



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Philip C. Cleveland, Ed.D.
 Interim State Superintendent
 of Education

August 4, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Philip C. Cleveland *PCC*
 Interim State Superintendent of Education

SUBJECT: Technical Education Extended School Year Grant Application

Alabama
 State Board
 of Education

Governor
 Robert Bentley
 President

Matthew S. Brown, J.D.
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 President Pro Tem

Philip C. Cleveland, Ed.D.
 Interim Secretary and
 Executive Officer

Enclosed is the grant application for the Technical Education Extended School Year Grant. The document contains the grant application, general information, and instructions. The purpose of the grant is to provide funding to local education agencies for stipends and benefits for extending the school year beyond the existing teacher contract period for selected technical education teachers currently on a 220-day or less contract.

Grants of up to \$3,000 will be available during the 2016-2017 school year. Funds are available for obligation from the date of the award through September 30, 2017.

Applications must meet the minimum standards as specified in the Technical Education Extended School Year Grant application to be considered for funding. The deadline for submission is no later than 4:30 p.m. on Friday, October 7, 2016. Send applications to Dr. Philip C. Cleveland, Interim State Superintendent of Education, ATTN: Mr. Bryan Upton, Education Specialist, P. O. Box 302101, Montgomery, Alabama 36130-2101.

If you have any questions, please contact Mr. Upton by telephone at 334-242-9112 or by e-mail at bupton@alsde.edu.

PCC:BU

Enclosure

cc: City and County Career and Technical Education Administrators
 Mr. Andy Craig
 Mr. Chris Kennedy
 Mr. Bryan Upton
 Mrs. Vera Guettler
 Mr. Barry Kachelhofer

FY16-4013



**GENERAL INFORMATION
AND
APPLICATION INSTRUCTIONS**

**TECHNICAL EDUCATION EXTENDED SCHOOL YEAR
GRANT
FISCAL YEAR 2017**

Applications (original and four copies) must be received no later than 4:30 p.m. on Friday, October 7, 2016.

MAIL TO:

Dr. Philip C. Cleveland
Interim State Superintendent of Education
Alabama State Department of Education
ATTN: Mr. Bryan Upton
P. O. Box 302101
Montgomery, AL 36130-2101

HAND DELIVER TO:

Dr. Philip C. Cleveland
Interim State Superintendent of Education
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
Interim State Superintendent of Education
Alabama State Department of Education
Attn: Mr. Bryan Upton
50 North Ripley Street
Montgomery, AL 36104

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**TECHNICAL EDUCATION EXTENDED SCHOOL YEAR GRANT
FISCAL YEAR 2017**

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 7, 2016. Mail to: Dr. Philip C. Cleveland, Interim State Superintendent of Education, ATTN: Mr. Bryan Upton, 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, Interim State Superintendent of Education, ATTN: Mr. Bryan Upton, 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 Technical Education Extended School Year Grant application signatures on the original. |
| Purpose | To advance technical education and SkillsUSA opportunities for students by providing stipends and benefits for technical education teachers to work beyond the normal school year to develop and maintain a highly effective technical education program. A highly effective program focuses on three equal parts: personal skills, technical skills, and workplace skills. |
| Fund Use | The funds for the extended school year may only be spent on stipends and benefits for the teacher to work on approved career and technical education activities related to personal skills, technical skills, and workplace skills. Funds may not be used to pay for student travel, teacher 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 their personal skills, technical skills, and workplace skills. |
| Eligibility | Local Education Agencies (LEAs) are eligible to submit one proposal per technical education teacher in the programs for HVAC, automotive service, collision repair, carpentry, building construction, CNC, electronics, electrical, industrial maintenance E&I or mechanical, diesel service, masonry, precision machining, plumbing, or welding on a 220-day or less contract that supports the purposes of the Technical Education Extended School Year Grant. Only teachers beginning their second consecutive year as a technical education teacher with a SkillsUSA Chapter in good standing as defined by the Alabama SkillsUSA Association are eligible. Furthermore, only teachers that are reported as having 100% career and technical schedule on the career and technical program application are eligible to apply. Technical education teachers that taught at a different school during the previous school year are also eligible using the previous school data on the performance appraisal. Any ineligible applications will be returned and not evaluated. |
| Funding Availability | A maximum of \$3,000 per teacher for stipend and benefits costs. |
| 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 2017-2018 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 Dr. Chris Kennedy at 334-242-9112 or by e-mail at ckennedy@alsde.edu, or Mr. Bryan Upton at 334-242-9112 or by e-mail at bupton@alsde.edu.
- Allowable Activities** Site agrees that funds for the Technical Education Extended School Year Grant may only be spent on stipends and benefits for teachers working to promote personal skills, technical skills, and workplace skills with their students.
- Proposal Due Date** Proposals must be received no later than 4:30 p.m. on October 7, 2016.

