



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Competitive Projects

Bureau / Office

Division of Community Colleges and Workforce Education

Program Name

Carl D. Perkins, Career and Technical Education: **Secondary Career and Technical Education Programs for Students in Department of Juvenile Justice Residential Commitment Facilities**

Specific Funding Authority (ies)

Carl D. Perkins, Career and Technical Education Act of 1998, Secondary Vocational Programs (Section 131), CFDA #84.048

Funding Purpose/Priorities

To fully develop the academic, career, and technical skills of secondary students who elect to enroll in career and technical education programs in Department of Juvenile Justice Residential Commitment Facilities (DJJ).

Total Funding Amount

- Total - \$400,000
- Up to \$100,000 maximum per project award
- School districts must submit a separate application requesting funding for each Juvenile Justice facility.

Budget Period

November 2, 2005, though June 30, 2006

Funds are available date of receipt of the federal award or date of receipt in grants management which ever is later.

Program Performance Period

November 2, 2005, though June 30, 2006

Funds are available date of receipt of the federal award or date of receipt in grants management which ever is later.

Target Population

Secondary Career and Technical Education Students in Department of Juvenile Justice Residential Commitment Facilities

Eligible Applicant(s)

School Districts in a **Cooperative Agreement** with Department of Juvenile Justice Residential Commitment Facilities for residents with a minimum stay of nine (9) months.

Application Due Date

Application due date extended due to hurricane Wilma.

Proposals are due in Grants Management by the close of business on **November 2, 2005** **November 16, 2005**. Facsimile and email submissions are not acceptable.

Contact Persons

Program Manager Contact: Dr. Ike Gibson, 850/245-9026, Ike.Gibson@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 <http://www.firm.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.

Program Priorities

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

1. Designing, implementing, and improving career and technical education in juvenile justice Residential commitment facilities, including career and technical competencies or prerequisites needed for entry into a specific occupation;
2. Providing professional development and technical assistance that will improve career and technical education programs, services and activities in Juvenile Justice Residential Commitment Facilities;
3. Promoting the development of services and activities that integrate academic, career, and technical instruction, and that link secondary and postsecondary education to participating career and technical education students in Juvenile Justice Residential Commitment Facilities; and

4. Building on the efforts of states and localities to develop challenging academic standards for students in career and technical education programs in juvenile justice Residential commitment facilities.

For additional information, please see:

Florida's State Plan for the Carl D. Perkins, Career and Technical Education Act of 1998.

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

Required Use of Funds

1. Strengthen the academic, and career, or technical skills of students participating in career and technical education by strengthening the academic, and career and technical components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and career and technical subjects;
2. Provide students with strong experience in and understanding of all aspects of an industry;
3. Develop, improve, or expand the use of technology in career and technical education, which may include:
 - Training of career and technical education personnel to use state-of-the-art technology, which may include distance learning;
 - Providing career and technical education students with the academic, and career and technical skills that lead to entry into the high technology and telecommunications field; or
 - Encouraging schools to work with high technology industries to offer voluntary internships and mentoring programs;
4. Provide professional development programs to teachers, counselors, and administrators, including:
 - In-service and pre-service training in state-of-the-art career and technical education programs and techniques, in effective teaching skills based on research, and in effective practices to improve parental and community involvement;
 - Support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services that such teachers and personnel stay current with all aspects of the industry;
 - Internship programs that provide business experience to teachers; and
 - Programs designed to train teachers specifically in the use and application of technology;
5. Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met;
6. Initiate, improve, expand, and modernize quality career and technical education programs;
7. Provide services and activities that are of sufficient size, scope and quality to be effective; and
8. Link secondary career and technical education and postsecondary career and technical education, including implementing tech-prep programs.

Permissible Use of Funds

1. Involve parents, businesses, and labor organizations as appropriate, in the design, implementation, and evaluation of career and technical education programs authorized

- under this title, including establishing effective programs and procedures to enable informed and effective participation in such programs;
2. Provide career guidance and academic counseling for students participating in career and technical education programs;
 3. Provide work-related experience, such as internships, cooperative education, school-based enterprises, entrepreneurship, and job shadowing that are related to career and technical education programs;
 4. Provide programs for special populations;
 5. Build local education and business partnerships;
 6. Assist career and technical student organizations;
 7. Provide mentoring and support services;
 8. Provide leasing, purchasing, upgrading, or adapting equipment, including instructional aides;
 9. Provide teacher preparation programs that assist individuals who are interested in becoming career and technical education instructors, including individuals with experience in business and industry;
 10. Improve or develop new career and technical education courses;
 11. Provide support for family and consumer sciences programs;
 12. Provide career and technical education programs for adults and school dropouts to complete their secondary school education;
 13. Provide assistance to students who have participated in services and activities under this title in finding an appropriate job and continuing their education;
 14. Support nontraditional training and employment activities; and
 15. Support other career and technical education activities that are consistent with the purpose of this act.

NARRATIVE SECTION

Narrative responses must be typed in 12-point font. There is an eight page maximum for the narrative response portion of the application package -- not including any forms requested. Be sure to respond to all information requested and follow the outline below when writing narrative responses.

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

For Federal Programs – General Education Provisions Act (GEPA)

Describe (concisely) the steps the applicant proposes to take to ensure equitable access to, and participation in, its program for students, teachers, and other program beneficiaries with special needs. For details refer to URL: <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html>

Narrative Components

- **Project Abstract (or Summary) (Required but not scored)**
Provide a brief one page summary of the project.

1) Project Need (Maximum points possible 10)

- a) Describe the need for the project.
- b) Provide back-up data as evidence.
- c) Explain how funds will be used to design, implement and/or improve career and technical education programs in Juvenile Justice Residential Commitment Facilities, including career and technical competencies or prerequisites needed for entry into a specific occupation.

2) Project Design

A) Proposed Services (Maximum points possible 10)

Describe services and activities that integrate academic, career, and technical instruction, and that link secondary and postsecondary education to participating career and technical education students in Juvenile Justice Residential Commitment Facilities. Include the following:

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

B) President's Initiative (Maximum points possible 5)

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

- a) Describe how the program will increase the number of students taking a rigorous academic curriculum so that they are fully prepared for postsecondary education without needing remediation and high-skilled entry-level employment.
- b) Describe how the program will increase the high school graduation rate.
- c) Describe how the program will increase student choice among rigorous high school programs or accelerations to postsecondary education.

C) Project Management (Maximum points possible 10)

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

D) Collaboration (Maximum points possible 10)

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

NOTE:

- The applicant is solely responsible for all fiscal management of the project.

- Include a collaborative agreement in the application package that is signed by all partners and that outlines the role, activities and expected contributions of each partner.

E) Past Effectiveness (Maximum points possible 10)

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

F) Professional Development (Maximum points possible 10)

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

G) Project Sustainability (Maximum points possible 5)

Describe how the program will be continued in the future should this funding source not be available.

H) Action Plan Form (Maximum points possible 10)

Complete the Action Plan Form.

3) Support for Strategic Imperatives (Maximum points possible 5)

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

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

4) Dissemination / Marketing (Maximum points possible 5)

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

5) Evaluation (Maximum points possible 5)

Describe the method(s) for evaluating the project.

6) Budget (Maximum points possible 5)

Present a budget that reflects objectives and proposed costs of the project.

Total maximum points possible per project is 100.

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

Scoring Criteria

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

- **Project Abstract (or Summary) (Required but not scored)**

The Abstract describes the major components of the program. The abstract does not exceed one page.

1) Project Need (Maximum points possible 10)

- a) The need for the project is demonstrated and evident.
- b) Back-up data is provided as evidence and supports the project need as described by the applicant.
- c) The funds requested for the project are sufficient to support the stated design, implement and/or improve career and technical education programs in juvenile justice residential commitment facilities, including career and technical competencies or prerequisites needed for entry into a specific occupation.

2) Project Design

A) Proposed Services (Maximum points possible 10)

Described services and activities integrate academic, career, and technical instruction, and link secondary and postsecondary education to participating career and technical education students in juvenile justice residential commitment facilities. Services include the following:

- a) The number of students to be served is identified and appropriate for the program described.
- b) The description of how students will complete the program within the time limits is sufficient for the program and addresses the minimum nine month program participation commitment.
- c) Projected success indicators are possible for issues such as: OCP completers, credit earned, high school graduation, and articulation to postsecondary education institutions.
- d) Priority given to a project that sufficiently integrates the career and technical education program with academic success.

B) President's Initiative (Maximum points possible 5)

The project is aligned with the President's recent proposal for secondary and technical education excellence, indicating an approach that your agency will implement or enhance for each of the following:

- a) The program will significantly increase the number of students taking a rigorous academic curriculum so that they are fully prepared for postsecondary education without needing remediation and high-skilled entry-level employment.
- b) The program will significantly increase the high school graduation rate.
- c) The program will significantly increase student choice among rigorous high school programs or accelerations to postsecondary education.

C) Project Management (Maximum points possible 10)

- a) The staffing described for the program is qualified and sufficient in numbers, training and time-on-the project.

- b) The **management information** system and processes are appropriate and sufficient to monitor the program and report performances/goals attained.

D) Collaboration (Maximum points possible 10)

- a) Collaborative business partnerships are identified and suitable for developing and building challenging academic standards for students in career and technical education programs in juvenile justice residential commitment facilities.
- b) The specific role, activities and expected contributions are identified and fitting for each of the partners.

NOTE:

- The applicant is solely responsible for all fiscal management of the project.
- Collaborative agreement(s) are included in the application package; and are signed by all partners; and outline the role(s), activities and expected contributions of each partner.

E) Past Effectiveness (Maximum points possible 10)

- a) Past projects of the applicant clearly show that they have provided improved services to students, especially those with the lowest levels of literacy.
- b) Past successes in providing educators with successful strategies for recruitment and retention of educationally disadvantaged adults are identified.

F) Professional Development (Maximum points possible 10)

Professional development and technical assistance to be provided by the program will improve career and technical education programs, services and activities with in Juvenile Justice Residential Commitment Facilities.

G) Project Sustainability (Maximum points possible 5)

The applicant has a solid plan for sustainability to facilitate program continuation in the future beyond this funding source.

H) Action Plan Form (Maximum points possible 10)

The **Action Plan Form** is complete and aligned with the program as described to achieve maximum success.

3) Support for Strategic Imperatives (Maximum points possible 5)

The proposed project provides a comprehensive plan that addresses reading initiatives and incorporate one or more of the Florida State Board of Education (SBE) strategic imperatives to obtain student success.

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

4) Dissemination / Marketing (Maximum points possible 5)

The methods /strategies are clearly identified and sufficient to disseminate and market information about the project to appropriate populations.

5) Evaluation (Maximum points possible 5)

The method(s) for evaluating the project are sufficient to document student/program success.

6) Budget (Maximum points possible 5)

The budget sufficiently reflects all proposed expenditure. All budget items are accurately justified. The budget is appropriate for achieving the program goals.

Total maximum points possible per project is 100.

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

Reporting Outcomes

- Federal requirements include annual reports on specific performance measures. Local data must be reported on all career and technical students through the student database systems in place at the school districts. **Note: It is the responsibility of the local program manager to assure that students enrolled in their program are included in the district Perkins performance report.**
- DOE 399, Project Disbursement Report, is due by August 20, 2006.

Funding Method

Federal Cash Advance – On-Line Reporting required monthly to record expenditures. Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.

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.

Funding shall not supplant other state or local adult education and literacy funding.

The funds made available for this project shall supplement and not supplant other state or local public funds expended for these activities.

Local Administrative Cost

Requires that:

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

For example, positions such as project coordinator, accountant, clerical staff, or other positions without direct student contact are considered administrative. Travel, equipment, and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to program and/or students, and direct assistance to career

and technical education students in Juvenile Justice Residential Commitment Facilities. **Indirect costs are included in administrative costs.**

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

Compliance 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. 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>

Notice of Intent-to-Apply

Send an intent-to-apply via e-mail to Dr. Ike Gibson, Ike.Gibson@fldoe.org by **October 19, 2005**. This will assist with planning for the appropriate number of persons for the proposal review committee. Responding with an intent-to-apply does not obligate eligible applicants. Conversely, not responding does not eliminate eligible applicants from applying.

Method of Answering Frequently Asked Questions or Providing Changes

To assure fair and equitable treatment of all potential applicants the last date for accepting questions regarding this Request for Proposal is **October 26, 2005**. Please direct all questions to Dr. Ike Gibson at this e-mail address: Ike.Gibson@fldoe.org or by telephone: 850/245-9026. All questions and answers will be posted on the web site and updated as needed. The web address is: <http://www.firn.edu/doe/dwdgrants/grants.htm> .

Conditions for Acceptance

- 1) Application is received within DOE by the close of business on the due date.
- 2) Application includes required forms: DOE 101-Budget Narrative and DOE 100A or 100B -Application
- 3) All required forms have original signatures by authorized entity
- 4) Application must be submitted to:
Bureau of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 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

- 5) Cooperative Agreement Form – with original signatures
- 6) Action Plan Form
- 7) Written responses to the Narrative Section
- 8) Application Checklist

Method of Review

Proposals will be read and scored by a geographically and demographically diverse committee of Carl D. Perkins, secondary career and technical education and juvenile justice educators and administrators.

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

ATTACHMENTS

- DOE 100 A, Project Application
- DOE 101, Budget Narrative Form
- Cooperative Agreement Form
- Action Plan Form
- Application Checklist

FLORIDA DEPARTMENT OF EDUCATION
Project Application

| |
|-------------------------------------|
| TAPS Number 06B047 |
|-------------------------------------|

| | | | | | | | | |
|--|---|---|---------------|------------------|-------------------|----------------|-------------|-----------------|
| 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 Secondary Career and Technical Education Programs for Students in DJJ Commitment Facilities Competitive 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/> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> DOE USE ONLY </div> Total Approved Project: | D) Applicant Contact Information <table border="1" style="width: 100%;"> <tr> <td data-bbox="594 793 1049 877">Contact Name:</td> <td data-bbox="1049 793 1498 877">Mailing Address:</td> </tr> <tr> <td data-bbox="594 877 1049 961">Telephone Number:</td> <td data-bbox="1049 877 1498 961">SunCom Number:</td> </tr> <tr> <td data-bbox="594 961 1049 1035">Fax Number:</td> <td data-bbox="1049 961 1498 1035">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 align="center"><i>CERTIFICATION</i></p> <p>I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p>E) _____ Signature of Agency Head</p> | | | | | | | | |

DOE 100A
 Revised 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



COOPERATIVE AGREEMENT FORM

Between School District and DJJ Facility

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

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

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

_____ Date: _____
Career and Technical Director

_____ Date: _____
Dropout Prevention Specialist

_____ Date: _____
Juvenile Justice Residential Commitment Facility Administrator

_____ Date: _____
Juvenile Justice Residential Commitment Facility Lead Educator

ACTION PLAN FORM

SECONDARY CAREER AND TECHNICAL EDUCATION PROGRAM FOR STUDENTS IN DEPARTMENT OF JUSTICE RESIDENTIAL COMMITMENT FACILITIES – 2005-2006

District _____ DJJ Facility _____

Contact Person _____ Team Members _____

Address _____

Phone # _____

Fax # _____

E-Mail _____

Outcome Statement _____

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

APPLICATION CHECKLIST

Include this form in the application package.

Secondary Career and Technical Education Programs for Students in Department of Juvenile Justice Residential Commitment Facilities Competitive

FY 2005-2006

- 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 |
|------------------------------|--|---------------------------------------|
| 1 | DOE 100A, Project Application – with original signature | |
| 2 | Narrative Section 8 page maximum -- this does not include any requested forms or cooperative agreements | |
| | GEPA | |
| | • Project Abstract | |
| | 1) Project Need (a-c) | |
| | 2) Project Design | |
| | A) Proposed Services (a-d) | |
| | B) President’s Initiative (a-c) | |
| | C) Project Management (a-b) | |
| | D) Collaboration (a-b) | |
| | E) Past Effectiveness (a-b) | |
| | F) Professional Development | |
| | G) Project Sustainability | |
| | H) Action Plan Form | |
| | 3) Support for Strategic Imperatives | |
| | 4) Dissemination/Marketing | |
| | 5) Evaluation | |
| | 6) Budget | |
| 3 | Cooperative Agreement between District and DJJ Facility | |
| 4 | Application Checklist | |