

# **APPLICATION FOR FUNDING FISCAL YEAR 2010**

## **Carl D. Perkins Career and Technical Education Improvement Act of 2006**

Reserve Tech Prep Funds  
July 1, 2009 – June 30, 2010

Nevada Department of Education  
Office of Career, Technical, and Adult Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701  
(775) 687-7300

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**REQUEST FOR APPLICATION  
FISCAL YEAR 2010  
TECH PREP EDUCATION**

*Any agency submitting an application for the Reserve funds must fully meet the requirements set forth in the Basic Grant application guidelines. The requirements include all provisions listed in Part III. Applications Requirements.*

**I. OVERVIEW**

**A. PURPOSE OF THE FUNDS:**

To allocate grants to community colleges for the operation of tech-prep consortia, and

To encourage strong, comprehensive links between secondary schools and community colleges, in a systematic manner that includes, at a minimum, sequenced career and technical, and academic courses across secondary/postsecondary levels.

**B. PROGRAM CONTENT REQUIREMENTS:**

Each tech-prep consortium must:

Provide for the office operations to support and continue tech-prep activities provided that such services and purchases are used to maintain, improve or develop the following:

- (1) Advisory Committee
- (2) Articulation Agreements
- (3) Rural Participation
- (4) Marketing and Recruitment

**Each application may:**

As part of the program's planning activities, acquire technical assistance from state or local entities that have successfully designed, established and operated tech-prep programs.

**C. REQUIREMENTS FOR FUNDING**

The total amount of funds available for the operation of consortia offices is **\$500,000**. Allowable expenses include staff: salaries, travel for recruitment, Tech Prep meetings and professional development. Marketing materials are also included. Each agency may apply for funds needed to maintain the consortium office.

**D. ELIGIBLE RECIPIENTS**

Awards for tech-prep funds will be made to the four community colleges to be used for tech-prep consortia office operations. To ensure equitable representation of rural and urban tech-prep

programs, each consortium will be represented on a statewide Tech-Prep Steering Committee to oversee statewide tech-prep activities.

## **E. APPLICATION TIME PERIOD**

The proposal will be written to cover the time period of July 1, 2009 through June 30, 2010. The project objectives and design should be written to reflect the one-year time period.

## **F. DEFINITIONS**

The term “**Tech-Prep**” means a combined secondary and postsecondary program which shall be carried out under an articulation agreement between the participants in the consortium and that consists of a program of study that:

- (A) Combines a minimum of two years of secondary with a minimum of two years of postsecondary education in a non-duplicative, sequential course of study; or an apprenticeship program of not less than 2 years following secondary education instruction; and
- (B) Integrates academic and career and technical education instruction and utilizes work-based and worksite learning experiences where appropriate and available;
- (C) Provides technical preparation in a career field, including high skill, high wage, or high demand occupations;
- (D) Builds student competence in technical skills and in core academic subjects, as appropriate, through applied, contextual, and integrated instruction, in a coherent sequence of courses;
- (E) Leads to technical skill proficiency, an industry-recognized credential, a certificate or a degree, in a specific career field;
- (F) Leads to placement in high skill or high wage or high demand employment, or to further education;
- (G) Utilizes career and technical education programs of study to include the development of tech prep programs of study for secondary education and postsecondary education that meet academic standards; link secondary schools and two year postsecondary institutions, and if possible and practicable, four-year institutions of higher education, through non-duplicative sequences of courses in career fields; the use of articulation agreements; and the investigation of opportunities for tech prep secondary education students to enroll concurrently in secondary education and postsecondary education and post secondary education coursework; use of appropriate and available; and
- (H) Use work-based or worksite learning experiences in conjunction with business and all aspects of an industry; and use educational technology and distance learning, as appropriate, to involve all the participants in the consortium more fully in the development and operation of programs.

The term, “**Articulation Agreement,**” means a written commitment that is agreed upon at the State level or approved annually by the lead administrator of a secondary institution and a postsecondary educational institution; or a sub-baccalaureate degree granting postsecondary educational institution and a baccalaureate degree granting postsecondary educational institution; and to a program that is designed to provide students with a non-duplicative sequence of

progressive achievement leading to technical skill proficiency, a credential, a certificate or a degree; and linked through credit transfer agreements between the two institutions.