II. INTRODUCTION

The purpose of this Technical Education Extended School Year Grant is to advance technical education and SkillsUSA opportunities for students by providing stipends and benefits for technical education teachers to work beyond the normal school year to develop and maintain a highly effective technical program. A highly effective program focuses on three equal parts: personal skills, technical skills, and workplace skills.

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, Abstract, 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 |

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| Appendix B: | Detailed Budget and Budget Summary |
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| Appendix C: | Management Plan |
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| Appendix D: | Assurances |
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| Appendix E: | Final Report – Desk Audit |
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| Appendix F: | Final Budget Report |
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| Appendix G: | Sample Timesheet |
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| Appendix H: | Scoring Sheet and Rubric |
|-------------|--------------------------|

- Applications must be in 12-point font, double-spaced on one side of standard (8 1/2" 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.
- Proposals must be received no later than 4:30 p.m. on October 7, 2016.

Appendix A: Application/Narrative

Title Page Application

The two-page 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.

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 SkillsUSA membership to student enrollment, ratio of students with career readiness indicators to student enrollment).

Appendix B: Detailed Budget and Budget Summary

Complete the proposed detailed budget and budget summary form. 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.

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 E: Final Report - Desk Audit

Teachers will submit to the ALSDE Technical Education administrator an annual performance report and associated documentation (Technical 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 September 30, 2017. 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 F: Final Budget Report

A Final Budget Report, with appropriate signatures in blue ink, documenting actual dollars spent during the Technical Education Extended School Year period and a refund check for any remaining funds (if any) must be submitted by August 31, 2017, to Mr. Bryan Upton.

APPENDIX A

Grant Application

**TECHNICAL EDUCATION EXTENDED SCHOOL YEAR
 Grant—Fiscal Year 2017
 Career and Technical Education State Funds**

Instructions: Complete all pages of the application packet and return by 4:30 p.m. on October 7, 2016. Mail to: Dr. Philip C. Cleveland, Interim State Superintendent, ATTN: Mr. Bryan Upton, 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, Interim State Superintendent of Education, ATTN: Mr. Bryan Upton, 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 grant application signatures on the original.

School District: _____ System Code: _____ Funding Amount Requested: _____

| Career and Technical Administrator | Teacher |
|------------------------------------|-----------------------------|
| Name: | Name: |
| Address: | School: |
| Telephone: | Alabama SkillsUSA District: |
| Fax: | School Phone: |
| E-mail: | E-mail: |

Purpose: To advance technical education and SkillsUSA opportunities for students by providing stipends and benefits, for technical teachers to work beyond the normal school year to develop and maintain a highly effective technical program. A highly effective program focuses on three equal parts: personal skills, technical skills, and workplace skills.

Funding Availability: A maximum of \$3,000 per teacher for stipend and benefits costs.

Date of the Award: Funds are available for obligation from date of award through the first day of teacher's contract 2017-2018.

Allowable Costs: Site agrees that funds for the technical education extended school year grant only be spent on stipends and benefits for teachers working to promote personal skills, technical skills, and workplace skills with their students.

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 Technical Education Extended School Year Grant are designed to increase student opportunities through improvements in SkillsUSA and Technical Education.

