



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office

Division of Community Colleges and Workforce Education

Program Name

Carl D. Perkins, State Leadership, Career and Technical Student Organizations (CTSO)

Specific Funding Authority (ies)

Carl D. Perkins Vocational and Technical Education Act of 1998, Title I; Workforce Investment Act, Section 503, CFDA #84.048

Web site: http://12.46.245.173/pls/portal30/CATALOG.PROGRAM_TEXT_RPT.show

Funding Purpose/Priorities

To provide continued support to Career and Technical Student Organizations' activities.

Type of Award

Discretionary

Total Funding Amount

\$350,000 -- see the **Allocation Chart** in the **Attachments** section

Budget Period

July 1, 2005 to June 30, 2006

Applications received after the due date will be effective on the date of receipt in Grants Management or award of federal funds, whichever is later.

Program Performance Period

Same as **Budget Period**, see above.

Target Population

Identified Career and Technical Student Organizations

Eligible Applicant(s)

CTSOs identified on the **Allocation Chart** in the **Attachments** section

Application Due Date

June 28, 2005. The due date refers to the date of receipt in Grants Management. Facsimile and e-mail submissions will not be accepted.

Contact Persons

Perkins Program Support: Andy Anderman, 850/245-9020, Andy.Anderman@fldoe.org
Grants Management Contact: Carol Hubbard, 850/245-0723, Carol.Hubbard@fldoe.org

Assurances

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 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 web site: <http://www.firn.edu/doe/comptroller/gbook.htm>

School Districts, Community Colleges, Universities and State Agencies

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.

NARRATIVE SECTION

Narrative responses must be typed in 12-point font and double spaced. There is a five page maximum for the narrative response portion of the application package – this does not include any requested forms. Be sure to respond to all information requested and follow the items listed below when writing narrative responses.

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 Federal Programs General Education Provisions Act (GEPA)

Provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details refer to web site: <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html>

Project Design-Narrative

Complete the CTSO Statement of Work. This form is located in the Attachments section of this document.

Support for Strategic Imperatives

Describe how the proposed project will incorporate reading initiatives and one or more of the Florida State Board of Education (SBE) strategic imperatives.

Web site: http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf

Dissemination/Marketing

Describe methods /strategies you will use to disseminate and market information about the project to appropriate populations.

Program Information

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

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

Program Priorities

To strengthen the educational and workforce abilities of students through the integration of:

- 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

Required Use of State Leadership Funds, Perkins Act, Section 124

1. Assessment of vocational and technical education programs funded under this title, including assessment of the participation and performance of special populations.
2. Expansion of the use of technology in vocational and technical education programs, including teacher training, distance learning and focusing on programs that lead to high technology and telecommunications careers.
3. Professional Development activities, including preservice and inservice training for vocational and technical, academic, guidance and administrative personnel that will:
 - improve parental and community involvement,
 - help teachers and personnel assist students in meeting state adjusted levels of performance,
 - ensure that educators stay current with industry trends, and
 - be coordinated with other education programs under Title II of the Elementary and Secondary Education Act (ESEA) and Title II of the Higher Education Act (HEA).
4. Improvement of the academic, vocational and technical skills of students by strengthening the components of the programs and integrating academic, vocational and technical education.
5. Nontraditional training and employment.
6. Partnerships among local education agencies, postsecondary institutions, adult education providers, employers, labor organizations and parents.
7. Serving individuals at state correctional institutions or institutions serving individuals with disabilities.
8. Support of programs for special populations leading to high skill, high wage careers.

Permissible Use of State Leadership Funds, Perkins Act, Section 124

1. Technical assistance for eligible recipients.
2. Career guidance and counseling.
3. Linkages between secondary and postsecondary vocational and technical programs.
4. Cooperative education programs.
5. Vocational student organizations.
6. Public secondary charter schools offering vocational and technical education.
7. Training in all aspects of an industry.
8. Family and consumer sciences education.

9. Education and business partnerships.
10. Curriculum improvement and development.
11. Programs for adults and school dropouts to complete secondary education.
12. Job and postsecondary education placement.

Compliance 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. The Program Support and Compliance Team (PSCT) monitors recipients' compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and, in addition, guidelines published in the Florida Department of Education's *Green Book*. These compliance references are available at the following web site: <http://www.firn.edu/doe/workforce/compliance.htm>

Reporting Outcomes

Submission of Timely Invoices

Invoices, as listed and approved on the Invoice Schedule Form, that align with information also submitted on the Performance-Based Project Deliverables Form. The invoices and the required documentation for deliverables will provide the program manager with the necessary information to determine whether the recipient is meeting the approved performance measures for the project.

Funding Method

All applicants are advised that grantees will be funded according to the projected goals in their applications. In the event that performances do not meet projected goals and result in overpayment, the overpayment must be returned to the Florida Department of Education by August 20, 2006, along with the final DOE 399 form. Monitoring and performance reports will assist grantees in achieving their performance goals and avoiding overpayment.

Reimbursement of Expenditures - Payment made upon submission of documented allowable expenditures. Reimbursements will be made by state warrant after disbursements are made by the recipient. Requests for reimbursement with the appropriate back-up documentation should be submitted in accordance with applicable program requirements and instructions on the Project Award Notification.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include: invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

Although there is flexibility for the expenditure of funds at the local level, there is a focus on accountability for all Career and Technical Education students, including the performance measures for all of the categories of nontraditional and special populations.