In Nevada, articulation agreements between secondary and postsecondary institutions permit students to receive up to fifteen college credits for course work completed in high school and dual credit for course work completed in college, so that individuals do not need to “duplicate” skill and knowledge development.

## **II. APPLICATION FORMAT AND REQUIREMENTS**

### **The following procedures and format are required:**

The application should be limited to no more than fifteen (15) pages. If additional information is necessary, the Department of Education (Department) will notify the applicant. The agency is requested to submit one (1) original copy with signatures and two (2) additional copies to the Department for review.

No application will be accepted unless each item requested is fully addressed to include:

#### **A. Application Cover Page:**

Complete each item.

#### **B. Rationale/Justification:**

The application must identify and provide a clear rationale/justification of the specific needs of the consortium office. This rationale/justification must be related directly to the Purpose of the Funds, the Program Content Requirements, and Requirements for Funding of the RFA.

#### **C. Project Objectives:**

An objective is a written statement which describes the impact of the services, materials and/or professional development on the office staff, on stakeholders such as students, educators, and business and industry.

The approaches to be taken in writing objectives in response to this RFA are termed, “Outcome-Oriented” objectives. The proposed objectives should clearly describe the benchmarks or beginning measures by which the objectives are established, and should **not** involve the identification of activities or steps necessary to reach the goal.

Objectives should focus on the following areas: (1) program articulation; (2) marketing, promotion, and student outreach; (3) development of programs of study; (3) professional development; (4) accountability and program outcomes.

## **D. Program Design:**

Include the following information:

### 1. General Design:

Provide a summary that describes the consortium objectives to develop, improve, and expand articulated programs.

Following the goal of developing articulation agreements for all eligible programs, provide a clear description of articulated programs and those programs in need of articulation within the service area and, if applicable, beyond. Include a timeline for development of new agreements and renewal of existing agreements.

Describe how tech prep will be promoted through marketing and student outreach. Consider how tech prep programs will support and promote the development of programs of study.

### 2. Collaboration

Provide adequate information to describe how each stakeholder of the consortium collaborated in the planning, development and approval of this application. The application approval sheet must be signed by all members of the consortium.

### 3. Population to be Served:

Describe recruitment and marketing strategies for potential participants, e.g., numbers, characteristics, etc.

### 4. Staffing:

Describe the number of staff devoted to the project and their qualifications related to the achievement of project objectives. Please identify the full-time equivalent (FTE) of each position supported with Carl Perkins funding. If the position is not full-time, provide a "Personal Activity Report" which will be used to identify the amount of time spent on this project versus other areas of responsibility.

### 5. Methods:

Describe in detail the methods employed to conduct consortia activities. The narrative should include the specific activities, materials and instruments to be used and a clear indication of how each is appropriate with regard to achieving consortium objectives. Factors for consideration include, but are not limited to:

- coordination efforts with one-stop center partners and the private sector;
- consortia staff training/inservice/professional development and the expected outcomes of the training efforts;
- the process whereby information is to be disseminated to target groups;
- special efforts to involve educational personnel and parents in the activities.

### 6. Budget Narrative

Provide in narrative form a description of expenditures by budget category. For example, if funds are budgeted for supplies for a selected program, describe what the supplies are and how they will be used.

7. Evaluation and Monitoring:

Include an assurance that the applicant will comply with the Department of Education's requirements for completing the Consolidated Annual Report, monitoring reports, and any other reported necessary to document outcomes.

8. Performance Accountability:

Include an assurance that the applicant will comply with the Department of Education requirements for partners of the consortium to provide **performance indicator data** for Tech-Prep students from their system of student data. Also, the LEA "must" provide a detailed explanation of how outcomes will be determined for program completers. The narrative "must" list all certificates issued by the college that signify "exit points" for Tech Prep students. Such exit points may include certificate programs, where tech prep students successfully earn a certificate of completion or achievement from a certified program. The narrative "must" also describe how such student completers will be counted.

9. Time Schedule:

In chronological order, indicate the approximate timeline of consortia activities. The use of diagrams and/or flow charts may be effective for this purpose.

10. Promotion of Nontraditional Career and Technical Programs

Describe strategies to promote the increase of the enrollment, recruitment and retention rates of male and female students in programs that lead to nontraditional employment and training.