 LEA CTE Administrator's Signature

 Date

FOR SDE USE ONLY

Approved: _____
 Philip C. Cleveland, Interim State Superintendent of Education

**TECHNICAL EDUCATION EXTENDED SCHOOL YEAR
Grant
Fiscal Year 2017
Statements of Agreement**

Grant recipients agree to (absolute priorities):

1. **Submit the “Technical Education Program Final Report-Desk Audit” to the ALSDE Technical Education Administrator before September 30, 2017.** A minimum of 75% of the Desk Audit items must be completed.
2. **Submit the “Final Budget Report” to the ALSDE Technical Education Administrator before August 31, 2017.** A minimum of 75% of the Desk Audit items must be completed.
3. Participate in Alabama State Department of Education-sponsored networking/sharing conferences.
4. Maintain good standing of the SkillsUSA Chapter.
5. Maintain documentation as outlined in the Technical Education Extended School Year Grant.

Superintendent (*Signature*) Date _____

LEA CTE Administrator (*Signature*) Date _____

Applying Teacher (*Signature*) Date _____

Chief School Financial Officer (*Signature*) Date _____

Section 1: Performance-Evaluation - 250 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. | | | | |
|---|--|---|---|--|
| Critical Component: Technical Skills | 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 Technical Education Extended School Year Grant 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 Technical Education Extended School Year Grant binder). | |
| 3. The teacher attended a professional development workshop. | 5 pts. | Check one: Yes___ No___ Workshop_____ | ALSDE verifies through sign-in sheet and registration. | |
| 4. The teacher attended the SkillsUSA 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 Technical Education Extended School Year Grant binder. | |
| 5. Students enrolled in the Technical Program have earned Career Readiness Indicators. | 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 in program_____ Number of students earning a CRI_____ Percent of students with CRI's_____ | Instructor should place copies of certificates in Technical Education Extended School Year Grant Binder. | |

| <p>6. The teacher submitted a Chapter Excellence Program Application.</p> | <p>5 pts. for level 1 (max. of 10 pts.) 10 pts. for level 2 (20 pts. possible)</p> | <p>Level Submitted _____</p> | | <p>ALSDE will verify submitted applications.</p> | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|---|------------------------|----------------------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|
| <p>7. The teacher had a student(s) that participated in an internship, COOP, apprenticeship, or AYES program (automotive).</p> | <p>5 pts. per student, up to three students. (15 pts. possible)</p> | <p>List students 1. 2. 3.</p> | | <p>Agreements, documentation, and photos should be placed in Technical Education Extended School Year Grant binder.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Critical Component: Workplace Skills</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8. Students enrolled in the Technical Education program are members of SkillsUSA for the fiscal year prior to receiving the extended school year grant.</p> | <p>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)</p> | <p>Number of students (non-duplicated) _____ Number of SkillsUSA members _____ _____% of SkillsUSA Members</p> | | <p>ALSDE verifies through membership submission and enrollment in program application.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9. SkillsUSA Chapter participated in competitions at the local, district, state, and/or national levels during previous school year. (list all contests program competed in)</p> | <p>Points are awarded based on the competition level reached: Local team/individual that did not advance to District: 2 pts. District team/individual that did not advance to State: 5 pts. State CDE team/individual that did not advance to National: 7 pts. National Contest 10 pts. (40 pts. possible)</p> | <table border="1"> <thead> <tr> <th data-bbox="771 1001 927 1089">Contest</th> <th data-bbox="927 1001 1076 1089">Highest Level Reached:</th> </tr> </thead> <tbody> <tr> <td data-bbox="771 1089 927 1171">(Example) Automotive</td> <td data-bbox="927 1089 1076 1171">(Example) State</td> </tr> <tr> <td data-bbox="771 1171 927 1253"></td> <td data-bbox="927 1171 1076 1253"></td> </tr> <tr> <td data-bbox="771 1253 927 1335"></td> <td data-bbox="927 1253 1076 1335"></td> </tr> <tr> <td data-bbox="771 1335 927 1417"></td> <td data-bbox="927 1335 1076 1417"></td> </tr> <tr> <td data-bbox="771 1417 927 1499"></td> <td data-bbox="927 1417 1076 1499"></td> </tr> <tr> <td data-bbox="771 1499 927 1581"></td> <td data-bbox="927 1499 1076 1581"></td> </tr> <tr> <td data-bbox="771 1581 927 1663"></td> <td data-bbox="927 1581 1076 1663"></td> </tr> <tr> <td data-bbox="771 1663 927 1745"></td> <td data-bbox="927 1663 1076 1745"></td> </tr> <tr> <td data-bbox="771 1745 927 1827"></td> <td data-bbox="927 1745 1076 1827"></td> </tr> <tr> <td data-bbox="771 1827 927 1898"></td> <td data-bbox="927 1827 1076 1898"></td> </tr> </tbody> </table> | | Contest | Highest Level Reached: | (Example) Automotive | (Example) State | | | | | | | | | | | | | | | | | | | <p>ALSDE verifies through registration and placing summary.</p> | |
| Contest | Highest Level Reached: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Example) Automotive | (Example) State | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>10. SkillsUSA Chapter participated in leadership workshop opportunities during previous school year.</p> | <p>2 pts. each (10 pts. possible)</p> | <p>Place check mark beside each item completed:</p> <ol style="list-style-type: none"> 1. Chapter/County Leadership Retreat/Meeting _____ 2. Joint Leadership Development Conference _____ 3. Local Officer Training Conference _____ 4. Student attended Washington Leadership Technical Institute _____ | <p>ALSDE verifies through registration.</p> <p>Agenda, minutes, and pictures should be filed in Technical Education Extended School Year Grant binder for Chapter Leadership Meeting/Retreat.</p> | |
| <p>11. The SkillsUSA Chapter attended State Conference and had a delegate participate in the business session.</p> | <p>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)</p> | <p>List members that attended state conference</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. <p>Name of Delegate: _____</p> | <p>ALSDE verifies through conference registration.</p> | |
| <p>12. The SkillsUSA Advisor and members attended National Conference.</p> | <p>10 pts. possible</p> | <p>Did your SkillsUSA Chapter attend National Conference? ____ YES ____ NO</p> | <p>ALSDE verifies through National SkillsUSA and place copy of registration in Technical Education Extended School Year Grant binder.</p> | |
| <p>13. The SkillsUSA Chapter conducted community service projects off campus during previous school year or summer.</p> | <p>5 pts. possible</p> | <p>Check one: Yes___ No___</p> <p>Community Service Project Completed: _____</p> | <p>Photographs of project should be in Technical Education Extended School Year Grant binder.</p> | |

| | | | | |
|--|--|--|---|--|
| <p>14. The Chapter conducts activities in recognition of National SkillsUSA Week.</p> | <p>2 pts. per activity (10 pts. possible)</p> | <p>List SkillsUSA Week activity: 1. 2. 3. 4. 5.</p> | <p>Minutes, photographs, agendas, and newspaper articles should be in Technical Education Extended School Year Grant Binder.</p> | |
| <p>15. The program had a district, state, or dual officer candidate during the previous school year.</p> | <p>5 pts. for district, state, or dual candidate. (5 pts. possible)</p> | <p>Please check for each applicant chapter: District _____ State _____ Dual _____</p> | <p>ALSDE verifies through officer application and interview records.</p> | |
| <p>16. The SkillsUSA Chapter held chapter meetings throughout the previous school year.</p> | <p>1 point per meeting (5 pts. possible)</p> | <p>List Chapter meeting date and number in attendance: Date: No. 1. 2. 3. 4. 5.</p> | <p>Agenda, minutes, and sign-in sheet should be filed in Technical Education Extended School Year Grant binder.</p> | |
| <p>17. The SkillsUSA Chapter held an Awards banquet or ceremony.</p> | <p>10 pts. for informal awards ceremony such as a cookout 20 pts. for a formal awards banquet</p> | <p>Indicate how awards were given at your chapter: _____ Ceremony _____ Formal Banquet</p> | <p>Invitation, program, list of award recipients, and pictures should be placed in Technical Education Extended School Year Grant binder.</p> | |
| <p>18. Program has publicity campaign to make community aware of how SkillsUSA impacts students by publishing activities in local newspapers.</p> | <p>2 pts. per article (10 pts. possible)</p> | <p>List newspaper name and article purpose. 1. 2. 3. 4. 5.</p> | <p>Copies of articles should be placed in Technical Education Extended School Year Grant binder.</p> | |

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 _____

TECHNICAL EDUCATION EXTENDED SCHOOL YEAR

Grant

Fiscal Year 2017

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) |
|---------------|----------------------------------|--|----------------------------------|---|
| | | | | |

**TECHNICAL EDUCATION EXTENDED SCHOOL YEAR
 Grants
 Fiscal Year 2017**

PROPOSED BUDGET SUMMARY

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

| Function Code | Object Code | Description | Budget (Round to whole dollars.) |
|---------------|-------------|---|----------------------------------|
| _____ | 192 | Stipends (See note below.) | \$ _____ |
| _____ | | Benefits: (As applicable) | |
| _____ | 230 | Social Security (6.2%) | _____ |
| _____ | 240 | Medicare (1.45%) | _____ |
| _____ | 220 | Retirement (Tier I, 12.01%; Tier II, 10.82%) | _____ |
| _____ | 250 | Unemployment Compensation (LEA individual rate) | _____ |

NOTES:

- NO ADDITIONAL BUDGET ITEMS MAY BE ADDED

TOTAL (place this total amount in field on **Technical Education Extended School Year Grant** cover) \$ _____

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.

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 |
|--|-----------------------------------|---|---|
| Sample High School is experiencing low SkillsUSA membership. | SkillsUSA Social Field Trip | 3 | Chapter will increase their membership by 10% as a result of this activity. |

Appendix D

Assurances

ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2017

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

Final Report – Desk Audit

System: _____
 School: _____
 Teacher: _____

TECHNICAL EDUCATION PROGRAM FINAL REPORT – DESK AUDIT

(Due on or before September 30, 2017, to the ALSDE Technical Education Administrator)
 Must submit copies of timesheets and professional development certificates with Final Report – Desk Audit

| To ensure that all Technical Education programs taught by teachers with extended school year incorporate and maximize the three critical components (Technical, Workplace and Personal Skills) programs shall implement at a <u>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 Technical Education Extended School Year Grant 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 Technical Education. | | Number of hours obtained _____ |
| 3. The teacher maintains and repairs instructional equipment. | | |
| 4. The teacher updates files, lesson plans, 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 for the purpose of improving the instructional program. | | Submit a list of partners |
| 7. The teacher organizes and conducts adult education instruction and/or SkillsUSA Alumni activities. | | |
| 8. The teacher attends the AACTE Summer Conference. | | |
| 9. *The teacher submits Chapter Excellence Program. | | |
| 10. The Technical Education program facilities are appropriate and the approved equipment is safe. | | |
| 11. The Technical Education program meets BIC, NIMS, NATEF, or NCCER requirements. Any deficiency shall be corrected within the fiscal year of the review. | | |
| Critical Component: Personal Skills - Leadership | Date of Completion | Documentation |
| 1. A minimum of 25% of students enrolled in the Technical Education program are members of SkillsUSA for the fiscal year prior to receiving the extended school year grant. | | Number of students (non-duplicated) _____ Number of SkillsUSA members _____ |

| | | |
|--|--|--|
| 2. A minimum of 25% of members of SkillsUSA participate in SkillsUSA activities at the local, district, state, and/or national levels. | | Number of members: _____ Number participating in activities _____ |
| 3. The teacher and members attend and participate in local, district, and state meetings (workshops, conferences, competitive events, etc.). | | |
| 4. The teacher and members attend and participate in Local Officer Training Conference. | | Number of members attending LOTC _____ |
| 5. The SkillsUSA Chapter holds at least one Chapter meeting during the extended school year time. | | |
| 6. The SkillsUSA Chapter officer meetings are held during the extended school year time. | | |
| 7. The SkillsUSA Chapter attends the State Conference and has a delegate. | | Number of members attending state conference _____ Name of Delegate _____ |
| 8. The SkillsUSA Chapter conducts at least one community service project. | | Hours of community service _____ |
| 9. The SkillsUSA Chapter holds an awards banquet or program. | | |
| 10. The SkillsUSA Chapter conducts activities in recognition of National SkillsUSA week. | | |

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 Technical Education Extended School Year Grant binder for accuracy.

Career Technical Administrator Signature: _____ Date: _____

APPENDIX F

Final Budget Report

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

System: _____

School: _____

Teacher: _____

FINAL BUDGET REPORT

**TECHNICAL EDUCATION EXTENDED SCHOOL YEAR GRANT
 Fiscal Year 2017**

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

| Function Code | Object Code | Description | Budget (Round to whole dollars.) |
|----------------------|--------------------|---|---|
| _____ | 192 | Stipends (See note below.) | \$ _____ |
| _____ | | Benefits: (As applicable) | _____ |
| _____ | 230 | Social Security (6.2%) | _____ |
| _____ | 240 | Medicare (1.45%) | _____ |
| _____ | 220 | Retirement (Tier I, 12.01%; Tier II, 10.82%) | _____ |
| _____ | 250 | Unemployment Compensation (LEA individual rate) | _____ |

NOTES:

1. NO ADDITIONAL BUDGET ITEMS MAY BE ADDED

TOTAL (place this total amount in field on **Technical Education Extended School Year Grant** cover) \$ _____

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 us due to Mr. Bryan Upton by August 31, 2017. 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 G

Sample Timesheet

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

APPENDIX H

Scoring Sheet and Rubric

Reader # _____

Reviewer Scoring Sheet and Rubric
TECHNICAL EDUCATION EXTENDED SCHOOL YEAR
Grant
Fiscal Year 2017

| System Code | System Name | CTE Administrator | Teacher |
|-------------|-------------|-------------------|---------|
| | | | |

| Components | Evaluation Criteria | Maximum Points | Points Awarded | | | | | | | | | | | | | | | |
|--|---|----------------|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| SDE Audit for Eligibility | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <th style="width: 50px;">Yes</th> <th style="width: 50px;">No</th> </tr> <tr><td style="height: 15px;"></td><td></td></tr> </table> | Yes | No | | | | | | | | | | | | | <p>Title Page – All required components are completed</p> <p>Detailed budget form – Doesn't exceed \$16,000</p> <p>Budget summary – Matches detailed budget</p> <p>Assurances – All required signatures on all forms in blue</p> <p>Chapter in good standing with AL SKILLSUSA</p> <p>Submitted audit form – 75% or higher</p> | | |
| | Yes | No | | | | | | | | | | | | | | | | |
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| Performance Evaluation | | 250 | | | | | | | | | | | | | | | | |
| <p>Components calculated by ALSDE State Staff based on activity from previous year.</p> | | | | | | | | | | | | | | | | | | |
| <p>Proposal Narrative 50 pts. possible (see rubric for breakdown)</p> <p>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.</p> <p>10-14 pts. - Vague description of areas of need that are having some negative impact on program.</p> <p>5-9 pts. - Minimal description of few areas of need that may be negatively impacting the program.</p> <p>0-4 pts. - Poor description of need.</p> <p>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.</p> <p>10-14 pts. - Vague description of activities listed that will have some impact on program.</p> <p>5-9 pts. - Minimal description of activities that may impact the program positively.</p> <p>0-4 pts. - Poor description and selection of activities.</p> <p>Goals and measurable objectives of grant (10 pts.) 7-10 pts. - Goals selected will have great impact on program and are easily measurable</p> <p>4-6 pts. - Goals selected will have some impact on program and are somewhat measurable</p> <p>0-3 pts. - Goals selected will have little impact on program and are not easily measured.</p> | | 20 | _____ | | | | | | | | | | | | | | | |
| | | 20 | _____ | | | | | | | | | | | | | | | |
| | | 10 | _____ | | | | | | | | | | | | | | | |
| | | 10 | _____ | | | | | | | | | | | | | | | |
| | | 10 | _____ | | | | | | | | | | | | | | | |
| | | 10 | _____ | | | | | | | | | | | | | | | |

| | | | |
|------------------------|---|------------|--|
| Detailed Budget | Budgeted expenditures reflect the goals and objectives of Technical Education Extended School Year Grant (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 need of the program. 5-9 pts. - Budgeted 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 PTS | | 350 | |

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: