August 29, 2012

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

SUBJECT: 21st Century Classroom Program Improvement Grant Application

Enclosed is the Request for Proposals (RFP) for the 21st Century Classroom Program Improvement Grant. The RFP contains the grant application, general information, and instructions. The purpose of the grant is to provide funding for the planning, implementation, and promotional activities directly related to the development or expansion of services leading to the implementation of at least one Career and Technical Education Center 21st Century Classroom in a Career and Technical Education Center.

A maximum of two grants of up to $75,000 each will be awarded on a competitive basis. Funds are available for obligation from the date of award through September 30, 2013.

Applications must meet the minimum standards as specified in the RFP to be considered for funding. The deadline for submission is no later than 4:30 p.m., on Thursday, September 13, 2012. Send applications to Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, ATTN: Dr. Mary Simon, Education Administrator, P. O. Box 302101, Montgomery, Alabama 36130-2101.

If you have any questions, please contact Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, at 334-242-9111 or by e-mail at pcleveland@alsde.edu, or Mr. Ben Scheierman, Education Specialist, at 334-242-9112 or by e-mail at bscheier@alsde.edu.

TRB/MS/LTE

Enclosure

cc: City and County Career and Technical Administrators
    City and County Chief School Financial Officers
    Dr. Warren Craig Pouncey
    Mrs. Vera Guettler
    Mr. Barry Kachelhofer
    Dr. Philip Cleveland
    Mr. Ben Scheierman

FY12-1019
GENERAL INFORMATION AND APPLICATION INSTRUCTIONS

REQUEST FOR PROPOSALS
CAREER AND TECHNICAL EDUCATION CENTER
21ST CENTURY CLASSROOM
PROGRAM IMPROVEMENT GRANT
FY 2013

Applications (original and three copies) must be received no later than 4:30 p.m. on Thursday, September 13, 2012.

MAIL TO:

Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama Department of Education
P. O. Box 302101
Montgomery, Alabama 36130-2101

HAND DELIVER TO:

Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama Department of Education
Lurleen B. Wallace Building
2nd Floor Room 2012
501 Dexter Avenue
Montgomery, Alabama 36104

NOTE: All Federal Express mail should be delivered to:
Dr. Philip Cleveland, Director
Office of Career and Technical Education/
Workforce Development
ATTN: Dr. Mary Simon
Alabama Department of Education
50 North Ripley Street
Montgomery, Alabama 36104
## CAREER AND TECHNICAL EDUCATION CENTER
### PROGRAM IMPROVEMENT GRANT
#### 21st CENTURY CLASSROOM FY 2013

### I. GRANT OVERVIEW

| Division/Section          | Alabama Department of Education  
|                          | Teaching and Learning  
|                          | Career and Technical Education Section |
| Instructions              | Complete all pages of the application packet and return by 4:30 p.m. on Thursday, September 13, 2012. Mail to: Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, ATTN: Dr. Mary Simon, Education Administrator, P. O. Box 302101, Montgomery, AL 36130-2101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) or hand-deliver to: Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, Lurleen B. Wallace Building, 2nd Floor, Room 2012, 501 Dexter Avenue, Montgomery, AL 36104. Submit original and three copies. Please use blue ink for Request for Proposal application signatures on the original. |
| Funding Purpose           | To provide funding for the research, planning, implementation, and promotional activities directly related to the development or expansion of services leading to the implementation of at least one Career and Technical Education Center 21st Century Classroom in a Career and Technical Education Center. |
| Eligible Applicants       | All local education agencies (LEAs) that currently have a stand-alone career and technical education center as approved by the Alabama State Department of Education and are in compliance with federal and state regulations. |
| Type of Award             | Competitive |
| Type of Proposal          | Implementation |
| Total Funding             | Up to two grants of $75,000 are available during FY 2013. |
| Funding Period            | October 1, 2012, through September 30, 2013 |
| Date of Award             | Funds are available for obligation upon receipt of award letter through September 30, 2013. |
| Technical Assistance      | Staff from the Alabama State Department of Education, Career and Technical Education Section, will be available upon request for technical assistance during the planning and implementation process. Contact Mr. Ben Scheierman by telephone at 334-242-9112 or by e-mail at bscheier@alsde.edu for more information. |
| Allowable Costs           | Sites agree to use funds to pay for staff development, travel, instructional materials, supplies, and required equipment that support/enhance the activities related to implementation of this proposal. |
| Proposal Due Date         | Proposals must be received no later than 4:30 p.m. Thursday, September 13, 2012. |
II. APPLICATION INSTRUCTIONS

Proposals must address all the statements in the sequence and format provided below based upon the proposal objectives and other information as required.

While the information requested for the application is comprehensive, the responses and descriptions should be succinct. NOTE: LEAs applying for a grant should provide as much detail as possible in addressing each component of the proposal.

APPLICATION FORMAT

A. Application
   The signed application form must appear as the cover for the proposal. See Appendix A.

B. Abstract
   Include no more than a two-page abstract that briefly describes the learning community, school demographics, supporting labor market data, and how the grant will support the implementation of the 21st Century Classroom and participation in the ACCESS program.

C. Proposal Narratives
   Provide a written description of how the proposal will address each of the components listed below. Responses to these items need to be limited to a total of 12 pages. All narrative responses must be double-spaced and typed in 12-point font with minimum one-inch margins. LEAs submitting proposals to address needs in the areas of workforce development and education will be given priority points.

1. Description and Documentation of Need
   Provide a detailed description of the activities/programs to be conducted and how the technologies purchased through this grant will benefit students. Include any valid, reliable, and research-based data that supports the identified needs, the projected number of students, demographic composition, grade levels for the entire school, the career counseling and guidance advisement model for participants, student recruitment, and parental involvement. Attach scheduling information to include scheduling format (e.g., block, seven periods) and a copy of the current master schedule, including class and bell schedules.

2. Basic Logic Template
   Identify the overall goals related to the needs assessment and specific, measurable objectives to reach these goals in the narrative. See Appendix B.

3. Business and Community Support and Involvement
   Identify meaningful ways your local business and various community resources will assist with the program and how they will ensure continued success. Identify any linkages with postsecondary or higher education institutions and the articulation agreements that are a part of the initiative that ensure a smooth transition without duplication of coursework. Also include a description of the student credentialing that will occur. Describe any impact this program will have on student access to courses and programs not currently available in your community and courses that might be provided by your school as a result of having this classroom. Also, outline strategies for policy changes, building public support, and/or resource management to sustain the program beyond this grant period.

4. Organizational and Operational Structure
   Identify all organizational and operational structures such as overview of the administration of the program, instructional staff, school counselors’ roles in the program, scheduling, curriculum, course sequence, instruction, resource materials, technology, etc., that will be implemented to support the goals of this program.

5. Professional Development
   Describe the professional development schedule including content and timeline for the high-quality professional development activities that will assist in the successful planning/implementation of this program.
6. **Assessment of Student Achievement**  
Describe how student achievement will be measured from the planning/implementation of the program.

D. **Budget and Budget Detail Summary**  
Complete the proposed budget form and describe in detail each line item of the budget. The Budget Detail Summary should identify the amount of funds requested for each category as well as the total. The equipment requirements for the 21st Century Classroom must be included. See Appendix C.

E. **Written Commitment from School Administration**  
Attach a document from the school administration indicating its support of the proposed program and its potential impact on the school.

III. **APPLICATION SUBMISSION**

To be considered for funding, all applications submitted must adhere to the following requirements:

- Applications must address all proposal narratives.
- Applications must follow the format described in this document.
- Applications must be typewritten, double-spaced on one side of standard (8½” x 11”), unruly, white paper with minimum one-inch margins.
- Applications may be stapled in the upper left-hand corner but should not be bound or placed in a binder.
- One original set of documents bearing the requested signatures signed in blue ink and three copies of the proposal must be submitted.
- Applications may not be faxed or transmitted by e-mail.
- Applications can be submitted by regular mail, express courier delivery, or hand-delivered.

Please note that the Reviewer Scoring Rubric, used to rate RFPs, is provided to assist you in evaluating your proposal before submission. See Appendix D.

**MAIL TO:**  
Dr. Philip Cleveland, Director  
Office of Career and Technical Education/Workforce Development  
ATTN: Dr. Mary Simon  
Alabama Department of Education  
P. O. Box 302101  
Montgomery, Alabama 36130-2101

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Dr. Philip Cleveland, Director  
Office of Career and Technical Education/Workforce Development  
ATTN: Dr. Mary Simon  
Alabama Department of Education  
50 North Ripley Street  
Montgomery, Alabama 36104

Proposals must be received no later than 4:30 p.m. on Thursday, **September 13, 2012**.

IV. **SITE VISIT**

During the 2012-2013 school years, the award recipient will be monitored and evaluated to ensure quality and effectiveness in achieving the goals and objectives of the requested funds. This site visit will also provide an opportunity to determine specific technical assistance needed for program success.
APPENDIX A

Application
Assurances/Agreements
CAREER AND TECHNICAL EDUCATION CENTER
PROGRAM IMPROVEMENT GRANT
21ST CENTURY CLASSROOM
Request for Proposals—FY 2013

Instructions: Complete all pages of the application and return by 4:30 p.m. on Thursday, September 13, 2012. Mail to: Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, ATTN: Dr. Mary Simon, P. O. Box 302101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) Montgomery, AL 36130-2101 or hand-deliver to: Dr. Philip Cleveland, Director, Office of Career and Technical Education/Workforce Development, Lurleen B. Wallace Building, 2nd Floor, Room 2012, 501 Dexter Avenue, Montgomery, AL 36104. No faxed copies or electronic copies will be accepted. Submit original and three copies. Please use blue ink for Request for Proposal application signatures on the original.

School District: __________________________ System Code: __________

<table>
<thead>
<tr>
<th>Career and Technical Administrator</th>
<th>Site Coordinator</th>
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<td>Name</td>
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Purpose: The purpose of the grant is to provide funding for the research, planning, implementation, and promotional activities directly related to the development or expansion of services leading to the implementation of at least one 21st Century Classroom in Career and Technical Education Centers that is approved by the SDE.

A maximum of $75,000 will be available for the activities included in each implementation grant. Each LEA submitting an implementation grant may apply for up to $75,000.

Date of the Award: Funds are available for obligation from October 1, 2012, through September 30, 2013.

Allowable Costs: LEAs agree to use funds to pay for staff development, travel, instructional materials, supplies, and required equipment that support/enhance the activities related to implementation of the proposal.

Reason for Amendment: __________________________________________

CERTIFICATION:
I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA systemwide budget.

[Signature]
Chief School Financial Officer’s Signature

[Date]

I certify that I am authorized by the governing board of the above-named school system to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the Program Application and Accountability Plans for Career and Technical Education will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including the resolution of any audit exceptions.

[Signature]
Local Superintendent’s Original Signature

[Date]

FOR SDE USE ONLY

Approved: ________________________________

Thomas R. Bice, State Superintendent of Education
CAREER AND TECHNICAL EDUCATION CENTER 21ST CENTURY CLASSROOM
Request for Proposals—FY 2013
Statements of Agreement

Grant recipients agree to:

1. Use the Alabama Course of Study: Career and Technical Education course titles and descriptions.
2. Purchase equipment as identified on the equipment list. See Appendix C.
3. Participate as a provider of Career and Technical Education coursework in the Education and Training Cluster through the ACCESS system.
4. Serve as a demonstration site for Best Practices and as a presenter of Best Practices in workshops sponsored and/or supported by the Alabama Department of Education prior to the conclusion of the 2013-2014 school years.
5. Serve as a presenter and develop and share exemplary resource materials with visiting LEAs and the Alabama Department of Education to assist sites in planning and/or implementing services.
6. Plan and implement the 21st Century Classroom in an Alabama Department of Education approved Career and Technical Education Center. Implementation should meet the needs of the students in the LEA and include scheduling courses that utilize Interactive Video Conferencing or online delivery.
7. Participate in student credentialing to include occupational proficiency and/or technological fluency.
8. Participate in statewide Memorandum of Understanding for secondary to postsecondary articulation.
9. Participate in apprenticeship activities if applicable.
11. Participate in Alabama Department of Education monitoring activities as scheduled.
12. Participate in Alabama Department of Education annual performance reports that document progress towards expected program objectives.
13. Participate in the appropriate equipment training prior to purchasing of said equipment.

Superintendent (Signature) ___________________________ Date ___________________________
ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2013

This Local Educational Agency hereby assures the Alabama Department of Education, Career and Technical Education Section, that:

1. This application has been developed in consultation with the local advisory council for career and technical education and will be made available for review and comment by interested parties including, as appropriate, representatives from other workforce development partners.

2. Equal opportunities in Career and Technical Education programs will be provided to persons without regard to race, sex, religious preference, national origin, or disability.

3. The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.

4. The activities proposed in this application take into consideration all facets of workforce development in order to ensure a coordinated approach to meeting the training and education needs of the area.

5. To avoid duplication, consideration has been given to other occupational training programs being conducted by other agencies in the area.

6. Federal funds received will be used to supplement and to increase the amount of state and local funds that would, in the absence of those federal funds, be made available for the uses specified in the State Plan and the local applications. In no case will federal funds supplant state or local funds.

7. Funds will be used to link secondary and postsecondary Career and Technical Education programs, including offering the relevant elements of not less than one career and technical program of study described in the state plan. [Section 135(b)(2)]

8. The applicant will provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers.

9. The applicant will provide guidance, counseling, and career development activities for students in nontraditional populations.

10. The applicant will provide counseling and instructional services designed to facilitate the transition from secondary to postsecondary education and/or employment.

11. Statistical, financial, and descriptive reports required by the Alabama Department of Education will be submitted.

12. The applicant will make provisions for leadership training for all students enrolled in Career and Technical Education programs.

13. Funds expended under this Act will not be used to acquire equipment (including computer software) in an instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.

14. The LEA will comply with the requirements of the Alabama Joint Purchasing Agreement for Information Technology [Section 16-61E-1, et.al.] and the Alabama Competitive Bid Law [Section 16-13B-1, et.al.]. The Alabama Competitive Bid Law requires that purchases over $15,000 be made under contractual agreement entered into by free and open competitive bidding or sealed bids.

15. State and local funds will be used in the schools of each local education agency that is receiving funds under this Act to provide services which, taken as a whole, are at least comparable to services being provided in schools that are not receiving such funds.

16. Fiscal control and fund accounting procedures will be used that will ensure proper disbursement and accounting for federal Career and Technical Education funds in accordance with "OMB Circular A-87" and the Education Department General Administrative Regulations (EDGAR).
17. Records will be retained for three years after the close of the fiscal year in which funds are expended and until all pending audits have been completed and the exceptions resolved.

18. The LEA will keep cash on hand at a minimum.

19. The LEA will obtain an audit that will meet the requirements as outlined in the “Audit Standards for Alabama School Boards” and “OMB Circular A-133.”

20. The LEA will abide by the approved LEA Restricted Indirect Cost Plan.

21. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing a project, the LEA shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentage of the total cost of the project that will be financed with federal funds; and (3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources (Section 511 of the 1990 Department of Education Appropriation Act).

22. The LEA will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) that limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

23. Maintenance of local effort for Career and Technical Education programs will be provided to the extent that all Career and Technical Education programs shall be provided local financial support for maintenance in an amount not less than $300 per teacher, plus $3.00 per student based upon average enrollment.

24. The local advisory council on Career and Technical Education meets the requirements of the Alabama State Board of Education.

Additional Assurances for Special Populations

Funds are to provide activities to prepare special populations including single parents and disabled homemakers who are enrolled in Career and Technical Education programs for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency. [Section 135(b) (9)]

25. Programs using federal funds shall be carried out according to the criteria for programs for each special population. The term “special populations” includes individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; individuals with other barriers to educational achievement, including academically disadvantaged and individuals with limited-English proficiency.

26. Special needs of students will be assessed with respect to their successful completion of the Career and Technical Education program in the most integrated setting possible.

27. Supplementary aids and services will be provided to students who are members of special populations, when appropriate. These aids and services may include, but are not limited to, curriculum modification, equipment modification, classroom modification, supportive personnel, instructional aids and devices, etc.

28. The applicant will provide Career and Technical Education programs that encourage students to pursue coherent sequences of courses and that assist special population students to succeed in such programs.

29. The applicant will maintain documentation to verify the eligibility of students who are members of special populations enrolled in programs supported by federal funds.

30. The applicant will make provisions for including appropriate representation of career and technical education personnel on Individualized Education Program (IEP) committees for students with disabilities.

31. Students who are members of special populations will be assisted in entering Career and Technical Education programs and, with respect to students with disabilities, will be assisted in fulfilling the transitional service requirements of the Individuals with Disabilities Education Act (IDEA) when appropriate.
32. The applicant will make provisions for disabled students enrolled in private secondary schools that are approved by the Alabama Department of Education to participate in Career and Technical Education programs receiving federal funds.

33. The applicant shall provide:

a. Students who are members of special populations and parents of such students the following information at least one year before the students enter or are of an appropriate age for the grade level in which Career and Technical Education programs are first generally available, but in no event later than the beginning of the ninth grade:

   (1) The opportunities available in Career and Technical Education.
   (2) The requirements for eligibility for enrollment in such Career and Technical Education programs.
   (3) The specific courses that are available.
   (4) The special services that are available.
   (5) The employment opportunities.
   (6) The opportunities for placement.

b. Information regarding procedures for participating in state and local decisions that influence the character of programs under this Act affecting their interests. The information provided shall, to the extent possible and practicable, be in a language and form that the parents and students understand.

DRUG-FREE SCHOOLS AND CAMPUSES

This certification is required by 34 CFR, Part 86, which states in part that no institution shall be eligible to receive any federal funds unless it completes the following certification:

The institution certifies it has adopted and has implemented a program to prevent the use of illicit drugs and alcohol by students or employees that, at a minimum, includes:

1. The annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
   a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
   b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
   c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
   d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
   e. A clear statement that the institution on higher education (IHE) will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the IHE of its program to:
   a. Determine its effectiveness and implement changes to the program if they are needed.
   b. Ensure that the disciplinary sanctions described in paragraph (a) (5) of this section are consistently enforced.

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Submission of this certification is required by 34 CFR, Part 82, and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement; the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (forms available at SDE on request).
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, Part 85, Section 85.510, Participants' responsibilities require this certification.

a. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 122549. (You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.

b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

______________________________
System Name

______________________________
Signature of Superintendent  Date Signed

______________________________
Signature of Chief School Financial Officer  Date Signed

______________________________
Signature of Career and Technical Administrator  Date Signed
APPENDIX B

Basic Logic Template
Duplicate as needed.

**BASIC LOGIC TEMPLATE**

**CAREER AND TECHNICAL EDUCATION PROGRAM IMPROVEMENT GRANT**

**21ST CENTURY CLASSROOM FY 2013**

<table>
<thead>
<tr>
<th>School System:</th>
<th>Site Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Administrator:</td>
<td>Site Coordinator:</td>
</tr>
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</table>

**NOTE:** Outcomes and Impacts should be SMART: Specific, Measurable, Action-oriented, Realistic and Timed (Add Pages As Necessary)

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>ACTIVITIES</th>
<th>OUTPUTS</th>
<th>SHORT- and LONG-TERM OUTCOMES</th>
<th>IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To accomplish our set of activities, we will need the following resources. Include timeline and specific source of resource information.)</td>
<td>(To address our need, we will conduct the following activities)</td>
<td>(We expect that once short-term and long-term outcomes are completed or underway these activities will produce the following results.)</td>
<td>(We expect that if funded, short- and long-term outcomes will result in the changes identified within one to five years.)</td>
<td>(We expect that if funded, this proposal will lead to the following changes for students in this LEA in one to five years.)</td>
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APPENDIX C

Budget Detail Summary
Equipment List
### PROGRAM IMPROVEMENT GRANT
#### 21ST CENTURY CLASSROOM
##### FY 2013

**PROPOSED BUDGET**

Revenue Code = 1281; Program Code(s) = 3800/3600; Fund Source = 1281

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<th>Program Code</th>
<th>Object Code</th>
<th>Description</th>
<th>Admin</th>
<th>Budget (Round to whole dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td></td>
<td></td>
<td>Salaries</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>180</td>
<td></td>
<td></td>
<td>Substitutes (See note below.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>192</td>
<td></td>
<td></td>
<td>Stipends (See note below.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Benefits: (As applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>230</td>
<td></td>
<td></td>
<td>Social Security (6.2%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>240</td>
<td></td>
<td></td>
<td>Medicare (1.45%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>220</td>
<td></td>
<td></td>
<td>Retirement (10.08%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>250</td>
<td></td>
<td></td>
<td>Unemployment Compensation (LEAs individual rate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>382</td>
<td></td>
<td></td>
<td>In-State Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2215</td>
<td>383</td>
<td></td>
<td>Out-of-State Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2215</td>
<td>312</td>
<td></td>
<td>Purchased Services - Staff Educational Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>319</td>
<td></td>
<td>Purchased Services - Other Professional Educational Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>411</td>
<td></td>
<td>Student Classroom Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>414</td>
<td></td>
<td>Instructional Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>491-499</td>
<td></td>
<td>*Non-Capitalized Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>540-589</td>
<td></td>
<td>*Capitalized Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Include detail with appropriate code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

$ $

Note: The benefits that must be budgeted for substitutes are social security, Medicare, and unemployment compensation. The benefits that must be budgeted for stipends are social security, Medicare, retirement, and unemployment compensation.
# 21st Century Classrooms Equipment List

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablet Computers&lt;br&gt;(Standard laptops or desktops may not be substituted.)</td>
<td>25</td>
</tr>
<tr>
<td>Minimum specifications to include: three-year warranty, Core 2 Duo Or Higher Processor, Windows XP or Higher, Wireless Networking/NIC, 80 GB Hard Drive, Wireless Mouse, DVD/CD Writable Combo, 4 GB RAM, software to include current versions of MS Office with One Note or comparable integrated office suite, Java, Adobe/Flash Media Player, Adobe Reader, QuickTime Media Player.</td>
<td></td>
</tr>
<tr>
<td>Tablet Computer Extended Batteries</td>
<td>25</td>
</tr>
<tr>
<td>30 Unit Locking Laptop Cart with Surge Protected Outlets</td>
<td>1</td>
</tr>
<tr>
<td>Wireless Access Point or Router</td>
<td>1</td>
</tr>
<tr>
<td>Color Laser Printer/Scanner/Copier/Fax/Phone</td>
<td>1</td>
</tr>
<tr>
<td>Interactive White Board</td>
<td>1</td>
</tr>
<tr>
<td>Multimedia Projector (for White Board)</td>
<td>1</td>
</tr>
<tr>
<td>BlueRay-DVD Player with Recorder</td>
<td>1</td>
</tr>
<tr>
<td>Headphones w/Microphone (1 per computer)</td>
<td>25</td>
</tr>
<tr>
<td>USB Storage Device – 1 gig Min (1 per computer)</td>
<td>25</td>
</tr>
<tr>
<td>* IVC Station to include three-year warranty, all installation and training. Must meet ACCESS Distance Learning IVC minimums.</td>
<td>1</td>
</tr>
<tr>
<td>USB Webcam with Microphone (If not integrated into Tablet PC.)</td>
<td>25</td>
</tr>
<tr>
<td>Digital Document Camera</td>
<td>1</td>
</tr>
</tbody>
</table>

*Must meet minimum specifications Interactive Video Conference (IVC) stations and meet ACCESS requirements. Must meet minimum specifications and include codec, two cameras, microphones and two displays (front and back of the room). Monitors must be a minimum of 46” and appropriate for room size.

Rooms using equipment must contain:
- At least two 10 meg switched network connections capable of required Quality of Service.
- Adequate electrical wiring for equipment and computers.
- Appropriate computer furniture (desks or tables/chairs).
- Lighting control (overhead lights and/or windows).
- Security for equipment (not in portable classroom, locking doors, etc.).
Appendix D

Rubric
## Reviewer Scorer Rubric

### 21st Century Classroom Program Improvement Grant

**FY 2013**

<table>
<thead>
<tr>
<th>System Code</th>
<th>System Name</th>
<th>Career and Technical Administrator</th>
<th>Site Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Components</th>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process Review (SDE)</strong></td>
<td>* Completion of required components</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>* Summary/Abstract no more than two pages</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Complete Budget page</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Written commitment from school administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summary/Abstract</strong></td>
<td>* Benefit career and technical education opportunities for students</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Proposal Narrative</strong></td>
<td>* Description and documentation of need (15 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Goals and measurable objectives of grant (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Support, involvement, articulation, and program sustainability (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* New organizational structures (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Professional development (administrators, teachers, and guidance counselors) (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Implementation of program (time line) (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Assessment of student achievement (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget and Budget Detail Summary</strong></td>
<td>* Budget Detail (5 points)</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>* Budgeted expenditures reflecting the goals and objectives of RFP (5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Participation Assurances</strong></td>
<td>* Refer to application</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Letters of Support</strong></td>
<td>* Additional letters of support from key stakeholders for program being implemented</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Priority Focus(es)</strong></td>
<td>* Impact of the 21st Century Classroom on student participation in CTE programs</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** 100