

**Tennessee Department of Education
Division of Career and Technical Education**

**Perkins IV Reserve Fund Grant
2012-2013**

For the 2012-2013 fiscal year, funds will be set aside to form the Perkins IV Secondary Reserve Fund. The Tennessee Department of Education, Division of Career and Technical Education (CTE), will award grants from \$5,000 to \$100,000 from the Perkins IV Secondary Reserve Fund to support the following focused activities:

1. **Secondary to Postsecondary Transition Programs (Articulation, Dual Credit/Credit by Assessment, Dual Enrollment, and Distance Learning)**
2. **Program of Study Implementation and New or Innovative Programs, including STEM and Green Technology**
3. **Small Learning Communities, Themed Academies, Integration of Rigorous Standards based on the CTE Rubric, Tennessee Diploma Project, and/or First to the Top initiatives**
4. **Increase Enrollment and Completion of Non-traditional Students and/or Special Populations in CTE Programs of Study**

Smaller amounts are permissible. Grants of higher funding amounts will be considered and will influence the number of grants issued. This grant is a one time allocation and is not renewable for the next fiscal year. **All grant funds must be used for allowable activities under Section 135 of the Carl D. Perkins Career and Technical Education Act of 2006.** (See attachment for Section 135 required and permissive uses of funds)

Deadline for Receipt of Proposals: April 2, 2012

Proposals: PLEASE NOTE—A CHANGE IN SUBMISSION REQUIREMENTS.

Please submit ONE ELECTRONIC copy (including 2 scanned signature pages—pages 9 and 10) of the complete grant application for review. Only ONE grant application may be submitted per LEA. All grant applications should be submitted via email to Heather Justice at:

heather.justice@tn.gov

Questions may be directed to:

Heather Justice
Special Projects Coordinator
Tennessee Department of Education
Division of Career and Technical Education
4th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, Tennessee 37243-0383
Telephone: (615) 532-2830

Funds to be released: All grant funding will be by reimbursement based on invoices from the fiscal agent. Twenty-five percent of funding will be available for reimbursement from July 1, 2013- September 30, 2013. The remainder will be available for reimbursement on October 1, 2013. Final claims must be submitted no later than June 15, 2013.

Purpose: The purpose of the grant is to prepare all CTE students for high-skill, high-wage, or high-demand occupations and emerging opportunities and support linkages between secondary and post secondary career and technical education programs. **The purpose of the grant is to support new and innovative CTE opportunities at the local level, not to expand or improve existing programs at the school.** High-skill, high-wage, or high-demand occupations for the purpose of this grant should be determined by Local Workforce Investment Area (LWIA) data.

High-demand occupations in Tennessee are in Local Workforce Investment Area (LWIA) occupational clusters that will have the following characteristics:

- The growth rate for the occupational cluster in the LWIA region is positive; the individual occupations have positive growth rates.
- For all occupations in the occupational cluster, the ratio of program completers (supply) to the number of annual average openings for the occupations (demand) is no more than 1.5. Exception: If the available placement rates for program completers are 95% or above (program completers placed in jobs related to their training), then the occupations in the occupational cluster are considered “in demand.”
- The average annual number of openings in the occupational cluster is equal to or greater than 10.

High-wage occupations are those with wages 20% greater than a median wage to be determined by each LEA using workforce development information from their respective LWIA region. Occupations can be selected in many clusters that are higher wage.

High-skill occupations are those which require long term training or lead to a certificate, diploma, apprenticeship or degree. Occupations can be selected in many occupational clusters which are higher skill.

Eligible Applicants: LEAs with schools in Tennessee that teach career and technical education programs approved by the Tennessee Department of Education and that meet the qualifications under Section 112(c) Reserve of the Carl D. Perkins Career and Technical Education Act of 2006. Grants under this section will be made available to eligible recipients in rural areas, areas with high percentage of career and technical education students, and areas with high numbers of career and technical education students. Only **ONE** grant application may be submitted per LEA.

Grants must address the following criteria:

- The manner in which this project will prepare all CTE students for high-skill, high-wage or high-demand occupations.
- How the school will provide professional development for the development and implementation of the new and innovative project.
- The school will develop a plan for local sustainability of the project after the 2012-2013 fiscal year.
- The goal(s) and purpose set by the school for the grant should be cross-referenced with the school's School Improvement Plan, TCSPP, state performance indicators to show consistency and alignment with other initiatives within the school to enhance Annual Yearly Progress (AYP).
- If the school develops a model that can be replicated state-wide and is sustainable, the school will agree to become a resource for the model.

Grant Selection: Proposals will be reviewed on a competitive basis. A review panel comprised of individuals from TDOE, the Tennessee Board of Regents, and the Department of Labor and Workforce Development will make grant recipient recommendations to the Commissioner of Education.

Proposal Contents: Only complete applications received on or before April 2, 2012, will be considered for review. Only ONE grant application may be submitted per LEA. **Please scan your signatures pages (pages 9 and 10) and submit your application electronically to heather.justice@tn.gov.**

Professional Development

To be considered, all applications must include a professional development plan for the project.

Quarterly Progress Reports

The Project Coordinator will submit quarterly progress reports to the Special Projects Coordinator on the development, implementation, and evaluation of the project in their school.

Reimbursable Grant: Grant funding will be by reimbursement based on invoices and evidence of payment (copy of check or check stub) from the fiscal agent.

Site Visit Days

Site visits and/or conference calls will take place throughout the 2012-2013 school year and will serve as a means of follow up to the grant proposal progress/challenges.

Presentations

Schools will be asked to create a presentation of their individually implemented project for TDOE's professional development conferences. The schools will be asked to provide written documentation of their team's implementation and a final report must be submitted at the end of the project. An end of project presentation is due on June 1, 2013. A summary of the evaluation should be included with the final progress report.

**TENNESSEE DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND TECHNICAL EDUCATION**

**PERKINS IV RESERVE GRANT APPLICATION
2012-2013**

Title of Grant:

Project Coordinator and Title:

School System:

School:

Work Address:

Email Address:

Work Telephone:

Work Fax:

Brief Synopsis (1 paragraph) on the purpose of the grant:

Address the following elements:

Limit responses to one page per item below/total of seven pages. You may also reference attachments if you have additional documentation/data to include in your application.

1. What is the primary focus of your grant project? What are your goals/objectives? Please include specific desired outcomes. (Reference Item 1 in the rubric.)
2. What activities will you conduct to achieve your goals? (Reference Item 2 in the rubric.)
3. Provide Department of Labor and Workforce Development statistics indicating that the program prepares all students for employment or post secondary opportunities in a high-skill, high-wage, or high-demand occupation. (Reference Item 3 in the rubric.)
4. Budget and plan for local sustainability. (Reference Item 4 in the rubric.)
5. Process for development of the project in conjunction with local advisory council, TCSPP, and SIP teams to ensure relevance and value. (Reference Item 5 in the rubric.)
6. Plan for communication to stakeholders, professional development and grant evaluation process based on data. (Reference Item 6 in the rubric.)
7. Linkages between secondary and postsecondary education. (Reference Item 7 in the rubric.)

GRANT EVALUATION RUBRIC

Item 1 <i>Goals</i> 10-15 points	Item 1 <i>Goals</i> 5-9points	Item 1 <i>Goals</i> 1-4 points	Total Points	Reader initials and comments
<p>Goals are manageable (no more than 3).</p> <p>Goals are aligned with the SIP and TCSPP.</p> <p>Goals are designed to enhance AYP and Perkins indicators.</p> <p>Goals are consistent with areas of identified need such as graduation rate of concentrators, special populations, and non-traditional students, as indicated by the School Report Card, Perkins Report Card, <i>HSTW</i>, or SACS, etc.</p>	<p>Goals are manageable (no more than 3).</p> <p>Goals are aligned with the SIP and TCSPP.</p> <p>Goals are designed to enhance AYP and Perkins indicators.</p>	<p>Goals are manageable (no more than 3).</p> <p>Goals are aligned with the SIP and TCSPP.</p>		
Item 2 <i>Activities</i> 10-15 points	Item 2 <i>Activities</i> 5-9 points	Item 2 <i>Activities</i> 1-4 points	Total Points	Reader initials and comments
<p>Activities prepare all CTE students for post secondary and /or high-skill, high-wage or high-demand occupations.</p> <p>Proposal includes activities to increase the success and participation of special and/or non-traditional populations in CTE.</p> <p>Plan links secondary and post secondary education.</p>	<p>Activities prepare all CTE students for high-skill, high-wage or high-demand occupations.</p> <p>Proposal includes activities to increase the success and participation of special and /or non-traditional populations in CTE.</p>	<p>Activities prepare all CTE students for high-skill, high-wage or high-demand occupations.</p>		