Projected goals **must be increased from the previous year's goals** for continued funding. **Note:** If deliverables are reduced, a corresponding reduction in funding will occur.

Records Retention

It is the responsibility of the fiscal agency to retain records for financial transactions and supporting documentation for auditing purposes. If records are request by the Florida Department of Education or the State of Florida Division of Financial Services, all records must be provided. Records should be maintained for five years from the last day of the program or longer if there is an ongoing investigation or audit.

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

Perkins Act, Section 135(d), 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.**

Project Disbursement Report, DOE 399

All awarded Perkins projects must submit a DOE 399, Project Disbursement Report, to the Florida Department of Education, Comptroller's office, by August 20, 2006.

Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

- 1) Application is received in DOE within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 101-Budget Narrative and DOE 100A-Application
- 3) All required forms have original signatures by an authorized entity
- 4) Application must be submitted to:

Bureau of Grants Management
Florida Department of Education
325 West Gaines Street, Room 325
Tallahassee, FL 32399-0400

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.

Other Requirements

In addition to the DOE 101-Budget Narrative and DOE 100A-Application, also include:

- Written responses to the **Narrative Requirements** section
- Consortium information and additional budgets - if applicable
- Application Review Criteria and Checklist
- List of current Board of Directors and Articles of Incorporation
- Copy of current operating budget
- Copy of current audit report – if available
- Copy of Chart of Accounts
- General Terms, Assurances and Conditions for Participation in Federal and State Programs
- Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)

Submit:

- One application with original signatures
- 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.

Method of Review

All applications will be reviewed by Florida Department of Education, Division of Community Colleges and Workforce Education staff using the **Application Review Criteria and Checklist** in the **Attachments** section.

In addition, fiscal information will also be reviewed by Division of Finance and Operations, Bureau of Grants Management staff.

DOE 900
Revised 03/2005

ATTACHMENTS

- Allocation Chart
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- CTSO Statement of Work
- Performance-Based Schedule of Payments
- Application Review Criteria and Checklist

CTSO Allocation Chart

CTSO	AMOUNT
Cooperative Education Clubs of Florida (CECF)	\$24,413
Florida DECA, Inc. (DECA)	\$25,974
Delta Epsilon Chi (DEX)	\$16,489
Florida FBLA-PBL Association of Foundation, Inc. (FBLA/PBL)	\$52,331
FFA	\$55,661
Florida Family Career and Community Leaders of America (FCCLA)	\$32,489
Florida Public Service Association, Inc. (FPSA)	\$14,901
Florida Technology Student Association Foundation, Inc. (TSA)	\$41,754
Florida Health Occupations Students of America (HOSA)	\$32,037
Florida Skills USA-VICA	\$32,780
Business Professionals of America (BPA)	\$21,171
TOTAL	\$350,000

FLORIDA DEPARTMENT OF EDUCATION

Project Application

TAPS Number 06B020

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	Program Name: Carl D. Perkins State Leadership CTSO Discretionary Fiscal Year 2005-2006	<u>DOE USE ONLY</u> Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <hr style="width: 20%; margin-left: 0;"/> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> DOE USE ONLY </div> Total Approved Project:	D) Applicant Contact Information	
	Contact Name: _____	Mailing Address: _____
	Telephone Number: _____	SunCom Number: _____
	Fax Number: _____	E-mail Address: _____
CERTIFICATION 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. 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.		
E) _____ <div style="text-align: center;">Signature of Agency Head</div>		

DOE 100A
Revised 08/04



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

Budget Narrative Form

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

FUNCTION: SCHOOL DISTRICTS ONLY:

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

Column 2

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 3 - 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 4 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE - Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

COLUMN 5

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.

DOE 101

Rev. 01/05

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John L. Winn, Commissioner



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.		<u>NO DELIVERABLE DUE</u>
	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</p>		<p>9.3b Documentation of national coordination activities.</p>

	national activities in accordance with the state and national by-laws.		
	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 <i>List deliverables by number and description as outlined in the Statement of Work</i>	(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, 2006	\$0

**CTSO
Fiscal Year 2005-2006**

APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- 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
1	DOE 100A, Project Application – with original signature			
2	DOE 101, Budget Narrative Form			
3	Performance-Based Schedule of Payments			
4	Narrative –five page maximum			
	GEPA Requirements			
	Project Design-Narrative/CTSO Statement of Work			
	SBE Strategic Imperatives			
	Must include reading and one or more of the other initiatives			
	Dissemination and Marketing			
5	Application Review Criteria and Checklist			
6	Include all of the following in the order listed:			
	List of current Board of Directors and Articles of Incorporation			
	Copy of current operating budget			
	Copy of current audit report – if available			
	Copy of Chart of Accounts			
	General Terms, Assurances and Conditions for Participation in Federal and State Programs			
	Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)			

Continued on next page

DOE Grants Administration staff use ONLY

Does the agency need to be contacted? ____ yes ____no

Agency person contacted: _____ Date: _____

If contact is necessary, explain:

Signature of Perkins Manger: _____ Date: _____

Signature of Grants Administration Supervisor: _____ Date: _____

Comments:

Include this page in application package