  
850/245-9057, Sun Com 205-9057

**Required Forms**

- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Regional Workforce Board Coordination Assurance Form
- 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.

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

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

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

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

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

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

### **Program Priorities**

Title II of the 1998 Perkins Act creates a Tech Prep program of study that combines, at a minimum, two years of secondary education, with a minimum two years of postsecondary education. The Tech Prep program constitutes a non-duplicative sequence or course of study that integrates academic and vocational and technical instruction, and utilizes work-based and worksite learning. The technical preparation must be in a career field such as engineering technology, applied science, mechanical, industrial, practical arts or trade, agriculture, health occupations, business, or applied economics. A Tech Prep program leads to related meaningful employment and is developed by all partners (secondary, postsecondary and private sector). It may articulate from a community college to a four-year college/university, or four-year apprenticeship.

Additional components in the 1998 Act encourage work-based or worksite learning in conjunction with business and all aspects of an industry. Tech Prep programs may use educational technology and distance learning, as appropriate, to involve all the consortium partners more fully in the development and operation of the program.

### **Required Use of Funds**

The purposes under Section 204 are to fund consortia for the development of Tech Prep Education programs designed to offer students a focused, sequential course of study. Each Tech Prep program shall:

1. be carried out under an articulation agreement between the participants in the consortium;
2. consist of at least two years of secondary school preceding graduation and two years or more of higher education, or an apprenticeship program of at least two years following secondary instruction, with a common core of required proficiency in mathematics, science, reading, writing, communications, and technologies designed to lead to an associate's degree or a postsecondary certificate in a specific career field;
3. include the development of Tech Prep programs for both secondary and postsecondary, including consortium, participants in the consortium that:
  - a. meets academic standards developed by the State;
  - b. links secondary schools and two-year postsecondary institutions, and if possible and practicable, four-year institutions of higher education through nonduplicative sequences of courses in career fields, including the investigation of opportunities for Tech Prep secondary students to enroll concurrently in secondary and postsecondary coursework;
  - c. uses, if appropriate and available, work-based or worksite learning, in conjunction with business and all aspects of an industry; and
  - d. uses educational technology and distance learning as appropriate, to involve all the consortium partners more fully in the development and operation of programs;
4. include in-service training for teachers that:
  - a. is designed to train vocational and technical teachers to effectively implement Tech Prep programs;
  - b. provides for joint training for teachers in the Tech Prep consortium;
  - c. is designed to ensure that teachers and administrators stay current with the needs, expectations, and methods of business and all aspects of an industry;
  - d. focuses on training postsecondary education faculty in the use of contextual and applied curricula and instruction; and
  - e. provides training in the use and application of technology;
5. include training programs for counselors designed to enable counselors to more effectively:
  - a. provide information to students regarding Tech Prep education programs;
  - b. support student progress in completing Tech Prep programs;
  - c. provide information on related employment opportunities;
  - d. ensure that such students are placed in appropriate employment; and
  - e. stay current with the needs, expectations, and methods of business and all aspects of an industry;
6. provide equal access, to the full range of technical preparation programs, to individuals who are members of special populations, including the development of Tech Prep program services appropriate to the needs of special populations; and
7. provide for preparatory services that assist participants in Tech Prep programs.

### **Permissible Use of Funds**

1. provide for the acquisition of Tech Prep program equipment;

2. acquire technical assistance from State or local entities that have designed, established, and operated Tech Prep programs that have effectively used educational technology and distance learning in the delivery of curricula and services and in the articulation process; and
3. establish articulation agreements with institutions of higher education, labor organizations, or businesses located inside or outside the State and served by the consortium, especially with regard to using distance learning and educational technology to provide for the delivery of services and programs.

### **III. STATE REQUIREMENTS**

#### **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.

#### **Project Extensions**

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

#### **Narrative Instructions**

All narrative responses must be typed in 12-point font. There is a 15-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. Provide an abstract addressing:
  - a. Success of Tech Prep implementation to date.
  - b. Summary of activities planned for fiscal year 2004-2005.
  - c. Describe how the project will support the Department's reading initiative, "Just Read, Florida!" Information about the initiative is available at [www.justreadflorida.com](http://www.justreadflorida.com).
  - d. 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.
  