11. Statement of Dissemination:

Demonstrate within the narrative and budget portion of the application that adequate and appropriate procedures will be implemented to provide all members of the consortium with access to and participation in the development and implementation phase of the final product.

12. Description of Facilities:

Identify the specific location where this office will be maintained.

**E. BUDGET:**

All proposed expenses must be entered on the budget summary and detail pages as applicable. Describe the process used by the Tech-Prep consortium to develop, approve and, if appropriate, revise all budgets.

**Budget Summary and Detail pages are in Appendix B.**

The award of these funds to successful applicants is contingent upon receipt of the full allocated amount as authorized by the Carl D. Perkins Act for the State of Nevada for FY10.

## F. Submitting the Application

### Application Package

1. **ONE** application and two copies must be submitted. One copy must have a complete set of original signatures. All applications must be approved by the college president or designee and the consortium members. Faxed applications will not be accepted. **NOTE: If the district or agency requires an original signed copy for their records, please send TWO original signed applications and one will be returned to the district or agency.**
2. The application must be submitted in the format provided in this application package. The cover page must be shown as the first page of the application.
3. Failure to follow the format and directions provided may result in the application not being accepted or in delay of review and approval.
4. Items requiring signature are:  
**Cover page (Appendix A)**  
**Consortium Signature Page**  
**Budget Forms and Budget Narrative (Appendix B)**
5. All required sections are **bolded**.
6. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

### Mailing Address

Mail the original and copies to: Phyllis Dryden, Director  
Office of Career, Technical, and Adult Education  
Nevada Department of Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701

### Application Deadline

The application must be received by **5:00 p.m. on May 22, 2009** to be eligible for funding.

### Information

For additional information, contact the Office of Career, Technical and Adult Education at the Nevada Department of Education at (775) 687-7300.

### **III. Review and Approval Procedures**

#### **A. Application Review Procedures**

The Application for Funding will be reviewed by staff in the Nevada Department of Education to assure compliance with state and federal requirements, and to ensure that all information required by the Application for Funding is adequately addressed by the applicant.

#### **B. Criteria for Application Review and Approval**

The review process will ensure that a common criteria is used that is based on the guidelines set forth in this Application for Funding. Furthermore, the Department of Career, Technical and Adult Education will provide each applicant with the criteria from which approval of the application will be determined. The criteria will be based on the requirements of the Act and the Nevada State Five-Year Plan.

#### **C. Complaint and Appeal Procedures**

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the Office of Career, Technical and Adult Education. The complaint must be submitted within thirty (30) days of the date the agency received notification of the Department action. Upon receipt of the letter of complaint, the director will review the complaint and will provide comment to the agency within thirty (30) days. The action taken by the director, which includes a review conducted by state staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the Director of Career and Technical Education, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the Superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the Department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.

# **Appendix A**

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION  
IMPROVEMENT ACT OF 2006**

**RESERVE TECH PREP FUNDS**

**APPLICATION COVER SHEET**

**THIS APPLICATION IS SUBMITTED FOR PROGRAM YEAR  
JULY 1, 2009 THROUGH JUNE 30, 2010**

**Agency:** \_\_\_\_\_

**Application Director:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Fiscal Manager:** \_\_\_\_\_  
(Name, position and telephone number )

\_\_\_\_\_  
(Email address)

**Monitoring  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Evaluation  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number )

\_\_\_\_\_  
(Email address)

**Application  
Submitted By:** \_\_\_\_\_ (Signature of authorized representative)      \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Print name and title)

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION  
IMPROVEMENT ACT OF 2006**

**RESERVE TECH PREP FUNDS**

**CONSORTIUM SIGNATURE PAGE**

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

**Agency:** \_\_\_\_\_

**Authorized Consortium Member:** \_\_\_\_\_  
(Signature and Title) (Print name)

\* Attach a list that includes the name, title, organization/business, address and phone number for each consortium member.

**SAMPLE CRITERIA FOR REVIEW OF APPLICATIONS**

**Carl D. Perkins Career and Technical Education  
Improvement Act of 2006**

**FY'10 Reserve Tech Prep Funds**

Agency Name: \_\_\_\_\_

**PART I. APPLICATION – SUBMISSION AND ADMINISTRATIVE  
REQUIREMENTS**

	<b>YES</b>	<b>NO</b>
1. Was the application received by the deadline?	_____	_____
2. Were three copies submitted—one original and two copies?	_____	_____
3. Are all lines on the cover page completed to include a signature and date by the agency's authorized representative?	_____	_____
4. Is the Consortium Signature Page completed and properly signed?	_____	_____
5. Is there a Budget Summary Form signed and dated by an authorized representative of the agency?	_____	_____
6. Is there a budget expenditure detail that identifies sufficient resource allocations for each selected program?	_____	_____
7. Does the budget narrative adequately describe the proposed expenditures in each category?	_____	_____

**PART II. APPLICATION CONTENT AND FORMAT: PROGRAMMATIC REQUIREMENTS**

	<b>YES</b>	<b>NO</b>
1. Is there a clear rationale for activities related to the intent and requirements of the Act?	_____	_____
	<b>Yes</b>	<b>No</b>
Advisory Committee	_____	_____
Articulation Agreements	_____	_____
Rural Participation	_____	_____
Marketing & Recruitment	_____	_____
2. Are objectives written which describe the impact of services, materials and/or professional development on the office staff, on stakeholders such as students, educators, and business and industry?	_____	_____
	<b>Yes</b>	<b>No</b>
Are the objectives measurable?	_____	_____
3. Does the general design of the project meet the project objectives?	_____	_____

- |  |       |       |
|--|-------|-------|
| 4. Is there ample evidence of consortium-wide collaboration in the planning, development and approval of the application?  | _____ | _____ |
| 5. Is the population to be served clearly identified and described?  | _____ | _____ |
| 6. Is the project staffing clearly identified and justified according to the application requirements?   | _____ | _____ |
| 7. Are the methods to be employed to implement the project clearly described? The discussion should include the specific activities, materials and instruments to be used and a clear indication of how each is appropriated to achieve the project objectives.  | _____ | _____ |
| 8. Is there an assurance that the applicant will comply with the Department of Education's requirements for completing the CAR and state monitoring reporting as needed?   | _____ | _____ |
| 9. Is there an assurance the applicant will provide performance indicator data for tech prep students from their system of student data? Is there a detailed explanation of how outcomes will be determined for program completers, including but not limited to how the college designated "exit points" for tech prep students (i.e., certificates)? The narrative must also describe how such student completers will be counted. | _____ | _____ |
| 10. Is there a chronological time schedule indicating the approximate length of time required for each activity of the program?  | _____ | _____ |
| 11. Is there a clear plan to develop articulation agreements for all programs for which one does not exist? Is there a clear plan to renew existing articulation agreements in need of updating?   | _____ | _____ |
| 12. Are strategies to increase enrollments in programs leading to nontraditional employment provided?  | _____ | _____ |
| 13. Are adequate procedures described to provide all members of the consortium with access to and participation in the development and inservice phase of the final product?   | _____ | _____ |
| 14. Is the location of the Tech Prep office identified?  | _____ | _____ |

# **Appendix B**

## NEVADA DEPARTMENT OF EDUCATION Budget/Expenditure Summary

Agency: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Check One:            Budget \_\_\_\_\_ Amendment \_\_\_\_\_ Number \_\_\_\_\_

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	<b>Total</b>			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	<b>Total</b>			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	<b>Total</b>			
<b>SUBTOTAL 100 – 600 &amp; 800</b>				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
<b>TOTAL</b>				\$

\* All items of value must be itemized in the budget detail

\*\* Indirect cost rates must be approved by the Department of Education before the subgrantee may budget for and charge those costs to the grant.

\_\_\_\_\_  
Signature of Authorized Agency Representative

\_\_\_\_\_  
Date

**Department of Education Use Only**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date Approved

**Budget Detail / Supplemental Schedules**

Agency \_\_\_\_\_

Project Name \_\_\_\_\_

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>OBJECT CODE</b>	<b>TITLE OF POSITION/ PURPOSE OF ITEM</b>	<b>PROJECT TIME (FTE)</b>	<b>QUANTITY</b>	<b>SALARY, RENTAL OR UNIT COST</b>	<b>BUDGETED AMOUNT</b>

\*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.