STATE OF ALABAMA
DEPARTMENT OF EDUCATION

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July 14, 2015

M E M O R A N D U M

TO: City and County Superintendents of Education

FROM: Thomas R. Bice TRB
State Superintendent of Education

SUBJECT: Agriscience Education Extended School Year Application

Enclosed is the Request for Proposals (RFP) for the Agriscience Education Extended School Year Grant. The RFP contains the grant application, general information, and instructions. The purpose of the grant is to provide funding to local education agencies for salaries, benefits, stipends, travel to Alabama State Department of Education and FFA-sanctioned activities, and other approved activities for extended contracts beyond the existing teacher contract period for Agriscience teachers currently on a 220-day or less contract.

Grants of up to $16,000 will be available during the 2015-2016 school year. Funds are available for obligation from the date of the award through September 30, 2016.

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 Friday, October 2, 2015. Send applications to Dr. Philip C. Cleveland, Deputy State Superintendent, Career and Technical Education/Workforce Development, ATTN: Mr. Jacob Davis, Education Specialist, P. O. Box 302101, Montgomery, Alabama 36130-2101.

If you have any questions, please contact Dr. Cleveland by telephone at 334-242-9111 or by e-mail at pcleveland@alsde.edu; or Mr. Davis by telephone at 334-242-9114 or by e-mail at ddavis@alsde.edu.

TRB:PC:JD

Enclosure (REVISION)

cc: City and County Career and Technical Education Administrators
Dr. Philip Cleveland
Mr. Andy Craig
Mr. Jacob Davis
Mrs. Vera Guettler
Mr. Barry Kachelhofer

FY15-1023

GENERAL INFORMATION
AND
APPLICATION INSTRUCTIONS

REQUEST FOR PROPOSALS
AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
FISCAL YEAR 2016

Applications (original and four copies) must be received no later than 4:30 p.m. on Friday, October 2, 2015.

MAIL TO:

Dr. Philip C. Cleveland
Deputy State Superintendent
Career and Technical Education/
Workforce Development
Alabama State Department of Education
ATTN: Mr. Jacob Davis
P. O. Box 302101
Montgomery, AL 36130-2101

HAND DELIVER TO:

Dr. Philip C. Cleveland
Deputy State Superintendent
Career and Technical Education/
Workforce Development
Gordon Persons Building, Room 5108
50 North Ripley Street
Montgomery, AL 36104

NOTE: All Federal Express mail should be delivered to:
Dr. Philip C. Cleveland
Deputy State Superintendent
Career and Technical Education/
Workforce Development
Alabama State Department of Education
Attn: Mr. Jacob Davis
50 North Ripley Street
Montgomery, AL 36104

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AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
REQUEST FOR PROPOSALS – FISCAL YEAR 2016

I. GRANT OVERVIEW

Division/Section

Alabama State Department of Education
Career and Technical Education\Workforce Development

Instructions

Complete all pages of the application packet and return by 4:30 p.m. on October 2, 2015. Mail to: Dr. Philip C. Cleveland, Deputy State Superintendent, Career and Technical Education/Workforce Development, ATTN: Mr. Jacob Davis, P. O. Box 302101, Montgomery, AL 36130-2101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) or hand-deliver to: Dr. Philip C. Cleveland, Deputy State Superintendent, Career and Technical Education/Workforce Development, ATTN: Mr. Jacob Davis, Gordon Persons Building, 5th Floor, Room 5108, 50 North Ripley Street, Montgomery, AL 36104. Submit the original and four copies. Please use blue ink for Request for Proposals application signatures on the original. Round all dollar values on the budget summary to the nearest whole dollar.

Purpose

To advance agriscience education and FFA opportunities for students by providing stipends, benefits, registration, and travel for agriscience teachers to work beyond the normal school year to develop and maintain a highly effective agriscience program. A highly effective program focuses on three equal parts: classroom instruction, supervised agricultural experience (SAE), and FFA.

Fund Use

The funds for the extended school year may only be spent on stipends, benefits, teacher registration, and the teacher's travel expenses to approved career and technical education activities related to agriscience classroom instruction, SAEs, or FFA activities. Funds for teacher travel and registrations may only be used for chaperoning students to agriscience or FFA-related events or to workshops that provide professional development and can be verified through a certificate. Funds for out-of-state travel and registration for out-of-state events shall not exceed $1,600. Funds may not be used to pay for student travel, classroom supplies, equipment, tuition, food for students, meeting supplies, and apparel for teachers and/or students. Supplanting funds is not allowable. Funds may only be used for stipends for working days, not vacation days. **Payments for stipends and additional days cannot be made for days the employee is paid under contract. School board approval for payments made to employees should clearly indicate that these payments are for "one-time only" and will not add additional days to employee contracts.**

Program Goals

To increase student opportunities through improvements in FFA, SAEs, and classroom instruction.

Eligibility

Local Education Agencies (LEAs) are eligible to submit one proposal per agriscience teacher on a 220-day or less contract that supports the purposes of the Request for Proposals. Only agriscience teachers beginning their second consecutive year as an agriscience teacher with an FFA Chapter in good standing as defined by the Alabama FFA Association are eligible. Furthermore, only agriscience teachers that are reported as 100% full time equivalent in career and technical education on the career and technical program application are eligible to apply unless the agriscience teacher is highly qualified in science and is only teaching science courses outside of his/her career and technical education courses. A minimum Performance-Based Evaluation score of 100 is required for award eligibility. Agriscience teachers that taught agriscience at a different school during the previous school year are also eligible using the previous school data on the performance appraisal. Teachers that received the RFP during the previous school year that scored less than 75% or did not submit the Final Report/Desk Audit are not eligible for award consideration the following year. Any ineligible applications will be returned and not evaluated.

Funding Availability

A maximum of $16,000 per teacher for stipend, benefits, and approved teacher travel and registration costs. Out-of-state travel and registration for out-of-state events shall not exceed $1,600.

Type of Award

Competitive

Type of Proposal

Implementation

Funding Period

Funds are available for obligation from date of award through the first day of the teacher's 2016-2017 contract.

Date of Award

Funds are available for obligation during the funding period upon receipt of award letter and approved budget.

Technical Assistance Staff from the Alabama State Department of Education, Career and Technical Education/Workforce Development Section, will be available for technical assistance during the planning and implementation process. For more information, contact Mr. Jacob Davis at 334-242-9114 or by e-mail at ddavis@alsde.edu, or Mr. Andy Chamness at 334-242-9114 or by e-mail at jchamness@alsde.edu.

Allowable Activities Site agrees that funds for the extended school year RFP may only be spent on stipends, benefits, teacher registration, and teacher's travel expenses to approved activities related to agriscience classroom instruction, SAEs, or FFA activities for extended school year days beyond the existing teacher contract period. Funds for teacher travel may only be used for chaperoning students to agriscience or FFA-related events or to workshops that provide professional development and can be verified through a certificate.

Proposal Due Date Proposals must be received no later than 4:30 p.m. on October 2, 2015.