2. Analyze and review the current five-year plan for the delivery of Tech Prep education. In each of the eight Tech Prep program components, identify modifications, changes, or revisions to your previously submitted plan, and describe how those changes will address local needs and improve the delivery of services to the target population. The eight program components addressed in the previous plans are:
  - Administration and organization
  - Articulation agreements
  - Business, industry, and community involvement
  - Evaluation
  - Curriculum development/programs of study
  - Impact on students
  - Program promotions/marketing
  - Staff development

3. Address each of the following aspects of Tech Prep education that demonstrate program success in secondary and postsecondary education that indicate students are both college and career ready. *This information is requested in response to the goals of the President's "A Blueprint for Preparing America's Future" and it incorporates the goals of Tech Prep. In using these, it is important for us to shift from counting students to measuring outcomes. Assuming that some legislation passes that will incorporate these goals, we will begin to document the measurement of evidence of student success. In preparing for this transition, each consortium must describe activities and anticipated results that will support continuous improvement and have a positive impact on student outcomes.*

- a. For program success in secondary education identify activities that:
  - Ensure Tech Prep students participate in a rigorous academic and technical curriculum
  - Increase the number of Tech Prep students participating in dual enrollment
  - Increase the number of Tech Prep high school graduates
  - Increase the number of Gold Seal recipients
- b. For program success in postsecondary education identify activities that:
  - Increase the number of Tech Prep students that continue their education/program without the need for remediation
  - Increase the number of Tech Prep students that complete a postsecondary program
- c. For success in all Tech Prep programs identify activities that:
  - Improve methods of identifying and reporting Tech Prep students at the secondary and postsecondary levels based upon the state's definition
  - Update or implement written agreements designed to provide students with a non-duplicative course of study and develop a process to ensure articulation agreements are updated in a timely manner
  - Ensure that counselors are aware of the transition opportunities available through Tech Prep articulated programs of study

4. Provide the following information for the four data elements:

- **Data Element 1:** List by grade level the number of students (in grades 9-14 for school year 2003-2004) identified as Tech Prep education students in all of the consortium's secondary and postsecondary schools. This count must be valid and documented by student record and/or local MIS reporting, and based on the statewide definition or comparable local definition of a Tech Prep education student.  
**Note:** Describe the method for determining this number.
- **Data Element 2:** List the number of secondary and postsecondary schools participating in the Tech Prep education initiative for school year 2003-2004. Participation is defined as having a significant enrollment of Tech Prep education students and offering articulated, secondary to postsecondary programs of study (4+2+2, 4+2, 4+1+1, etc.).  
**Note:** Provide a list of schools.
- **Data Element 3:** Identify the number of signed articulation agreements as of May 21, 2004, for enrolled Tech Prep Education students (unduplicated within a district –an

articulation agreement can be counted only once for each school district, even if articulated for more than one school).

**Note:** Provide a list of the formally signed articulation agreements. Provide the number of programs of study that have been developed and supported by these articulation agreements; and provide a listing of the program of study titles that have been developed.

- **Data Element 4:** Outcomes of Tech Prep students. Data will be generated by the DOE from the state student reporting systems on the postsecondary placement of identified Tech Prep students.

**Note: Numbers submitted are subject to audit. Any misrepresentation may impact future funding.**

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

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

#### **IV. FISCAL REQUIREMENTS**

##### **Funding shall supplement, not supplant**

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

##### **Local Administrative Cost**

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

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

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

### **Geographical Allocation of Funding**

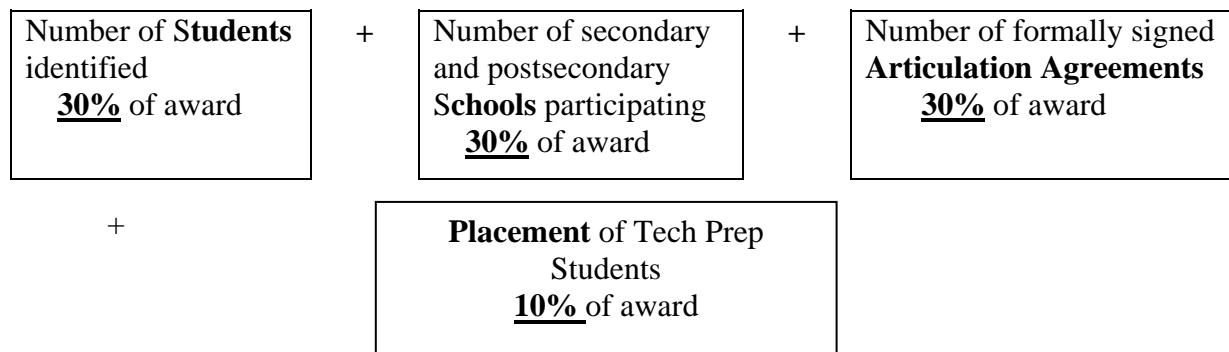
The Department will allocate funds utilizing an equitable geographic formula for awarding projects. This funding model does not mean that the funds will automatically be awarded to any particular agency.

### **Distribution of Funds**

Funding amounts for Tech Prep education are based on appropriations by Congress. Funds shall be allocated consistent with federal laws on a formula basis as identified by the Office of Workforce Education. Applicants should apply for the prior years' funding amount. All applications must provide a detailed budget description of the type of expenditures on the DOE 101, Budget Narrative Form.

See the **Allocations Chart** in the **Attachments** section for individual agency allocations.

Funding levels are calculated on the following funding formula for all continuing applications:



### **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 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.

## **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 **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**

- Allocation 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

- Allocation Chart
- DOE 100A, Project Application
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**Allocations Chart  
Carl D. Perkins - Tech Prep  
Fiscal Year 2004-2005**

**Revised June 30, 2004**

This allocations chart reflects the 2004-05 formula based calculations.

All applicants' information was entered into a formula based on the number of students in Tech Prep programs; total number of participating schools, the total number of articulated programs of study and postsecondary placement.

Eligible Recipients/Agency	Allocation Amounts FY 2004-2005
Bay County Schools	\$ 104,697
Big Bend/Tallahassee Community College	\$ 103,780
Brevard/Brevard Community College	\$ 251,376
Broward County Schools	\$ 286,179
Chipola/Chipola College	\$ 141,586
Crown/Lake City Community College	\$ 58,613
Miami-Dade County Schools	\$ 345,507
Escarosa/Pensacola Junior College	\$ 117,711
First Coast/Florida Community College at Jacksonville	\$ 136,753
Florida Keys/Monroe County Schools	\$ 40,608
Heartland/South Florida Community College	\$ 82,845
Hillsborough County Schools	\$ 248,615
Lake Sumter/Lake County Schools	\$ 230,402
Mid-Florida/Central Florida Community College	\$ 167,717
North Florida/Madison County Schools	\$ 104,971
Okaloosa-Walton Community College	\$ 70,970
Palm Beach County Schools	\$ 234,918
Pasco-Hernando Community College	\$ 145,430
Pinellas/St. Petersburg College	\$ 223,051
Polk County Schools	\$ 130,139
Quad County/Indian River Community College	\$ 250,880
St. Johns County Schools	\$ 234,977
Santa Fe/Santa Fe Community College	\$ 198,475
Seminole/Seminole Community College	\$ 164,259
Southwest/Lee County Schools	\$ 262,784
Suncoast/Manatee County Schools	\$ 130,151
Valencia/Valencia Community College	\$ 401,379
Volusia/Volusia County Schools	\$ 405,830
<b>TOTAL</b>	<b>\$ 5,274,603</b>

# FLORIDA DEPARTMENT OF EDUCATION

## Project Application

<b>TAPS Number</b> <b>5B014</b>
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<b>Please return to:</b>  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	<b>A) Program Name:</b>  <b>Carl D. Perkins                  Tech Prep                  Discretionary, Non-competitive                  Fiscal Year 2004-2005</b>	<b>DOE USE ONLY</b>  Date Received						
<b>B) Name and Address of Eligible Applicant:</b>		<b>Project Number (DOE Assigned)</b>						
<b>C) Total Funds Requested:</b>  \$ _____  <hr style="width: 20%; margin-left: 0;"/> <b>DOE USE ONLY</b>  <b>Total Approved Project:</b>	<b>D) Applicant Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name:</td> <td style="width: 50%;">Mailing Address:</td> </tr> <tr> <td>Telephone Number:</td> <td>SunCom Number:</td> </tr> <tr> <td>Fax Number:</td> <td>E-mail Address:</td> </tr> </table>		Contact Name:	Mailing Address:	Telephone Number:	SunCom Number:	Fax Number:	E-mail Address:
Contact Name:	Mailing Address:							
Telephone Number:	SunCom Number:							
Fax Number:	E-mail Address:							
<p><b>CERTIFICATION</b></p> <p>I, _____, <i>(Please Type Name)</i> do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p><b>E)</b> _____                  Signature of Agency Head</p>								

DOE 100A  
 Revised 01/03

Jim Horne, Commissioner



## Instructions for Completion of DOE 100A

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

DOE 100A  
Revised 01/03

Jim Horne, Commissioner





Instructions for Completion of  
Budget Narrative Form DOE 101

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

A. Enter Name of Eligible Recipient.

B. (DOE USE ONLY)

**COLUMN 1**

**OBJECT: SCHOOL DISTRICTS:**

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

**COMMUNITY COLLEGES:**

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

**UNIVERSITIES AND STATE AGENCIES:**

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

**OTHER AGENCIES:**

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

**COLUMN 2 - ALL APPLICANTS:**

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

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

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

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

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

**COLUMN 4 - AMOUNT**

Provide the budget amount requested for each object code.

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

**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
<b>Gloria Spradley</b> <a href="mailto:Gloria.Spradley@fldoe.org">Gloria.Spradley@fldoe.org</a> 850/245-9053	<b>Teresa Bestor</b> <a href="mailto:Teresa.Bestor@fldoe.org">Teresa.Bestor@fldoe.org</a> 850/245-9047	<b>Ike Gibson</b> <a href="mailto:Ike.Gibson@fldoe.org">Ike.Gibson@fldoe.org</a> 850/245-9026

## Program Manager County Contacts

West Team	West Team	West Team	West Team
<b>Linda Meadows</b> <a href="mailto:Linda.Meadows@fldoe.org">Linda.Meadows@fldoe.org</a> 850/245-9043	<b>To Be Announced</b> Contact Teresa Bestor See information above	<b>Mario Zuniga</b> <a href="mailto:Mario.Zuniga@fldoe.org">Mario.Zuniga@fldoe.org</a> 850/245-9045	<b>Lani Lingo</b> <a href="mailto:Lani.Lingo@fldoe.org">Lani.Lingo@fldoe.org</a> 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
<b>Leslie Young</b> <a href="mailto:Leslie.Young@fldoe.org">Leslie.Young@fldoe.org</a> 850/245-9040	<b>Sandra Burkholder</b> <a href="mailto:Sandra.Burkholder@fldoe.org">Sandra.Burkholder@fldoe.org</a> 850/245-9038	<b>Ila Waite-Burns</b> <a href="mailto:Ila.Waite-Burns@fldoe.org">Ila.Waite-Burns@fldoe.org</a> 850/245-9066	<b>Ted Lane</b> <a href="mailto:Ted.Lane@fldoe.org">Ted.Lane@fldoe.org</a> 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 Tech Prep 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
	<b>Forms</b>			
<b>1</b>	DOE 100A, Project Application – with original signature			
<b>2</b>	DOE 101, Budget Narrative Form			
<b>3</b>	Regional Workforce Board Coordination Assurance Form			
<b>4</b>	<b>Narrative Requirements</b>			
	1. Abstract			
	2. Analysis and Review			
	3. Program Success			
	4. Data Elements			
<b>5</b>	Application Checklist			

**DOE Staff use ONLY**

Does the agency need to be contacted? \_\_\_\_\_ yes \_\_\_\_\_ no

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

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

Comments: