

Fiscal Year 2011  
Georgia  
Career, Technical and  
Agricultural Education  
**PERKINS*Plus***  
Reserve Fund Grants

Request for Proposals

For

Carl D. Perkins  
**PERKINS*Plus***  
Reserve Fund Grants

Georgia State  
Department of Education  
Division of Career, Technical  
and Agricultural Education  
1752 Twin Towers East  
Atlanta, GA 30334

Dissemination Date:  
August 1, 2010

Deadline:  
September 15, 2010

Program Description	
Name of Grant Program:	Georgia Career, Technical and Agricultural Education (CTAE) <b>PERKINSplus</b> Reserve Fund Grants
Authorization:	Carl D. Perkins Career and Technical Education Act of 2006 P.L. 109-270
Dissemination Date:	August 1, 2010
Deadline for Receipt of Applications:	September 15, 2010 (To allow for adequate implementation time for these grants, the deadline for applications cannot be extended).
Purpose:	To supplement the resources of local school systems in rural areas; areas with high percentages of career and technology education students; or areas with high numbers of career and technology education students.
Priorities:	<p>Funds must be spent in accordance with Georgia's identified priorities under Section 135 of the Perkins Act. Please select one or more of the funding priorities below. Then select one of its subgroups and submit the corresponding application for funding. Funding priorities:</p> <ol style="list-style-type: none"> <li>1) Expand or improve LEA's performance on the core indicators. <ol style="list-style-type: none"> <li>a. Local school systems may apply for grant funds to support the implementation of activities to improve their performance on the core indicators.</li> <li>b. Local school systems may apply for grant funds to mentor an LEA who needs assistance.</li> </ol> </li> <li>2) Expand and/or improve CTAE Programs of Study across learning levels, at the secondary level. <ol style="list-style-type: none"> <li>a. Local school systems may apply for grant funds to support the implementation of a Georgia's CTAE Program of Study or a locally developed CTAE Program of Study.</li> <li>b. Local school systems may apply for grant funds to provide activities to prepare special populations for high skill, high wage, or high demand occupations that will lead to self-sufficiency.</li> <li>c. Local school systems may apply for grant funds to support training and activities (such as mentoring and outreach) in non-traditional fields.</li> </ol> </li> <li>3) Implement CTAE Science, Technology, Engineering, and Mathematics (S.T.E.M.) initiatives at the secondary level. <ol style="list-style-type: none"> <li>a. Local school systems may apply for grant funds to support the implementation of a Georgia's CTAE S.T.E.M. initiatives.</li> </ol> </li> <li>4) Preparing high school students for further education and careers. <ol style="list-style-type: none"> <li>a. Local school systems may apply for grant funds to implement Georgia's Career Pathway Framework standards.</li> <li>b. Local school systems may apply for grant funds to implement activities in preparation of the end-of-pathway assessments.</li> </ol> </li> <li>5) Expand or improve career guidance and academic counseling for students participating in career, technical and agricultural education programs. <ol style="list-style-type: none"> <li>a. Local school systems may apply for grant funds to enhance career counseling services to students enrolled in CTAE programs</li> <li>b. Local school systems may apply for grant funds to enhancements articulation options.</li> </ol> </li> </ol>

Target Populations:	Target audiences involved in the identified priorities include career and technology education faculty in partnership with academic faculty members, counselors, and/or administrators involved in CTAE programs.
Technical Assistance:	For technical assistance, please contact: Dr. Brenda Merchant, South Region Coordinator Ms. Nancy Bessinger, Central Region Coordinator Mr. Roy Rucks, North Region Coordinator
Eligible Applicants:	Grants are targeted to eligible recipients as defined in Sections 131 and 132 of the Perkins Act and include local school systems in rural areas; areas with high percentages of career and technology education students; or areas with high numbers of career and technology education students. Grants are competitive. Final approval for awards will be determined by GADOE. GADOE reserves the right to take into consideration geographic distribution and demonstrated readiness when making decisions.
Total Funds Available:	Approximately \$1.5 million (Depending on federal allocation).
Range of Grant Awards:	See specific application for award ranges.
Length of Grants:	One year
Estimated Program Start Date:	July 1, 2010 to June 30, 2011.
Fund Use:	<p>Funds must be spent in accordance with the five identified priorities.</p> <p><b>Funds may be used for:</b></p> <ul style="list-style-type: none"> <li>• Consultant services (Consulting fees are limited to \$500 per day, plus travel expenses. Consultant travel expenses cannot exceed local per diem rates);</li> <li>• Substitute teacher fees or faculty stipends (Stipends are only allowable for work performed outside the regular work day);</li> <li>• Materials and supplies to support curriculum development and professional development;</li> <li>• Purchasing of equipment for instruction that supports GADOE approved CTAE Pathway Programs ; and</li> <li>• Administrative costs not to exceed 5% of the total grant, including indirect costs and single audit costs.</li> </ul> <p><b>Funds may not be used for:</b></p> <ul style="list-style-type: none"> <li>• Salaries with the exception of stipends and substitute pay;</li> <li>• Tuition;</li> <li>• Activities below the seventh grade;</li> <li>• Program maintenance at current performance levels;</li> <li>• Purchase of career information delivery system site licenses;</li> <li>• National, state, or local membership dues or fees;</li> <li>• Purchase of curricular materials for new programs beyond a three-year period;</li> <li>• Promotional items (e.g. shirts, key chains, bags, mugs);</li> <li>• Construction of temporary or permanent structures;</li> <li>• Purchase of equipment for administrative purposes;</li> <li>• Administrative and indirect costs and single audit costs that exceed 5% of the grant amount.</li> <li>• Purchase of equipment to support infrastructure for distance learning;</li> <li>• Purchase of laptop computers or personal computers unless they are for programmatic use;</li> <li>• Purchase of LCD projectors or digital cameras; or</li> <li>• Purchase of Smart Boards.</li> </ul>

Submission Requirements:	<p><b>Proposals must contain the following required forms with original signatures:</b></p> <ol style="list-style-type: none"><li>1. Proposal Cover Page – Appendix A</li><li>2. Assurances Page – Appendix B</li><li>3. GaDOE Budget Chart – Appendix C</li></ol> <p>Applications should be submitted through the GADOE LPlan System at <a href="mailto:LPlan@doe.k12.ga.us">LPlan@doe.k12.ga.us</a>. Complete applications must be received by 5:00 p.m. on September 15, 2010. Forms requiring original signatures may be scanned and submitted through the LPlan System.</p> <p>* If applying for only one grant, a budget narrative and signed budget sheet is required with the submission. If applying for more than one grant, individual budgets and budget narratives should be submitted with each grant request.</p>
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**PRIORITY 1: *Expand or improve LEA's performance on the core indicators.* Applicants may select from the list of options below (A and/or B). Applicants must submit a separate application for each option. The proposed budget may not exceed \$15,000 per application including all administrative and indirect costs.**

- A. Local school systems may apply for grant funds to support the implementation of activities to improve their performance on the core indicators.
  - i. Applications must address questions A-D on page 5.

or

- B. Local school systems may apply for grant funds to mentor an LEA who needs assistance.
  - i. Applications must address questions A-D on page 5.

**Respond to each (A – D):**

**A. Describe the activity and the need to implement it.**

**(40 Points)**

- 1. Identify the Activity to be implemented or improved
  - a. List the academic and technical course sequence (may use a chart to depict the sequence).
  - b. Indicate the qualifications of the instructor (e.g. is the instructor required to hold a specific industry recognized credential and/or degree).
  - c. Identify the Career Cluster to which the program aligns (secondary programs)
- 2. Briefly describe how the activities align with the goals and objectives of the Carl D. Perkins local plan for improvement. Indicate the Perkins Core Indicator(s) of Performance that will be positively impacted through the implementation of the program of study activities.
  - a. What is the current performance level for the indicator(s) listed above?
  - b. What is the targeted goal for the identified indicator(s) once the program/activity has been fully implemented?
  - c. What other measurable improvements are expected to occur once the program has been fully implemented?
  - d. What data will be collected to prove that the program/activity has had the intended effects?
  - e. How will these data be collected?
- 3. Describe sustainability strategies for maintaining the project/activities should future funding no longer be available.
  - a. Describe any other non-grant funds that will be used to support the project.
  - b. Describe how program development and program improvement initiatives funded by the reserve grant funds are integrated with district-wide improvement plans.

**B. Plan of Operation and Timeline**

**(15 Points)**

- 1. List and describe the specific steps that will occur to support the successful development and implementation of the new program/activity.
  - a. For each step listed, include a timeline and the person responsible.
  - b. For each step listed, explain how it will be evaluated for success.
  - c. Include the timeline for overall program/activity implementation including the school-year in which students will be enrolled and when the first program completers/graduates are expected (if applicable to the activity).

**C. Key Personnel**

**(20 Points)**

Identify team members involved in the development of the program (names, titles, affiliations, roles and responsibilities).

**D. Budget and Budget Narrative**

**(25 Points)**

- 1. List budget items showing how the cost of each item was calculated.
- 2. Break down into specific line items.
- 3. Submit the budget on the GADOE budget chart and complete the budget page of the consolidated application.
- 4. See Pages 3 and 4 of the RFP for funding restrictions.

**PRIORITY 2: *Expand Career and Technology Education programs of study at the secondary level.* Applicants may select from the list of options below (A, B and/or C). Applicants must submit a separate application for each option. The proposed budget may not exceed \$12,500 per application including all administrative and indirect costs.**

- A. Implement a Georgia State Department of Education (GADOE) Career, Technology and Agricultural Education (CTAE) Program of Study.
  - i. Applications must address questions A-D on pages 6-7.
- B. Implement a locally developed Career and Technology Education Program of Study consistent with GADOE's Programs of Study framework.
  - i. Applications must address questions A-D on pages 6-7.
- C. Local school systems may apply for grant funds to support training and activities (such as mentoring and outreach) in non-traditional fields.
  - i. Applications must address questions A-D on pages 6-7.

**Respond to each (A – D):**

**A. Describe the activity and the need to implement it.**

**(40 Points)**

- 1. Identify the Program of Study to be implemented or improved
  - a. List the academic and technical course sequence (may use a chart to depict the sequence).
  - b. Indicate the qualifications of the instructor (e.g. is the instructor required to hold a specific industry recognized credential and/or degree).
  - c. Identify the Career Cluster to which the program aligns (secondary programs)
- 2. Briefly describe how the activities align with the goals and objectives of the Carl D. Perkins local plan for improvement.
- 3. Identify the Value Added Components (respond to each that applies to the program/activity)
  - a. Explain if the students will receive articulated and/or transcribed credit for successfully completing the program.
  - b. Industry recognized certification/credential
  - c. Identify the certification/credential
- 4. Indicate the Perkins Core Indicator(s) of Performance that will be positively impacted through the implementation of the program of study.
  - a. What is the current performance level for the indicator(s) listed above?
  - b. What is the targeted goal for the identified indicator(s) once the program/activity has been fully implemented?
  - c. What other measurable improvements are expected to occur once the program has been fully implemented?
  - d. What data will be collected to prove that the program/activity has had the intended effects?
  - e. How will these data be collected?
- 5. Describe sustainability strategies for maintaining the project/activities should future funding no longer be available.
  - a. Describe any other non-grant funds that will be used to support the project.
  - b. Describe how program development and program improvement initiatives funded by the reserve grant funds are integrated with district-wide improvement plans.

**B. Plan of Operation and Timeline**

**(15 Points)**

- 1. List and describe the specific steps that will occur to support the successful development and implementation of the new program/activity.
  - a. For each step listed, include a timeline and the person responsible.
  - b. For each step listed, explain how it will be evaluated for success.
  - c. Include the timeline for overall program/activity implementation including the school-year in which students will be enrolled and when the first program completers/graduates are expected (if applicable to the activity).

**C. Key Personnel**

**(20 Points)**

Identify team members involved in the development of the program (names, titles, affiliations, roles and responsibilities).

**D. Budget and Budget Narrative**

**(25 Points)**

1. List budget items showing how the cost of each item was calculated.
2. Break down into specific line items.
3. Submit the budget on the GADOE budget chart and complete the budget page of the consolidated application.
4. See Pages 3 and 4 of the RFP for funding restrictions.

**PRIORITY 3: *Implement S.T.E.M. Initiatives at the secondary level.* Applicants may select from the option below. Applicants must submit a separate application for each option. The proposed budget may not exceed \$10,000 per application including all administrative and indirect costs.**

- A. Implement S.T.E.M. initiatives at the secondary level. Local school systems may apply for grant funds to support the implementation of a Georgia's CTAE S.T.E.M. initiatives infusing the integration of real world application, project-based learning into cross-curricular standards.
- Applications must address questions A-D on page 8.

**Respond to each (A – D):**

**A. Describe the activity and the need to implement it. (40 Points)**

- Identify the activity to be implemented or improved
  - List the academic and technical course sequence (may use a chart to depict the sequence).
  - Indicate the qualifications of the instructor (e.g. is the instructor required to hold a specific industry recognized credential and/or degree).
  - Identify the Career Cluster to which the program aligns (secondary programs)
- Briefly describe how the activities align with the goals and objectives of the Carl D. Perkins local plan for improvement.
- Identify the Value Added Components (respond to each that applies to the program/activity)
  - Explain if the students will receive articulated and/or transcribed credit for successfully completing the program.
  - Industry recognized certification/credential
  - Identify the certification/credential
- Indicate the Perkins Core Indicator(s) of Performance that will be positively impacted through the implementation of the program of study.
  - What is the current performance level for the indicator(s) listed above?
  - What is the targeted goal for the identified indicator(s) once the program/activity has been fully implemented?
  - What other measurable improvements are expected to occur once the program has been fully implemented?
  - What data will be collected to prove that the program/activity has had the intended effects?
  - How will these data be collected?
- Describe sustainability strategies for maintaining the project/activities should future funding no longer be available.
  - Describe any other non-grant funds that will be used to support the project.
  - Describe how program development and program improvement initiatives funded by the reserve grant funds are integrated with district-wide improvement plans.

**B. Plan of Operation and Timeline (15 Points)**

- List and describe the specific steps that will occur to support the successful development and implementation of the new program/activity.
  - For each step listed, include a timeline and the person responsible.
  - For each step listed, explain how it will be evaluated for success.
  - Include the timeline for overall program/activity implementation including the school-year in which students will be enrolled and when the first program completers/graduates are expected (if applicable to the activity).

**C. Key Personnel (20 Points)**

Identify team members involved in the development of the program (names, titles, affiliations, roles and responsibilities).

**D. Budget and Budget Narrative (25 Points)**

- List budget items showing how the cost of each item was calculated.
- Break down into specific line items.
- Submit the budget on the GADOE budget chart and complete the budget page of the consolidated application.
- See Pages 3 and 4 of the RFP for funding restrictions.

**PRIORITY 4: *Preparing high school students for further education and careers.* Applicants may select from the list of options below (A and/or B). Applicants must submit a separate application for each option. The proposed budget may not exceed \$7,500 per application including all administrative and indirect costs.**

- A . Implement Georgia’s Career Pathway Framework standards.
  - i. Applications must address questions A-D on page 9.
  
- B. Administer end-of-pathway assessments and provide appropriate interventions to improve students’ academic achievement.
  - i. Applications must address questions A-D on page 9.

**Respond to each (A – D):**

**A. Describe the activity and the need to implement it.**

**(40 Points)**

- 1. Identify and describe the activity from the above list that will be implemented.
- 2. Indicate the Perkins Core Indicator(s) of Performance that will be positively impacted through the implementation of the activity.
  - a. What is the current performance level for the indicator(s) listed above?
  - b. What is the targeted goal for the identified indicator(s) once the activity has been fully implemented?
  - c. What other measurable improvements are expected to occur once the program has been fully implemented?
  - d. What data will be collected to prove that the activity has had the intended effects?
  - e. How will these data be collected?

**B. Plan of Operation and Timeline**

**(20 Points)**

List and describe the specific steps that will occur to support the successful implementation of the activity.

- 1. For each step listed, include a timeline and the person responsible for the activity.
- 2. For each step listed explain how it will be evaluated for success.

**C. Key Personnel**

**(15 Points)**

Identify team members involved in the development of the program (names, titles, affiliations, roles and responsibilities).

**D. Budget and Budget Narrative**

**(25 Points)**

- 1. List budget items showing how the cost of each item was calculated.
- 2. Break down into specific line items.
- 3. Submit the budget on the GADOE budget chart and complete the budget page of the consolidated application.
- 4. See Pages 3 and 4 of the RFP for funding restrictions.

**PRIORITY 5: Enhance career counseling services to students enrolled in CTAE courses. Applicants may select from the list of options below (A and/or B). Applicants must submit a separate application for each option. The proposed budget may not exceed \$5,000 per application including all administrative and indirect costs.**

- A. Implement Georgia's Teacher's As Advisors Program.
  - i. Applications must address questions A-D on page 10.
- B. Improve graduation rates and provide information on postsecondary and career options
  - i. Applications must address questions A-D on page 10.

**Respond to each (A – D):**

**A. Describe the activity and the need to implement it.**

**(40 Points)**

1. Identify and describe the activity from the above list that will be implemented.
2. Indicate the Perkins Core Indicator(s) of Performance that will be positively impacted through the implementation of the activity.
  - a. What is the current performance level for the indicator(s) listed above?
  - b. What is the targeted goal for the identified indicator(s) once the activity has been fully implemented?
  - c. What other measurable improvements are expected to occur once the program has been fully implemented?
  - d. What data will be collected to prove that the activity has had the intended effects?
  - e. How will these data be collected?

**B. Plan of Operation and Timeline**

**(15 Points)**

List and describe the specific steps that will occur to support the successful implementation of the activity.

1. For each step listed, include a timeline and the person responsible for the activity.
2. For each step listed explain how it will be evaluated for success.

**C. Key Personnel**

**(20 Points)**

Identify team members involved in the development of the program (names, titles, affiliations, roles and responsibilities).

**D. Budget and Budget Narrative**

**(25 Points)**

1. List budget items showing how the cost of each item was calculated.
2. Break down into specific line items.
3. Submit the budget on the GADOE budget chart and complete the budget page in the consolidated application.
4. See Pages 3 and 4 of the RFP for funding restrictions.

**GEORGIA  
CTAE RESERVE GRANT FUND  
SCORING RUBRIC FOR PRIORITIES 1-5**

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

<b>Plan Criteria</b>	<b>Level 3 Meets All Criteria</b>	<b>Level 2 Meets Some Criteria</b>	<b>Level 1 Meets Few or No Criteria</b>
<p><b>A. Activity description and the use of data to support the need for the activity.</b></p> <p><b>40 Points</b></p>	<p>The proposed activity is clearly and thoroughly described and the performance data identified proves the need for the activity. A plan to collect performance data to evaluate the success of the activity is outlined.</p> <p><b>40-30</b></p>	<p>There is a limited description of the proposed activity, and the performance data identified provides limited support for activity. A limited plan to collect performance data to evaluate the success of the activity is outlined.</p> <p><b>29-27</b></p>	<p>The proposed activity is not clearly identified and little or no performance data are included to support the need for the activity. There is no plan to collect performance data to evaluate the success of the activity.</p> <p><b>26-0</b></p>
<p><b>B. Plan of Operation and Timeline</b></p> <p><b>15 Points</b></p>	<p>A detailed timeline including specific steps in the implementation process is included. Persons responsible are listed. An explanation is given as to how the implementation process will be evaluated for success.</p> <p><b>15-13</b></p>	<p>A timeline that includes some specific dates is included. Persons responsible are listed. A limited explanation is given as to how the implementation process will be evaluated for success.</p> <p><b>12-11</b></p>	<p>The timeline is limited and includes few specific dates. No explanation is given as to how the implementation process will be evaluated for success.</p> <p><b>10-0</b></p>
<p><b>C. Key Personnel</b></p> <p><b>20 Points</b></p>	<p>Key personnel are identified by name, title, and role.</p> <p><b>20-17</b></p>	<p>Few key personnel are identified by name, title, and role.</p> <p><b>16-14</b></p>	<p>No key personnel are identified.</p> <p><b>13-0</b></p>
<p><b>D. Budget and Budget Narrative</b></p> <p><b>25 Points</b></p>	<p>Budget is clear, reasonable and cost effective. Budget narrative itemizes expenses in detail. Budget calculations are correct.</p> <p><b>25-21</b></p>	<p>Budget is reasonable and cost effective. Budget narrative identifies expenses and provides general explanation. Budget contains a few errors.</p> <p><b>20-18</b></p>	<p>Budget is not clear, reasonable and/or cost effective. Budget narrative does not provide detailed explanation of expenditures. Budget contains errors and/or is completed incorrectly.</p> <p><b>17-0</b></p>

**Appendix A  
Proposal Cover Page  
PERKINS*plus* Grant**

**Please include the following information on your cover page:**

**Name of System**

**System Number**

**Contact Information:**

**Name**

**Address**

**Day Phone Number**

**Funding Priority for Which You Are Applying**

**Grant Funds Requested**

**APPENDIX B**  
**PERKINS*plus* Grant**  
**Perkins IV Reserve Grant Application Assurances**  
**2010-2011**

The grant applicant hereby assures that:

1. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, and approved rules as established by the State Department of Education and the State Plan for Career and Technical Education.
2. Funding will be allocated in accordance with state and federal laws, regulations, and approved rules as established by the Department of Education and is targeted toward preparing students for high-skill, high wage, or high-demand occupations and/or secondary to post secondary transition activities.
3. Expenditures will be in compliance with the standard accounting procedures and guidelines established by the Department of Education and federal legislation.
4. Grant funds will not be expended in any manner other than as outlined in the budgeted section of the approved grant application.
5. Federal Perkins funds will supplement, and will not supplant, non-federal funds expended to carry out the activities of the grant.
6. Permission will be granted to use this grant proposal and its results, if funded, for informational purposes for other education agencies.
7. All teams will be allowed time to meet and plan the project and will be given release time to attend required meetings.

\_\_\_\_\_  
System Name

\_\_\_\_\_  
CTAE Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date