II. INTRODUCTION

Activities to increase student participation in FFA, leadership, citizenship, academics, and technological skills are an integral part of the CTE Agriculture, Food, and Natural Resources cluster curriculum. Funding provided is for use beyond the existing teacher contract up to the equivalent of a **240-day contract period. (Revised)**

III. APPLICATION INSTRUCTIONS

Proposals must address all the statements in the sequence and format provided below and must be based upon the funding purpose and other information as required. The Title Page Application, Performance-Based Evaluation, Proposal Narrative, Budget Narrative outlining expenses, Management Plan, and Assurances must be included in the proposal.

While the information requested for the application is comprehensive, the responses and descriptions should be succinct.

IV. APPLICATION FORMAT (what should be submitted)

- **All applications submitted must adhere to the following format and submission requirements:**

Appendix A:	Title Page Application	
	Section I:	Performance-Based Evaluation
	Section II:	Proposal Narrative
Appendix B:	Detailed Budget and Budget Summary indicating expenses for the teacher included in the application	
Appendix C:	Management Plan for the teacher included in the application	
Appendix D:	Assurances	
Appendix E:	Do not include in submission	
Appendix F:	Do not include in submission - submission of document is required no later than August 31, 2016	
Appendix G:	Do not include in submission - submission of document is required no later than August 31, 2016	
Appendix H:	Do not include in submission	
Appendix I:	Do not include in submission	

- Applications must be in 12-point font, double-spaced on one side of standard (8 ½" x 11"), unruled 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 four (4) copies of the proposal must be submitted.
- Applications may not be faxed or transmitted electronically.
- Applications can be submitted by regular mail, express courier delivery, or hand-delivered.
- Applications must be received no later than 4:30 p.m., Friday, October 2, 2015.

Appendix A: Application / Performance-Based Evaluation / Proposal Narrative

Title Page Application

The two-page RFP application, including title page, must appear as the cover for the proposal.

Section I: Performance-Based Evaluation

The performance-based evaluation awards points based on achievement from the previous school year. Each item listed is given a certain point value. A minimum Performance-Based Evaluation score of 100 is required for award eligibility.

Section II: Proposal Narrative (this should be a detailed explanation of the management plan)

Include no more than a five-page proposal narrative (excluding management plan) describing how each of the components listed below will be addressed. All components of the proposal must be addressed in detail.

Provide a detailed description of the need that exists in your program. Describe in detail activities that will support the funding purposes. Include any valid and reliable data that supports the need for an extended school year and how your activities will be used to meet that need. Identify overall goals to be addressed and measurable objectives for each activity (i.e., ratio of FFA membership-to-student enrollment, ratio of students with active SAEs to student enrollment).

Appendix B: Detailed Budget and Budget Summary

Complete the proposed detailed budget and budget summary form. All dollar values on the budget summary should be rounded to the whole dollar. The detailed budget identifies the amount of funds requested and the description of use for each category as well as the total and the daily pay rate of the teacher. The management plan should align with the detailed budget activities. Fund Codes maybe found in Appendix B of the Budget Summary page.

Appendix C: Management Plan (should be summary of proposal narrative)

The teacher will submit a proposed management plan that outlines the activities and services to be implemented during the performance period. Additionally, the management plan shall include measurable goals for each activity listed.

Appendix D: Assurances

All pages of assurances must be completed, signed, and submitted. Original signatures in blue ink of the superintendent, chief school financial officer, career and technical administrator, and the applying teacher are required.

V. SITE REVIEWS, DESK AUDITS, AND FINAL BUDGET REPORTS

Appendix F: Final Report – Desk Audit

Teachers will submit to the ALSDE Agriscience Education Administrator an annual performance report and associated documentation (Agriscience Education Program Final Report – Desk Audit) that is based on the components of the management plan that outline the activities and services that were implemented during the performance period no later than August 31, 2016. Teachers should maintain a binder composed of documentation that verifies the accomplishment of the given items. This binder will be reviewed by the LEA CTE administrator and ALSDE staff if selected for a site review.

Appendix G: Final Budget Report

A Final Budget Report, with appropriate signatures in blue ink, documenting actual dollars spent during the Agriscience Education Extended School Year period and a refund check for any remaining funds (if any) must be submitted by August 31, 2016, to Mr. Jacob Davis.

VI. AMENDMENTS

Amendments consist of any changes made to the RFP Agriscience Extended School Year application after the original application has been submitted, approved, and awarded. The total dollar value of the application once submitted, approved, and awarded may not increase. Amendment documentation includes a typed description and purpose of the change; submission of the amended Budget Summary; Detailed Budget; and an amended Cover Page including new signatures in blue ink with the Amended Application box checked, Amendment No. line noting the number of the amendment (e.g., 1, 2, 3), and the effective date of the amendment (the submission date).

APPENDIX A

Request for Proposals

Application

Alabama State Department of Education
Career and Technical Education/Workforce Development

Original Application ☐
Amended Application ☐
Amendment No._____
Effective Date _____

AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Request for Proposals—Fiscal Year 2016
Career and Technical Education State Funds

Instructions: Complete all pages of the application packet and return by 4:30 p.m. on October 2, 2015. Mail to: Dr. Philip C. Cleveland, Deputy State Superintendent, Career and Technical Education/Workforce Development, ATTN: Mr. Jacob Davis, P. O. Box 302101, Montgomery, AL 36130-2101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) or hand-deliver to: Dr. Philip C. Cleveland, Deputy State Superintendent, Career and Technical Education/Workforce Development, ATTN: Mr. Jacob Davis, Gordon Persons Building, 5th Floor, Room 5108, 50 North Ripley Street, Montgomery, AL 36104. No faxed or electronic copies will be accepted. Submit original and four copies. Please **use blue ink** for Request for Proposal application signatures on the original.

School District: _____ System Code: _____ Rounded Request Amount: $_____

Career and Technical Administrator	Teacher
Name:	Name:
Address:	School:
Telephone:	Alabama FFA District:
Fax:	Alabama State Board of Education District :
E-mail:	E-mail:

Purpose: To advance agriscience education and FFA opportunities for students by providing stipends, benefits, registration, and travel for agriscience teachers to work beyond the normal school year to develop and maintain a highly effective agriscience program. A highly effective program focuses on three equal parts: classroom instruction, supervised agricultural experience (SAE), and FFA.

Funding Availability: A maximum of $16,000 per teacher for stipend, benefits, and approved teacher travel and registration costs. Out-of-state travel and registration for out-of-state events shall not exceed $1,600.

Date of the Award: Funds are available for obligation from date of award through the first day of teacher's contract 2016-2017.

Allowable Costs: Sites agree to use funds to pay for stipends, benefits, chaperoning students to agriscience or FFA-related events and registration and travel expenses for approved professional development.

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.

_____ _____
Chief School Financial Officer 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.

_____ _____
Local Superintendent Original Signature **Date**

PROGRAM SUPPORT:
The goals, objectives, and activities detailed in this proposed project of the RFP are designed to increase student opportunities through improvements in FFA, SAEs, and classroom instruction.