Item 3 <i>Statistics</i> 10-15 points	Item 3 <i>Statistics</i> 5-9 points	Item 3 <i>Statistics</i> 1-4 points	Total Points	Readers initials and comments
<p>Prepares CTE students for post secondary and/ or occupations which are high-skill, high-wage, <u>and</u> high-demand based on LWIA data.</p>	<p>Prepares CTE students for occupations that are high-skill <u>and</u> high-wage based on LWIA data.</p> <p>Or</p> <p>Prepares CTE students for occupations that are high-demand <u>and</u> high-wage based on LWIA data.</p> <p>Or</p> <p>Prepares CTE students for occupations that are high-skill <u>and</u> high-demand based on LWIA data.</p>	<p>Prepares CTE students for occupations that are high-skill, high-wage, <u>or</u> high-demand based on LWIA data.</p>		
Item 4 <i>Budget/Local Sustainability</i> 10-15 points	Item 4 <i>Budget/Local Sustainability</i> 5-9 points	Item 4 <i>Budget/Local Sustainability</i> 1-4 points	Total Points	Reader initials and comments
<p>The budget supports the activities planned and supplements existing funds.</p> <p>Other support sources are identified.</p> <p>Other funding sources are identified to sustain the project beyond the initial grant period.</p>	<p>The budget supports the activities planned.</p> <p>Other support sources are identified.</p>	<p>The budget supports the activities planned.</p>		

Item 5 <i>Participation</i> 10-15 points	Item 5 <i>Participation</i> 5-9 points	Item 5 <i>Participation</i> 1-4 points	Total Points	Reader initials and comments
<p>Project actively involves local CTE advisory committee and system and school teams in pre-planning.</p> <p>Assurances from all team members: Attend all required meetings.</p> <p>One year commitment and serve as a model for the state.</p> <p>Agreement to fulfill evaluation procedures.</p> <p>Contains all signatures of support including outside sources.</p>	<p>Project includes local CTE advisory pre-planning and input.</p> <p>Assurances from all team members: Attend all required meetings</p> <p>One year commitment and serve as a model for the state.</p> <p>Agreement to fulfill evaluation procedures.</p> <p>Contains all signatures of support.</p>	<p>Assurances from all team members: Attend all required meetings.</p> <p>One year commitment and serve as a model for the state.</p> <p>Agreement to fulfill the evaluation procedures.</p>		
Item 6 <i>Professional Development</i> 10-15 points	Item 6 <i>Professional Development</i> 5-9 points	Item 6 <i>Professional Development</i> 1-4 points	Total Points	Reader initials and comments
<p>On-going professional development is planned.</p> <p>Includes a communication plan for all stakeholders. (Faculty, staff, administration, students, parents, community, business and industry, and post secondary, etc.)</p> <p>Includes a detailed description of grant evaluation process based on data.</p>	<p>On-going professional development is planned.</p> <p>Includes a communication plan.</p> <p>Includes general description of grant evaluation of grant success.</p>	<p>Initial professional development is planned.</p>		

Item 7 <i>Linkages</i> 10-15 points	Item 7 <i>Linkages</i> 5-9 points	Item 7 <i>Linkages</i> 1-4 points	Total Points	Reader initials and comments
<p>Project actively involves postsecondary partners.</p> <p>Project initiates and/or strengthens transition agreements through Distance Learning, Dual credit/Credit by Assessment, Dual Enrollment or state-wide Articulated Credit.</p>	<p>Project includes postsecondary input.</p> <p>Project includes opportunities for future Distance Learning, Dual credit/Credit by Assessment, Dual Enrollment or Articulated Credit.</p>	<p>Project includes postsecondary input.</p>		

**TENNESSEE DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND TECHNICAL EDUCATION**

**PERKINS IV RESERVE GRANT APPLICATION ASSURANCES
2012-2013**

The grant applicant hereby assures that:

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

(ALL SIGNATURES REQUIRED)

Signature, Director of Schools Date

Signature, Career and Technical Education Director Date

Signature, School Principal Date

Signature, Local CTE Advisory Council Representative Date

**TENNESSEE DEPARTMENT OF EDUCATION
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**PERKINS IV RESERVE GRANT APPLICATION
2012-2013**

Signatures and Agreement of the Team to participate

By signing, the members of the team agree: (1) to participate in the grant for one year, (2) to attend all required meetings and functions associated with the grant, (3) to abide by all grant requirements listed in the grant application, (4) to become a resource for other educational agencies.

(SIGNATURES REQUIRED)

School Name _____

Administrative Team Member _____

Position _____ Email _____

Signature _____

CTE Team Member (1) _____

Position _____ Email _____

Signature _____

Team Member (2) _____

Position _____ Email _____

Signature _____

Team Member (3) _____

Position _____ Email _____

Signature _____

Team Member (4) _____

Position _____ Email _____

Signature _____

(If team is larger, include page of names and positions held).

**TENNESSEE DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION**

**Proposed Perkins IV Reserve Grant Budget
2012-2013**

EXPENDITURE/CATEGORY (Provide as much detail as possible)	FY 2012-2013	Total
	Reserve Funds	Local Funds
Salaries and/or Stipends		
a. Benefits		
b. Taxes		
Subtotal		
Professional Fee (consultant, training, etc.)		
Subtotal		
Supplies		
Subtotal		
Postage/Shipping		
Subtotal		
Equipment/Capital		
Subtotal		
Printing/Publications		
Subtotal		
Travel/Conference		
Subtotal		
Other Non-Personnel		
Miscellaneous		
Subtotal		
Grand Total		

*Attach another page if necessary.

*The proposed budget should include all project costs. **Indirect costs are not allowed.**

Funds should be expended according to Section 135 of the Carl D. Perkins Career and Technical Education Act of 2006. (See attachment for Section 135 required and permissive uses of funds)

Administration funds are limited to 5% of the total Perkins IV allocation. Administration funds are limited to direct costs associated with the administration of the Perkins funds. **Indirect costs are not allowable.** A Budget Narrative must be included for administration projects.

Equipment is defined in Section 80.3 of EDGAR as a tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **Software is not considered equipment.**

Expenditures made with federal funds must meet the following criteria:

- Federal funds must be used to supplement **not supplant** state and local resources.
- Costs must be necessary and reasonable for the proper and efficient administration of the program.

EXAMPLE: If a Perkins IV funded project proposed to serve 100 students, it would be reasonable and necessary to purchase materials and supplies for 100 students. It would not be necessary and reasonable to purchase materials and supplies for 200 students.

- Costs must be allocable to the project.
- If students other than career and technical education students are provided services, the costs must be prorated based on the number of career and technical students and other students.
- Costs must not be a general expense of the recipient.

EXAMPLE: If a class or activity is required to meet the graduation requirements (state or local), then it is a general expense of the recipient and would have to be supported with non-Perkins IV funds.

Perkins IV funds may not be used to:

- Pay for construction of a facility or building (*could be used to equip existing structure*);
- pay for substitute salaries/benefits;
- pay for academic programs;
- pay for individual student costs such as meals, transportation, hotel/motel, registration fees for conferences/events, etc.;
- pay for costs associated with students who are not enrolled in career and technical education programs;
- purchase promotional items and memorabilia, including coffee mugs, medals, shirts, awards, or award frames;
- purchase furniture including chairs, desks, and tables;
- purchase equipment or supplies for building maintenance; or
- pay for maintenance contracts or equipment repair.