_____ _____
LEA CTE Administrator's Signature **Date**

FOR SDE USE ONLY

Approved: _____
Thomas R. Bice, State Superintendent of Education

Alabama State Department of Education
Career and Technical Education/Workforce Development

Original Application ☐
Amended Application ☐
Amendment No._____
Effective Date _____

AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Request for Proposals
Fiscal Year 2016
Statements of Agreement

Grant recipients agree to (absolute priorities):

1. Participate in the state-approved activities as outlined in "Career and Technical Education State Initiative Manual AGRICULTURE, FOOD, AND NATURAL RESOURCES: Program Standards Requirements for Participation in the Alabama Career and Technical Education Initiative: Agriscience Extended School Year" (Appendix E).
2. **Submit the "Agriscience Education Program Final Report-Desk Audit" to the SDE Agriscience Administrator before August 31, 2016.**
3. **Submit the "Final Budget Report" to the SDE Agriscience Administrator before August 31, 2016.** A minimum of 75% of the Desk Audit items must be completed.
4. Participate in Alabama State Department of Education-sponsored networking/sharing conferences.
5. Ensure that FFA chapter maintains good standing with the Alabama FFA Association.
6. Maintain documentation as outlined in the RFP.

Superintendent (*Signature*)	Date	LEA CTE Administrator (*Signature*)	Date
Applying Teacher (*Signature*)	Date	Chief School Financial Officer (*Signature*)	Date

Section 1: Performance-Based Evaluation- 300 Points Possible

Complete the performance evaluation below in accordance with each component's instruction. Any item found to be inaccurate may result in disqualification of the application. A minimum Performance-Based Evaluation Score of 100 is required for award eligibility.

Critical Component: Classroom Instruction	Scoring	Quantity or Indication of Attainment	Verification or Documentation	Points Awarded (To be completed by ALSDE Staff)
1. The teacher developed agreements or partnerships with state and local business/industry and agencies for the purpose of improving the instructional program.	1 point per partner (5 pts. possible)	List New Partners: 1. 2. 3. 4. 5.	Copies of partnerships should be kept in RFP binder	
2. The teacher attends the AACTE Summer Conference.	5 pts.	Check one: ____YES ____NO	ALSDE verifies through registration and attendance (certificates and travel claims should be filed in RFP binder)	
3. The teacher attended a professional development summer workshop hosted by the Alabama State Department of Education, Agriscience unit.	5 pts.	Check one: ____YES ____NO Workshop_____	ALSDE verifies through sign-in sheet and registration	
4. The teacher attended AAAE regional meetings during the previous school year.	5 pts. each, (10 pts. possible)	Please check for meetings attended: Fall Meeting_____ Spring Meeting____	ALSDE verifies through sign-in sheet. Copy of certificate should be placed in RFP binder.	
5. The teacher manages greenhouse, aquaculture, and/or school farm (at least ½ acre) equipment and facilities as part of the instructional program.	(15 pts. possible)	List facilities utilized and scope of project. (example: Greenhouse-20,000 sq. ft., Garden – ½ acre, etc.) 1. 2. 3. None_____	Pictures of facilities in binder and observation by ALSDE Staff or CTE Administrator.	

6. Students enrolled in the Agriscience Education program have in place an approved SAE program	0-20% -0 pts. 21-50%-2 pts. 51-65%-6 pts. 66-85%-10 pts. 86-100%-30 pts. (30 pts. possible)	Complete: Number of students enrolled_____ Number of students with approved SAEs_____	Students should maintain record books and visit log should be kept in RFP binder.	
7. The teacher submitted one or more State FFA or American degree application based on the student's SAE program to the State FFA Office. *Middle School only programs may substitute these points by awarding discovery or greenhand degrees during an awards program.	5 pts. per State degree application (max. of 10 pts.) 10 pts. for American (20 pts. possible) 2 pts. each recipient (20 pts. possible)	Number of State FFA degree applications submitted to State _____ Name of member applying for American degree: _____ Number members receiving discovery: _____ Number members receiving greenhand: _____	ALSDE will verify submitted applications Copies of discovery and/or greenhand degree and awards program kept in RFP binder.	
8. The teacher submitted FFA proficiency award application(s) or submitted entry(ies) into the Agriscience Fair.	2 points per application/entry (20 pts. possible)	Number of proficiency applications submitted_____ Number of Agriscience Fair entries_____	ALSDE will verify submitted applications	
9. The teacher had a student(s)* that participated in a livestock show. * Student must have had an agriscience course and be an FFA member.	5 pts. per student, up to three students. (15 pts. possible)	List student that showed and his/her species: 1. 2. 3.	Registration and photos should be placed in RFP binder.	

Critical Component: Student Leadership – FFA					
10. Students enrolled in the Agriscience Education program are members of FFA for the fiscal year prior to receiving the extended school year grant.	0-20% - 0 pts. 21-50% - 7 pts. 51-65% - 14 pts. 66-85% - 21 pts. 86-99% - 28 pts. 100% - 35 pts. (35 pts. possible)	Number of Agriscience students (non-duplicated) _____ Number of FFA members _____ _____% of FFA members		ALSDE verifies through membership submission and enrollment in program application and chapter report.	
11. FFA Chapter participated in career development events at the county, district, state, and/or national levels during previous school year.	Points are awarded based on the competition level reached: **County CDE** team/individual that did not advance to District: 2 pt. **District CDE** team/individual that did not advance to State: 5 pts. **State CDE** team/individual that did not advance to National: 7 pts. **National CDE** 10 pts. (40 pts. possible)	**CDE**	**Highest Level Reached:**	ALSDE verifies through registration and placing summary	
		(Example) Forestry	(Example) District		

12. FFA Chapter participated in leadership workshop opportunities during previous school year or summer.	3 pts. each (10 pts. possible)	Place check mark beside each item completed: 1. Chapter/County Leadership Retreat/Meeting____ 2. Auburn University Spring Judging Clinics____ 3. Joint Leadership Development Conference_____ 4. Chapter Officer Leadership Workshop_____ 5. Student attended Washington Leadership Conference_____ 6. FFA Chapter attended FFA Day on the Hill_____	ALSDE verifies through registration at JLDC, Auburn University Spring Judging Clinics, Washington Leadership Conference, and Chapter Officer Leadership Workshop. Agenda, minutes, and pictures should be filed in RFP binder for Chapter Leadership Meeting/Retreat.	
13. The FFA Chapter submitted a superior chapter application based on the chapter's Program of Activities (Program of Work).	Form 1 (4 pts.) Form 2 (7pts.) Form 3 (10 pts.) (10 pts. possible)	Check Forms Completed: Form 1___ Form 2___ Form 3___	ALSDE verifies application submission.	
14. The FFA Chapter attended State FFA Convention and had a delegate participate in the business session.	1 pt. per member 5 pts. for delegate (10 pts. possible) (points may be awarded for any combination of the number of students up to 10, and 5 pts. for a delegate)	List members that attended State FFA Convention 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. Name of delegate: _____	ALSDE verifies through convention registration.	

15. The FFA advisor and members attended National FFA Convention.	10 pts. possible	Did your FFA Chapter attend National Convention? _____YES _____NO	ALSDE verifies through National FFA; copy of registration should be placed in RFP binder.	
16. The FFA Chapter conducted community service projects off campus during previous school year or summer.	5 pts. possible	Check one: _____YES _____NO Community Service Project Completed _____	Photographs of project should be in RFP binder.	
17. The FFA Chapter conducts activities in recognition of National FFA week.	2 pts. per activity (10 pts. possible)	List FFA Week activity: 1. 2. 3. 4. 5.	Minutes, photographs, agendas, and newspaper articles should be in RFP binder.	
18. The FFA Chapter had a district, state, or dual officer candidate during the previous school year. *Middle school only programs may substitute a state or district officer visit to a chapter function.	5 pts. for district, state, or dual candidate. (5 pts. possible) 5 pts. for visit	Please check for each applicant chapter: District___ State_____ Dual_____ Date: Name of Officer:	ALSDE verifies through officer application and interview records. ALSDE verifies through officer visit report. Copy should be kept in RFP binder.	
19. The FFA Chapter held chapter meetings throughout the previous school year	1 point per meeting (5 pts. possible)	List FFA Chapter meeting date and number in attendance: Date: No. 1. 2. 3. 4. 5.	Agenda, minutes, and sign-in sheet should be filed in RFP binder.	

20. The FFA Chapter held an Awards banquet or ceremony.	10 pts for informal awards ceremony such as a cookout 20 pts. for a formal awards banquet	Indicate how awards were given at your chapter: _____Ceremony _____Formal Banquet	Invitation, program, list of award recipients, and pictures should be placed in RFP binder	
21. FFA Chapter had an active FFA Alumni Chapter and/or Young and Adult Farmers Education Association Chapter during previous school year.	5 pts. possible	____YES ____NO	ALSDE verifies through National Alumni or National Young Farmers	
22. FFA Chapter conducts a publicity campaign to make community aware of how FFA impacts students. (Examples: articles in local newspapers; appearances as guests on local television programs, etc.)	2 pts. per article (10 pts. possible)	List newspaper name and article purpose. 1. 2. 3. 4. 5.	Copies of articles should be placed in RFP binder.	

By signing below, the indicated components above are true and accurate to the best of my knowledge. I understand that providing inaccurate information or answers may result in disqualification.

_____ _____

LEA CTE Administrator Signature **Date**

_____ _____

Applying Teacher Signature **Date**

Appendix B

Budget Forms

Alabama State Department of Education
Career and Technical Education/Workforce Development

Original Application ☐
Amended Application ☐
Amendment No._____
Effective Date _____

AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR

Request for Proposals
Fiscal Year 2016
PROPOSED DETAILED BUDGET (USE TOTALS TO COMPLETE BUDGET SUMMARY)

STIPEND

Annual Salary	Contract Length (No. of days)	Daily Rate of Pay: (Annual salary divided by no. of contracted days)	Proposed No. of Working Days:	**Total Stipend Amount:** (No. of working days multiplied by daily rate of pay)

IN-STATE TRAVEL (USE LOCAL TRAVEL REIMBURSMENT POLICIES)

Activity Name (activities must be on management plan)	Estimated Lodging Cost (nightly hotel rate multiplied by no. of nights)	Estimated Mileage Cost (miles multiplied by local mileage reimbursement rate)	Estimated Meal Cost (following local policies for daily limits)	**Total Activity Cost** (sum of lodging, mileage, & meals)
		Total In-State Travel Requested:		

OUT-OF-STATE TRAVEL (USE LOCAL TRAVEL REIMBURSMENT POLICIES)

Activity Name (activities must be on management plan)	Estimated Lodging Cost (nightly hotel rate multiplied by no. of nights)	Estimated Mileage Cost (miles multiplied by local mileage reimbursement rate)	Estimated Meal Cost (following local policies for daily limits)	**Total Activity Cost** (sum of lodging, mileage, & meals)
		Total Out-of-State Travel Requested:		

Proposed Detailed Budget Continued

REGISTRATION FEES (TEACHER FOR PROFESSIONAL DEVELOPMENT ONLY)

Activity: (activities must be on management plan)	**In-State Registration:** (Use total in-state registration total on budget summary.)	**Out-of-State Registration: (TOTAL OUT-OF-STATE TRAVEL AND REGISTRATION FOR OUT-OF-STATE EVENTS SHALL NOT EXCEED $1,600)**
TOTAL:		

When transferring the dollar amounts from the Detailed Budget to the Budget Summary, round all dollar values to the whole dollar.

NOTES:

1. SAE visits should be entered as an activity, only mileage should be claimed.
2. All activities on budget must also be on management plan.
3. Follow all local policies for claiming travel and registration reimbursements.
4. Total request for out-of-state travel and registration for out-of-state events shall not exceed $1,600.
5. Round all dollar values to the whole dollar when transferring amounts to the Budget Summary.

Alabama State Department of Education
Career and Technical Education/Workforce Development

Original Application ☐
Amended Application ☐
Amendment No._____
Effective Date _____

AGRISCIENCE EXTENDED SCHOOL YEAR
Request for Proposals
Fiscal Year 2016

PROPOSED BUDGET SUMMARY

Revenue Code = 1280; Program Code = 3800; Fund Source = 1280

Function Code	Object Code	Description	Budget (Round to whole dollars.)
_____	**191**	Supplements (See note below)	**$** _____
_____	**192**	Stipends (See note below.)	_____
_____		Benefits: (As applicable)	
_____	**230**	Social Security (6.2%)	_____
_____	**240**	Medicare (1.45%)	_____
_____	**220**	Retirement (Tier I, 11.94%; Tier II, 10.84%)	_____
_____	**250**	Unemployment Compensation (LEA individual rate)	_____
_____	**382**	In-State Travel (FOR TEACHER EXPENSE ONLY)	_____
_____	**383**	Out-of-State Travel (FOR TEACHER EXPENSE ONLY, total of out of state travel and out-of-state registration shall not exceed $1,600)	_____
_____	**623**	In-State Registration Fees (FOR TEACHER EXPENSE ONLY)	_____
_____	**623**	Out-of-State Registration Fees (FOR TEACHER EXPENSE ONLY, total of out-of-state travel and out-of-state registration shall not exceed $1,600)	_____
		NOTES: 1. NO ADDITIONAL BUDGET ITEMS MAY BE ADDED **2.** FUNDS MAY NOT BE MOVED FROM ONE LINE OR OBJECT CODE TO ANOTHER WITHOUT SUBMISSION OF AN AMENDMENT	
		TOTAL (round all dollar values to the whole dollar)	**$** _____

Note: The benefits that must be budgeted for stipends are social security, Medicare, retirement, and unemployment compensation. Round all dollar values to the whole dollar.

No additional budget items may be included other than those listed above. Funds for teacher travel may only be used for chaperoning students to agriscience or FFA-related events or to workshops that provide professional development and can be verified through a certificate. Funds may not be used to pay for student travel, classroom supplies, equipment, tuition, and apparel for teachers and/or students. Supplanting is not allowable. An application may be disqualified for modifying the budget or listing non-approved items.

Appendix C

Management Plan

Management Plan

Documentation of Need	Activities	No. of Days (total no. of days should equal no. of days applied)	Desired Measurable Goal
Students at Sample High School are not actively working toward a strong SAE program. Students are learning agricultural skills during class time, but not applying these skills.	**SAE Visits**	**3**	**Students will increase their SAE output by 10% as a result of this activity.**

Appendix D

Assurances

Alabama State Department of Education
Career and Technical Education/Workforce Development

Original Application ☐
Amended Application ☐
Amendment No._____
Effective Date _____

ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2016

This Local Education Agency hereby assures the Alabama State Department of Education, Career and Technical Education/Workforce Development 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 State 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 Competitive Bid Law. The 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 non-government 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 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 State 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.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. 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.

3. 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.
4. 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.)
5. 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.
6. 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.
7. 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.
8. 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.
9. 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
Signature of Career and Technical Teacher	Date Signed

APPENDIX E

Career and Technical Education State Initiative Manual

AGRICULTURE, FOOD, AND NATURAL RESOURCES: Programs Standards

Requirements for Participation in the Alabama Career and Technical Education Initiative: Agriscience Extended School Year

SAE Program Supervision Record

Alabama SBOE District Map

Resources:

Quality Twelve-Month Agricultural Education Program Manual, State of Tennessee Department of Education: Division of Career and Technical Education

Agriscience Education Program: Performance Indicators Manual, Alabama Association of Agriscience Educators

GVATA Program Standards and Programs of Work, Georgia Vocational Agricultural Teachers Association Program Standards and Programs of Work: High School, Middle School, and Young Farmer Agricultural Education Teachers

Agricultural Education Program Standards, Requirements for Approval of Agricultural Education Programs in Secondary Schools in Kansas

Alabama Administrative Code

Agricultural Teachers Manual

Internet Sources:

http://alabamaaged.org/ Alabama Association of Agriscience Educators Webpage

http://scholar.lib.vt.edu/theses/available/etd-05042006-164538/unrestricted/LD5655.V856_1994.R838.pdf (Rick Rudd Dissertation: Virginia Polytech Institute and University)

www.glenrosearkansasffa.org/**Contract**%20SAE.ppt FFA and Santa Rita Advisor Justification of Extended Contract and Justification for FFA Advisor Stipend

www.**agriscience**.msu.edu/program.../**Extended**ProgramExample1.doc Extended Agricultural and Natural Resources Program

https://docs.alsde.edu/.../2010%20-%20CIT%20-%20Work-Based%20Learning%20Manual.docx Alabama Work-Based Learning Manual

INTRODUCTION

"With increasing pressure for justification and funding of extended programs, documentation of time spent and activities performed will help you meet the demands from state and local education officials. Documentation means more than shuffling papers. The summer months of the agriculture instructor/FFA advisor have legislatively and traditionally been months of supervision, teaching, and learning. Since the passage of the Smith-Hughes Act in 1917, vocational agriculture instructors have been employed for a longer period of time than other teachers in the high school (originally 12 months). The extended program provides the opportunity to conduct summer educational activities and experiences through "directed and supervised practice." Extended programs are a valuable and necessary component of the Agriscience program. The teaching of Agriscience students cannot and should not stop at the beginning of June if we intend to gain the optimum advantages in learning for our students. Agriscience practices, Agriscience/agricultural programs and supervised agricultural experience (SAE) programs are in full operation during the summer, and these students need supervision. The major purpose of the extended program is to provide quality instruction for students enrolled in Agriscience courses. If the Agriscience instructor is to be accountable for his/her time and activity, the instruction must focus on the SAE programs and other student-oriented activities." Agriculture Teacher's Manual, National FFA Organization, 1998, pp. 11:2-4

This manual defines the extended school year requirements for teachers holding an Agriscience Certification who are teaching courses from the Agriculture, Food, and Natural Resources (AFNR) Cluster and are participating in the state-funded Career and Technical Education (CTE) Initiative. The manual provides the criteria and guidelines to be implemented by the Agriscience teacher to be eligible for and remain in compliance with the extended school year grant. These criteria will be used for evaluation and for continued participation in the state-funded CTE Initiative.

The purpose of the extended school year grant is to provide funding to the local education agency (LEA) for stipends, benefits, travel to Alabama State Department of Education (ALSDE) and FFA-sanctioned activities, and other approved activities for extended school year beyond the existing teacher contract period for Agriscience teachers currently on a 220-day or less contract. The goals of the extended school year grant are to increase student membership and participation in FFA, leadership, citizenship, academics, and technological skill activities to enable students to participate in comprehensive learning environments that enhance their knowledge and skills of Agriscience. Students are then able to make more informed career decisions and perform at higher-skill levels in the AFNR industry.

Due to the year-round nature of Supervised Agricultural Experience (SAE) programs, continued supervision through the summer months is required. SAE programs are an integral part of the total school-based agricultural education program. Examples of SAE programs are employment or placement, entrepreneurship, research, home and farm improvements, and technical skills. Teachers are required to visit students' SAE programs to evaluate progress and supervise students.

To enable agriculture students to take full advantage of opportunities afforded them through the co-curricular (intra-curricular) National FFA Organization, Agriscience teachers are available year-round. Many FFA career development events and leadership conferences occur during the summer months to avoid conflict during class time. Many FFA chapters hold meetings, retreats, workshops, and industry visits during the summer months in preparation for the upcoming school year. These activities ensure personal growth and development, along with technical competence of agricultural education students.

Because of the dynamic nature of the AFNR industry, it is crucial for teachers to keep abreast of new technology. Many industry-sponsored workshops and conferences occur during the extended school year period. Furthermore, during the summer months, agricultural-related industries hold professional development workshops and seminars to provide up-to-date curricular materials and delivery systems.

Facilities required for teaching the Agriscience Education curriculum require extensive upkeep. Many schools have animal laboratories and/or greenhouses that must be managed on a daily basis. Timely renovation and maintenance of facilities are necessary in maintaining a quality program to serve students.

QUALITY PROGRAM INDICATORS

The state of Alabama has defined all CTE programs using quality program indicators with an agreement through Carl Perkins funding. These indicators are validated by obtaining program certification using Business and Industry Certification (BIC) and/or NCCER standards. The indicators for all Alabama CTE programs are as follows:

- Programs of such size that offer an equivalent of three (3) one-credit courses within a period of two consecutive years.
- Programs of such scope that are aligned with the State Board of Education-approved Alabama Course of Study (COS) and Plans of Instruction (POI).
- Programs that have a certified and appropriately endorsed teacher (Note: A teacher who teaches a CTE course that substitutes for a core academic course must be highly qualified).
- Programs having a state-approved articulation agreement for a program of study or a local articulation agreement approved in writing by secondary and postsecondary institutions (where available).
- Programs being supported by current labor market data to support high-skill, high-wage, or high-demand jobs.
- Programs that teach all aspects of an industry.
- Programs having an active advisory committee.
- Programs having a Career and Technical Student Organization (CTSO) as an integral part of the instructional program for all students.
- Programs promoting CTE and related academic curriculum integration with academic teachers.

A 12-month Agriscience Education program is one that equally maximizes the following three critical components of the educational instructional procedure, requiring that the teacher have an extended school year.

Classroom Instruction – This component includes contextual academic and technical skills and is accomplished through effective classroom and laboratory instruction which prepares qualified employees for the agriculture, food, and natural resources industry.

SAE – This component includes field experiences of concepts and principles learned in the classroom and are accomplished by teaching students practical skills by providing hands-on, real-world experiences that will help them be successful in today's work world.

Student Leadership (FFA) – This component is accomplished by encouraging and assisting students to participate in FFA. The National FFA Organization makes a positive difference in students' lives by developing their potential for premier leadership, personal growth, and career success through Agriscience Education. FFA operates at the local, county, district, state, and national levels. The local FFA chapter is an integral part of the Agriscience Education program, providing a variety of opportunities for students to develop leadership and take charge of their learning. Effective FFA chapters help students make school-to-career connections, develop career skills, prepare for responsible citizenship, earn recognition, and build self-confidence.

To ensure that all Agriscience Education programs taught by teachers with extended school year incorporate and maximize the three critical components listed above, programs shall implement, at a minimum, 75% of the items listed on the self-evaluation (Agriscience Education Program Final Report – Desk Audit) and shall strive to attain high-quality standards as evidenced by a desk audit or site visit.

COMPLIANCE MONITORING, THE LOCAL EDUCATION AGENCY, AND THE STATE DEPARTMENT OF EDUCATION

- The local CTE Administrator or designee shall evaluate the Agriscience Education program annually using the BIC and/or NCCER core indicators. Documentation of this annual program evaluation shall be documented on the Program Application and Accountability Plans for Career and Technical Education and be submitted on or before August 1. If deficiencies are noted, a preliminary copy of the BIC and/or NCCER review performed by the local CTE Administrator shall be sent to the ALSDE Administrator responsible for the supervision of the AFNR cluster on or before June 1.
- All programs must meet BIC and/or NCCER requirements as evidenced by the annual and/or five-year BIC reviews. Any deficiency shall be corrected within the fiscal year of the review.
- Agriscience teachers must complete all requirements of the Request for Proposals (RFP) to be eligible to receive an extended school year. The RFP will be read and evaluated by outside readers. The score received on the RFP and available funds allocated by the Alabama legislature will determine the grant award and the eligibility for participation in the state-funded CTE extended school year initiative.
- Agriscience teachers must complete the program self-evaluation (Agriscience Education Program Final Report – Desk Audit) and submit it to the SDE Agriscience Education Administrator on or before August 31. This deadline must be met annually to be eligible for participation in the CTE Initiative.
- Agriscience teachers must complete the Final Budget Report and submit it to the SDE Agriscience Education Administrator on or before August 31. This deadline must be met annually to be eligible for participation in the CTE Initiative.

CONSEQUENCES

Any program that does not obtain or maintain BIC and/or NCCER certification or that deviates from the activities outlined in the RFP shall be considered out of compliance and the teacher <u>will not</u> be eligible for participation in the CTE Initiative.

ACTIVITIES FOR EXTENDED SCHOOL YEAR

1. The Agriscience Education program must include the following three components: classroom instruction, student leadership (FFA), and Supervised Agriscience Experience (SAE). The teacher must combine these components to make a complete and balanced program. Students must be trained for Career Development Events and supervised at these activities. A majority of the students must have an SAE that requires home and work-site visits by the Agriscience teacher.
2. A management plan of all planned extended school year activities shall be included in the RFP for review and evaluation by the proposal readers. The management plan will be used as a reference during the site visit. Other activities documented in the management plan may be carried out with approval. Scheduling extended school year program dates will be flexible depending upon the type of school year calendar. Reminder: **The intent of the grant is that all activities must occur after the existing contract and before the beginning of a new contract.**
3. The teacher collects and submits all reports and data related to this grant to the ALSDE in accordance with the due date.

Classroom Instruction Activities

4. The teacher conducts a minimum of one advisory committee meeting during the extended school year period as evidenced by proper advisory committee minutes.
5. The teacher obtains instructional-based professional development related to Agriscience Education.
6. The teacher maintains and repairs instructional equipment.
7. The teacher updates files, lesson plans, and course syllabi and reviews resources in preparation for the next school year course offerings.
8. The teacher conducts an annual community survey to determine what programs (courses) need to be offered to meet local work force needs.
9. The teacher develops agreements with state and local business/industry and agencies (NRCS, Alabama Extension Service, ALFA, Alabama Department of Agriculture and Industries, Alabama Farmers Cooperative, Alabama Cattlemen's Association, Junior Cattlemen's Association, etc.) for the purpose of improving the instructional program.
10. The teacher organizes and conducts adult education instruction and/or FFA Alumni or Young and Adult Farmers Education Association activities.
11. The teacher attends the AACTE Summer Conference as evidenced by travel claims, meeting agendas, verification of attendance from the conference, and/or other supporting materials.

Supervised Agriculture Experience (SAE) Activities

12. A minimum of 60% of students enrolled in the Agriscience Education program shall have in place an approved SAE program as evidenced by the annual desk audit submitted on or before August 31.
13. The teacher organizes and supervises agricultural experience programs of prospective students and makes regular planned on-the-farm or on-the-job instructional visits, devoting a minimum of five (5) days supervising his/her students' SAE in the summer between school years as evidenced by the Agriscience Education Program Final Report – Desk Audit, SAE Report, Travel Claims, and/or reports submitted to school administration verifying visits.
14. The teacher conducts activities to enhance supervised agricultural experience programs.
15. The teacher submits one or more State FFA degree applications based on the student's SAE program to the State FFA Office. **(Not applicable for middle-level programs.)**
16. The Agriscience Education program facilities are appropriate and the approved equipment is safe to compliment or facilitate school-provided SAE programs as evidenced by the Agriscience Education Program Final Report – Desk Audit and visual inspection during a site visit.
17. The Agriscience Education program must meet BIC and/or NCCER requirements. Any deficiency shall be corrected within the fiscal year of the review.
18. The teacher must submit at least one FFA proficiency award annually related to a student's SAE. **(Not applicable for middle-level programs.)**

Student Leadership (FFA) Activities

19. A minimum of 50% of students enrolled in the Agriscience Education program shall be members of FFA for the fiscal year prior to receiving the extended school year grant.
20. A minimum of 25% of members of FFA shall participate in FFA activities at the local, county, district, state, and/or national levels.
21. The teacher and FFA members attend and participate in local, county, district, and state FFA meetings (workshops, conferences, competitive events, etc.).
22. The teacher and FFA members attend and participate in FFA Chapter Officer Leadership Workshops or other FFA-sanctioned leadership development training.
23. The FFA Chapter holds at least one FFA Chapter meeting during the extended school year time.
24. The FFA Chapter officer meetings are held during the extended school year time.
25. The FFA Chapter submits a superior chapter application based on the chapter's Program of Activities (Program of Work).
26. The FFA Chapter has one official delegate to the State FFA Convention. Other chapter members are encouraged to attend.
27. The FFA Chapter conducts at least one community service project.
28. The FFA Chapter holds an awards banquet or program.
29. The FFA Chapter conducts activities in recognition of National FFA week.
30. The teacher completes and submits the FFA Chapter Report by March 1 deadline.

SAMPLE FORM

SAE Program Supervision Record

Student Name: _____

Date: _____

Travel (miles) _____ Time: _____ To: _____

Description and observation of current SAE program: _____

_____

_____

Suggestions, comments and instruction offered to student: _____

_____

_____

_____

Future needs, education, support and/or follow-up: _____

_____

_____

_____

Condition of records: __ Excellent __ Good __ Poor

Discussed program with parent(s)/guardian(s) or employer during visit: __ Yes __ No

Name(s): _____

Other Notes: _____

_____

_____

Signatures:

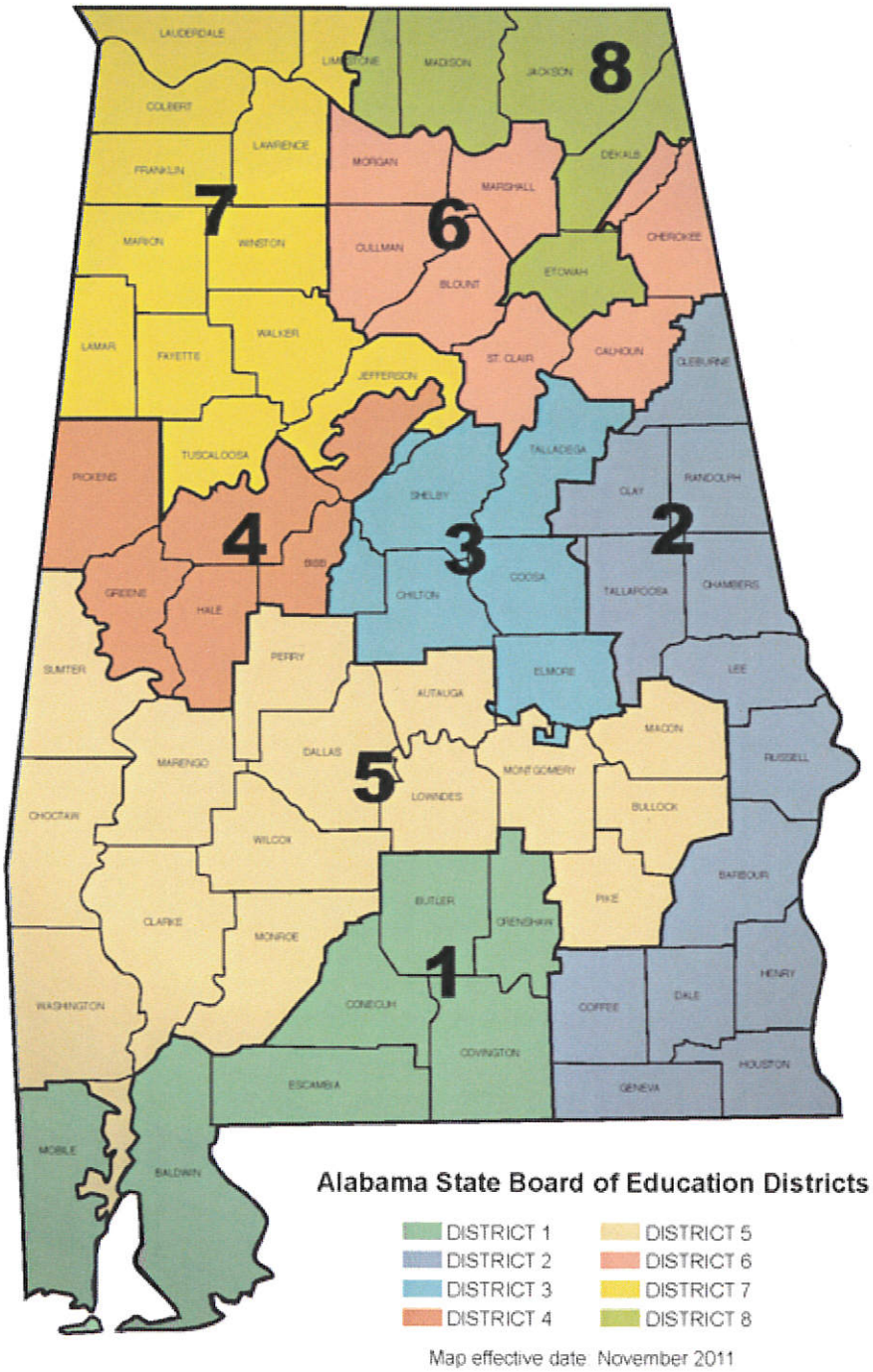
Student: _____

Parent/Guardian: _____

Employer: _____

Instructor: _____

AL SBOE District Map



APPENDIX F

Final Report – Desk Audit

System: _____
School: _____
Teacher: _____

AGRISCIENCE EDUCATION PROGRAM FINAL REPORT – DESK AUDIT

(Due on or before August 31, 2016, to the ALSDE Agriscience Education Administrator) Must submit copies of timesheets and professional development certificates with Final Report/Desk Audit.

To ensure that all Agriscience Education programs taught by teachers with extended school year incorporate and maximize the three critical components (Classroom Instruction, SAE, Student Leadership – FFA), programs shall implement <u>at a minimum 75%</u> of the items listed below and shall strive to attain high-quality standards as evidenced by a desk audit or site visit.		
Critical Component: Classroom Instruction	**Date of Completion**	**Documentation-Filed in RFP Binder**
1. The teacher conducts a minimum of one advisory committee meeting during the extended school year period as evidenced by proper advisory committee minutes.		
2. The teacher obtains instructional-based professional development related to Agriscience Education.		Number of hours obtained _____
3. The teacher maintains and repairs instructional equipment.		
4. The teacher updates files, lesson plans, and course syllabi and reviews resources in preparation for the next school year course offerings.		
5. *The teacher conducts an annual community survey to determine what programs (courses) need to be offered to meet local work force needs.		Number of surveys returned _____
6. The teacher develops agreements with state and local business/industry and agencies (NRCS, Alabama Extension Service, ALFA, Alabama Department of Agriculture and Industries, Alabama Farmers Cooperative, Alabama Cattlemen's Association, Junior Cattlemen's Association, etc.) for the purpose of improving the instructional program.		Submit a list of partners
7. The teacher organizes and conducts adult education instruction and/or FFA Alumni or Young and Adult Famers Education Association activities.		
8. The teacher attends the AACTE Summer Conference.		
Critical Component: SAE	**Date of Completion**	**Documentation**
1. A minimum of 60% of students enrolled in the Agriscience Education program have in place an approved SAE program.		Number of students enrolled _____ Number of students with approved SAEs: _____

2. The teacher organizes and supervises agricultural experience programs of prospective students and makes regular planned on-the-farm or on-the-job instructional visits, devoting a minimum of five (5) days supervising his/her students' SAE in the summer between school years.		Number of SAE visits _____
3. The teacher conducts activities to enhance supervised agricultural experience programs.		Number of activities conducted _____
4. *The teacher submits one or more state FFA degree applications based on the student's SAE program to the State FFA Office.		Number of state FFA degree applications submitted to state _____
5. The Agriscience Education program facilities are appropriate, and the approved equipment is safe to compliment or facilitate school-provided SAE programs.		
6. The Agriscience Education program meets BIC and/or NCCER requirements. Any deficiency shall be corrected within the fiscal year of the review.		
7. *The teacher submits at least one FFA proficiency award annually related to a student's SAE.		
Critical Component: Student Leadership - FFA	**Date of Completion**	**Documentation**
1. A minimum of 50% of students enrolled in the Agriscience Education program are members of FFA for the fiscal year prior to receiving the extended school year grant.		Number of Agriscience students (non-duplicated) _____ Number of FFA members _____
2. A minimum of 25% of members of FFA participate in FFA activities at the local, county, district, state, and/or national levels.		Number of FFA members _____ Number participating in FFA activities _____
3. The teacher and FFA members attend and participate in local, county, district, and state FFA meetings (workshops, conferences, competitive events, etc.).		
4. The teacher and FFA members attend and participate in FFA Chapter Officer Leadership Workshops or other FFA-sanctioned leadership development training.		Number of members attending COLW _____
5. The FFA Chapter holds at least one FFA Chapter meeting during the extended school year time.		
6. The FFA Chapter officer meetings are held during the extended school year time.		

7. The FFA Chapter submits a superior chapter application based on the chapter's Program of Activities (Program of Work).		
8. The FFA Chapter attends the State FFA Convention and has a delegate.		Number of members attending State FFA Convention _____ Name of Delegate _____
9. The FFA Chapter conducts at least one community service project.		Hours of community service _____
10. The FFA Chapter holds an awards banquet or program.		
11. The FFA Chapter conducts activities in recognition of National FFA week.		
12. The teacher completes and submits the FFA Chapter Report on time.		

* Not required of middle-level programs.

By signing below, the indicated components above are true and accurate to the best of my knowledge. I understand that providing inaccurate information may result in disqualification for the next school.

Applying Teacher Signature: _____Date:_____

By signing below, the indicated components above are true and accurate to the best of my knowledge. I have reviewed the RFP Extended School Year Binder for accuracy.

Career Technical Administrator Signature: _____Date:_____

Appendix G

Final Budget Report

Alabama State Department of Education
Career and Technical Education/Workforce Development

System: _____
School: _____
Teacher: _____

FINAL BUDGET REPORT

AGRISCIENCE EXTENDED SCHOOL YEAR
Fiscal Year 2016

Revenue Code = 1280; Program Code = 3800; Fund Source = 1280

Function Code	Object Code	Description	Budget (Round to whole dollars.)
_____	**191**	Supplements (See note below)	$ _____
_____	**192**	Stipends (See note below.)	_____
_____		Benefits: (As applicable)	
_____	**230**	Social Security (6.2%)	_____
_____	**240**	Medicare (1.45%)	_____
_____	**220**	Retirement (Tier I, 11.94%; Tier II, 10.84%)	_____
_____	**250**	Unemployment Compensation (LEA individual rate)	_____
_____	**382**	In-State Travel (FOR TEACHER EXPENSE ONLY)	_____
_____	**383**	Out-of-State Travel (FOR TEACHER EXPENSE ONLY, total of out-of-state travel and out-of-state registration shall not exceed $1,600)	_____
_____	**623**	In-State Registration Fees (FOR TEACHER EXPENSE ONLY)	_____
_____	**623**	Out-of-State Registration Fees (FOR TEACHER EXPENSE ONLY, total of out-of-state travel and out-of-state registration shall not exceed $1,600)	_____
		TOTAL (round all dollar values to the whole dollar)	$ _____

Note: The benefits that must be budgeted for stipends are social security, Medicare, retirement, and unemployment compensation. Round all dollar values to the whole dollar. Document is due to Mr. Jacob Davis by August 31, 2016, in the Montgomery office. Signatures must appear in blue ink.

_____ _____
Signature of Superintendent Date Signed

_____ _____
Signature of Chief School Financial Officer Date Signed

_____ _____
Signature of Career and Technical Administrator Date Signed

_____ _____
Signature of Career and Technical Teacher Date Signed

APPENDIX H

Sample Timesheet
(any format with an administrator and teacher signature may be used)

Extended School Year Timesheet (complete one per month)

Teacher Name: _____ **School:** _____

System: _____

Date:	Time In:	Time Out:	Predominant Activity:

By signing, I verify the above information is accurate to the best of my knowledge.

Teacher Signature: _____

Administrator Signature: _____

APPENDIX I

Scoring Sheet and Rubric

Performance-Based Evaluation Reviewer Scoring Sheet and Rubric
AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Request for Proposals
Fiscal Year 2016

System Code	System Name	CTE Administrator	Teacher

Components	Evaluation Criteria			Maximum Points	Points Awarded
SDE Audit for Eligibility	**Yes**	**No**			
			Title Page – All required components are completed		
			Detailed Budget Form – Doesn't exceed $16,000		
			Out-of-State Travel – Doesn't exceed $1,600		
			Budget Summary – Matches detailed budget		
			Assurances – All required signatures on all forms in blue		
			Chapter in Good Standing With AL FFA		
			Submitted Audit Form – Submitted with 75% or higher from previous year		
Performance Evaluation	Components calculated by ALSDE State Staff based on activity from previous year.			**300**	

Reader # _____

Proposal Narrative, Detailed Budget, and Management Plan
Reviewer Scoring Sheet and Rubric
AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Request for Proposals
Fiscal Year 2016

Directions: Readers, please use the following Rubric to evaluate the applicant's Proposal Narrative, Detailed Budget, and Management Plan for a maximum of 100 points. Please add comments to the section labeled: Reader's Comments and return along with the Reader's Assurances page.

System Code	System Name	CTE Administrator	Teacher

Components	Evaluation Criteria	Maximum Points	Points Awarded
Proposal Narrative 50 pts. possible (see rubric for breakdown)	**Description and documentation of need for extended school year (20 pts.)** 15-20 pts. - Detailed description of areas of need that are having a large negative impact on program. 10-14 pts. - Vague description of areas of need that are having some negative impact on program. 5-9 pts. - Minimal description of few areas of need that may be negatively impacting the program. 0-4 pts. - Poor description of need.	**20**	_____
	Activities designed to meet documentation of need (20 pts.) 15-20 pts. - Detailed description of very important activities that will have a great impact on program. 10-14 pts. - Vague description of activities listed that will have some impact on program. 5-9 pts. - Minimal description of activities that may impact the program positively. 0-4 pts. - Poor description and selection of activities.	**20**	_____
	Goals and measurable objectives of grant (10 pts.) 7-10 pts. - Goals selected will have great impact on program and are easily measurable 4-6 pts. - Goals selected will have some impact on program and are somewhat measurable 0-3 pts. - Goals selected will have little impact on program and are not easily measured.	**10**	_____

Detailed Budget	**Budgeted expenditures reflect the goals and objectives of RFP (25 pts.)** 17-25 pts. - Budget expenditures will have great impact on the program and were selected to meet the greatest needs of the program. Program is maximizing benefit from the grant. 10-16 pts. - Budget expenditures will have some impact on the programs. The budget will help meet some of the needs of the program. 5-9 pts. - Budged expenditures will meet some goals of the program, but other activities could have had more impact. 0-4 pts. - Budget expenditure items selected are weak and will have little impact on program improvement.	**25**	_____
Management Plan	**Management Plan that outlines activities (25 pts.)** 15-25 pts. - Activities selected will have the greatest impact on program improvement. Activities are included in budget and have clearly measurable goals. 8-14 pts. - Activities selected will have some impact on program improvement, but better activities could have been selected. 0-7 pts. - Activities selected will have little impact on program improvement.	**25**	_____
	TOTAL POINTS	**100**	_____

Reader's Comments: (Please provide detailed comments. This is the only feedback teachers will receive)

Strengths of application:
Weaknesses of application:
Recommendations to improve application next year:
Other Comments: