FLORIDA DEPARTMENT OF EDUCATION
Request for Proposal/Application (RFP/RFA)

I. GRANT OVERVIEW

Divisions/Offices	Community Colleges/Workforce Education
Title	Curricular Review of Career Clusters
Specific Funding Authorities	Federal Funding: Carl D. Perkins Vocational and Technical Education Act of 1998, Public Law 105-332- CFDA #84.048 State Funding: Legislative Budget 2002-03, State Board of Education #166 O – Program Review and Special Studies (Community Colleges).
Funding Purpose	To provide K-20 curricular reviews which will identify gaps between industry standards and the capacity of Florida's workforce education programs to meet these industry needs. This will be accomplished by consortia of K-20 educational and industry partners that will conduct curricular reviews of career cluster frameworks with the focus on Finance, E-Technology (web-based), Aviation/Aerospace, and Environmental Sciences.
Funding Priorities	See Funding Priorities section of proposal under STATE REQUIREMENTS
Support for Reading Initiative	All applicants are required to address how the project will support "Just Read, Florida!" See Section IV. APPLICATION NARRATIVE.
Reporting on Outcomes	Performance-based funding
Dissemination and Marketing Plan	All applicants are required to address how information about the project will be disseminated and marketed to appropriate populations. See Section IV. APPLICATION NARRATIVE.
President's Initiative	Applicant is required to address how the program will implement or enhance the President's initiatives for secondary and technical education. See Section IV. APPLICATION NARRATIVE.
Target Population	Students in secondary and postsecondary workforce education programs at all levels of the K-20 educational system.
Eligible Applicants	School Districts, Community Colleges, and State Universities
Type of Award	DISCRETIONARY, COMPETITIVE
Total Funding Amount	$200,000 Perkins; $187,000 Community College Program Review Total Funding: $387,000 Range of awards: $50,000 to $137,000
Funding Period	September 30, 2003 to June 15, 2004
Technical Support	Sally Kiser, Office of Workforce Education, 850-245-9033, Suncom 205-9033 Rose Raynak, Office of Workforce Education, 850-245-9020, Suncom 205-9020
Required Forms	**ACCEPTANCE REQUIREMENTS:** • DOE 100A with appropriate original signature **Authorization Letter:** If the signature on the DOE 100A is other than the agency head, a letter authorizing that individual to sign *must* be attached. **OTHER REQUIREMENTS:** • DOE 101 • Performance-Based Schedule of Payments
Application Due Date	September 30, 2003

II.   FEDERAL REQUIREMENTS

This Request for Proposal (RFP) for State Leadership is issued pursuant to the Carl D. Perkins Vocational and Technical Education Act of 1998, Public Law (P.L. 105-332). General regulations are from the Education Department General Administration Regulations (EDGAR). The Florida Department of Education (DOE) shall provide a project to the eligible recipient to provide leadership activities to local eligible providers.

The Department of Education has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- *34 CFR Part 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;*
- *applicable regulations of other Federal agencies; and*
- *state regulations and laws pertaining to the expenditure of state funds.*

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Terms, Assurances and Conditions for Participation in Federal and State Programs. The complete text may be found at http://www.firn.edu/doe/comptroller/gbook.htm . (A hard copy is available upon request.)

Federal Law prohibits discrimination on the basis of race, color, sex, national origin, age or disability in the provisions of Federal programs or services [Perkins III, Section 316].

 School Districts, Community Colleges, State Universities and Other State Agencies

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

Purpose

The funds made available under this Act shall be used to:

- Provide services that are of such size, scope and quality to be effective;
- Initiate, improve, expand, and modernize quality career and technical education programs;
- Create a seamless articulated system of program offerings at all educational levels for targeted discipline areas;
- Strengthen the integration of strong academics and reading into all levels of career and technical skills;
- Enhance employability of students leaving the educational system for Florida's employers; and
- Help teachers and personnel to assist students in meeting the state adjusted levels of performance established under Section 113 of the Perkins Act.

III. STATE REQUIREMENTS

A. Technical Support Contact Information

Office of High Performance Teams	*Standards, Benchmarks and Frameworks*
Ms. Sally Kiser Florida Department of Education Office of Workforce Education 325 W. Gaines Street, Room 724 Tallahassee, Florida 32399-0400 Phone: 850-245-9033 SunCom: 205-9033 Fax: 850-245-9019 E-mail: Sally.Kiser@FLDOE.ORG	**Ms. Rose Raynak** Florida Department of Education Office of Workforce Education 325 W. Gaines Street, Room 701 Tallahassee, Florida 32399-0400 Phone: 850-245-9020 SunCom: 205-9020 Fax: 850-245-9019 E-mail: Rose.Raynak@fldoe.org

B. Eligible Recipients

Only consortia with the membership identified below are eligible to apply for funds from this grant. The fiscal agent must be a public school district, community college or state university.

The project application will be reviewed by an independent outside committee of practitioners and business partners; the Vice Chancellor of the Office of Workforce Education; the Director of the Office of High Performance Teams; the Program Director of Standards, Benchmarks and Frameworks; and the appropriate program state supervisor. Expenditures must follow all guidelines and restrictions necessary to remain in compliance with the Carl D. Perkins Act -- State Leadership Activities requirements.

C. Funding Priorities

To develop seamless pathways for students proceeding through each educational level with minimal repetition of skill training required.

To develop better articulation agreements between each educational level so students can maximize their previous training and realize their occupational goals quicker.

To collaborate with business and industry to ensure skill training is appropriate and meets their employment needs.

To develop better collaboration between educational level administrations that will result in benefits for students.

To develop career and technical education programs which integrate rigorous and relevant academic training into occupational training.

IV. APPLICATION NARRATIVE

Include a concise abstract outlining intent of proposal that addresses:

- **IDENTIFICATION OF CAREER CLUSTER**
  Identify which career cluster (E-Technology, Finance, Aviation/Aerospace or Environmental Science) the consortia intends to address. Targeted secondary, postsecondary and college programs for each career clusters are listed in Appendix A.

- **STATE REQUIREMENT FOR READING**
  Describe how the project will support the department's reading initiative, "Just read, Florida!" Information about this initiative is available at www.justreadflorida.org.

3

- **STATE REQUIREMENT FOR DISSEMINATION AND MARKETING**

  Applicant is required to address how information about the project will be disseminated and marketed to appropriate populations.

- **PRESIDENT'S INITIATIVE**

  In an effort to align with the President's recent proposal for secondary and technical education excellence, indicate an approach that your agency will implement or enhance for each of the following:
  - Increase the number of students taking a rigorous academic curriculum so that they are fully prepared for postsecondary education (without needing remediation) and high-skilled entry-level employment.
  - Increase the high school graduation rate.
  - Increase student choice among rigorous high school programs or accelerations to postsecondary education.
  - Increase the number of students participating in dual enrollment or continuing into postsecondary technical programs directly from high school.

- **COMPONENT ONE – <u>IDENTIFICATION OF CONSORTIUM MEMBERSHIP</u>**

  Identify the K-20 educational and business partners that have agreed to be a part of the consortium for the review of this cluster. Consortia membership must include statewide representation from school districts, community colleges, public universities, nonpublic postsecondary educational institutions, and at least two business/industry partners. The appropriate state supervisor(s) from the Department of Education's Office of Workforce Education must also be included as an ex-officio member(s) of the consortia. Letters of agreement from each educational entity and each collaborating business partner selected to participate on the consortia must be included.

  NOTE: Collaboration with business and industry is critical to the overall strategy for the development and review of K-20 workforce education programs.

- **COMPONENT TWO – <u>STATEMENT of WORK and REQUIRED PRODUCTS</u>**

  A critical element of the proposal must be a focus on a seamless transition of students in the career cluster from one level of educational attainment to the next (i.e., from secondary to postsecondary career and technical to community college to bachelors degree). Other critical elements include: articulation between different educational levels and how the consortia would address any steps missing from a seamless transition. Outline goals and objectives that will become the basis for the work to be accomplished by the consortia. Assign timelines for goal accomplishment that are in concert with the project funding period. Key elements will be the depth of and the points at which business partners are engaged in the development of the program standards. Specific deliverables MUST:
  - Include program standards recommended for each level of articulation that include:
    - Technical competencies
    - Academic requirements
    - Soft workplace skills (i.e., working in teams, ethics)
    - Equipment and software requirements of recommended programs
    - Instructor qualifications for each program level
  - Clearly demonstrate how the recommendations will foster seamless articulation for students from one educational level to the next that will require little if any need to repeat training for the same competencies.
  - Include information about possible distance learning products and their applicability to program standards.
  - Identify any equipment/software that would be necessary to implement program recommendations the consortia will be submitting. Include any of the following that might apply:
    - Infrastructure
    - Equipment
    - Software
    - Technology
    - Professional development
    - Other

V. FISCAL REQUIREMENTS

A. Funding shall not supplant other state or local funding.

Section 311(A) of the Perkins Act outlines the administrative provision concerning supplanting. In general, it states that the funds made available for career and technical activities under this subtitle shall supplement and not supplant other state or local public funds expended for career and technical activities.

B. Local Administrative Cost

Section 135 (D) of the Perkins Act contains the information pertaining to local administrative costs.

> 1. Not less than 95% of the funds shall be expended for carrying out the programmatic aspects of the project such as: literacy activities, career and technical education and training.
> 2. The remaining amount, not to exceed 5%, may be used for:
>   - Planning
>   - Personnel development
>   - Interagency coordination
>   - Administration
>   - Indirect Costs

Positions that have no direct student contact such as project coordinator, accountant, clerical staff, or other positions are considered administrative. Travel, equipment, and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to program and/or students, and direct assistance to career and technical education students. Indirect costs are also considered administrative costs. Indirect costs do not apply to non-profit or community-based agencies.

C. Performance-Based Report of Deliverables and Invoice Schedule

This project will **be based on performance with clearly defined measurable deliverables.**
The performance-based schedule must clearly delineate the specific areas that are being addressed, the measurable goal(s) that will be attained, and the outcomes and/or product(s) to be delivered.

The applicant must fill out **Sections A, B, and C** of this Performance-Based Report of Deliverables and Invoice Schedule. You may use the 2003-2004 Performance-Based Report form that is attached and revised for this application. This schedule must clearly delineate the specific areas that are being addressed, the measurable goal(s) that will be attained, and the outcomes and/or product(s) to be delivered.

As expressed in the Performance-Based Report of Deliverables and Invoice Schedule, performance-based payments will be distributed upon receipt of a properly prepared invoice and acceptance of units of deliverables by the Department of Education (DOE) Program Manager.

D. Distribution of Funds

Total award dollars will be split into two categories.

From Carl Perkins Dollars — TAP # 4B039
- Environmental Science $115,000
- Aviation/Aerospace $ 85,000

From Community College Program Review Dollars — TAP # 4B040
- Finance $ 50,000
- E-Technology (web based) $137,000

- Funded recipients will receive their allocation via payment based upon performance in the following manner:
  - o One-third of the award will be paid based upon consortia development and submission of an implementation Plan that includes how the consortium will research and develop identified curriculum frameworks and instructional delivery processes. This is due within 45 days of the effective date of the project award.
  - o One-third of the award will be paid upon delivery and acceptance of the draft report containing, at the minimum, a fully-developed outline mirroring the final goals of the project and including preliminary recommendations for the seamless transition of students from all educational levels through the identified discipline area.
  - o One-third of the award or the total amount disbursed as reported on the final FA 399 will be paid upon delivery and acceptance of the final recommendations of the Cluster Consortium which must include all areas addressed in Component two of the APPLICATION NARRATIVE section of this proposal. This is due on or before June 15, 2004, and must be accompanied with a final FA 399.

  NOTE: Deliverable dates may be adjusted by written amendment if individual circumstances warrant.

E. Budget Forms

The following forms are required to be submitted with this application:
- o DOE 100A, Project Application Summary (with appropriate original signature)
- o DOE 101, Budget Description Form (completed in accordance with instructions on the form).

VI.   APPLICATION PROCEDURES

What to Submit
- o One application with original signatures
- o Three copies of the application
- o Be sure to review and adhere to the application guidelines to ensure that all sections of the application have been addressed.

Application Components

An Abstract Narrative is required which includes all identified elements under the APPLICATION NARRATIVE SECTION.

- Applications must also include:

  Support of Reading Initiative
  Show how the project will support the Department's reading initiative, "Just Read, Florida!" (Information about the initiative is available at http://www.fldoe.org).

  Dissemination and Marketing Plan
  Show how you share the methodology and results of your program with entities throughout the state who are in a position to replicate them.

  President's Initiative
  Show how you meet the goals of the President's initiative.

Conditions for Acceptance
To be accepted for further consideration, the application submitted to the Department of Education must include a completed form DOE-100A with the original signature of the appropriate agency head. If the signature on the DOE 100A is other than the agency head, a letter authorizing that individual to sign must be attached.

Where to Submit

Bureau of Grants Management
Florida Department of Education
325 West Gaines Street, Room 325-B
Tallahassee, Florida 32399-0400

Due Date

September 30, 2003 by close of business.

Attachments

- DOE 100A (with appropriate original signature)
- DOE 101 (completed)
- Performance-Based Payment Schedule
- Appendix A
- Attachment G

VII. APPLICATION REVIEW CRITERIA

A review will determine if the applicant's proposal meets the specified requirements of the RFP/RFA. If any area is determined to be incomplete, the applicant will receive a lower or prorated score for that section based on the missing information. Applicants may be required to provide additional information to ensure completeness after the review process.

APPLICATION EVALUATION REVIEW CRITERIA

The following form will be used to evaluate applications for this RFP/RFA. A Department of Education Project Review Team will review all applications.

AGENCY/INSTITUTION NAME: _____

PROJECT NUMBER: _____

Directions: Indicate how many points the applicant has earned out of the maximum points possible included in parentheses for each section.

EVALUATION CRITERIA	Maximum Points Possible
Application Narrative	
1. Are the proposed consortia made up of all required members?	**(15)**
2. Are letters of support included for all business partners and educational partners?	**(15)**
3. Is the career cluster identified and the statement of work - with required elements - included in the narrative describing a comprehensive plan of work for consortia members?	**(50)**
4. Are the "Just Read, Florida!" initiative, the Dissemination and Marketing requirement, and the President's initiative - with responses to specific approaches - addressed and included in the narrative?	**(10)**
5. Is the Performance-Based Schedule and all required budget forms completed correctly and attached (including a letter of authorization if the signatory is not the agency head)?	**(10)**
TOTAL POINTS POSSIBLE	**(100)**

NOTE: The minimum score to be recommended for funding is 70%.

FLORIDA DEPARTMENT OF EDUCATION
Project Application

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Bureau of Grants Management Room 325B, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0712 Suncom: 205-0712	**Curricular Review of Career Clusters Environmental Science Aviation/Aerospace** **For Project Year 2003-2004**	Date Received

B) Name and Address of Eligible Applicant:	Project Number (DOE Assigned)

C) Total Funds Requested: $ **DOE USE ONLY** **Total Approved Project:** $	D) A. Applicant Contact Information

D) A. Applicant Contact Information

Contact Name:	Mailing Address:
Telephone Number:	SunCom Number:
Fax Number:	E-mail Address:

CERTIFICATION

I, _____, (*Please Type Name)* do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E)

Signature of Agency Head

DOE 100A
Rev. 3/02

FLORIDA DEPARTMENT OF EDUCATION
Project Application

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Bureau of Grants Management Room 325B, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0712 Suncom: 205-0712	**Curricular Review of Career Clusters Finance E-Technology** **For Project Year 2003-2004**	Date Received

B) Name and Address of Eligible Applicant:	Project Number (DOE Assigned)

C) **Total Funds Requested:** $ _____ **DOE USE ONLY** **Total Approved Project:** $	D) B. **Applicant Contact Information**

D) B. Applicant Contact Information	
Contact Name:	Mailing Address:
Telephone Number:	SunCom Number:
Fax Number:	E-mail Address:

CERTIFICATION

I, _____, (*Please Type Name*) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E)

Signature of Agency Head

DOE 100A
Rev. 3/02

Instructions for Completion of DOE 100A

A. If not pre-printed, enter name of the program for which funds are requested.

B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.

C. Enter the total amount of funds requested for this project.

D. Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.

E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.

- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

A) _____

Name of Agency:

B) _____

Project Number: **(DOE USE ONLY)**

FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form

(1) OBJECT	(2) ACCOUNT TITLE AND NARRATIVE	(3) FTE POSITION	(4) AMOUNT
	No more than 5% may be charged for administrative expenses. Indirect costs are not permitted on these projects.		
	C) TOTAL		**$**

DOE 101
REV. 3/02

A) _____

Name of Agency:

B) _____

Project Number: **(DOE USE ONLY)**

FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form

(1) OBJECT	(2) ACCOUNT TITLE AND NARRATIVE	(3) FTE POSITION	(4) AMOUNT
	No more than 5% may be charged for administrative expenses. Indirect costs are not permitted on these projects.		
		C) TOTAL	**$**

DOE 101
REV. 3/02

Instructions for Completion of
Budget Narrative Form DOE 101

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

B. **(DOE USE ONLY)**
COLUMN 1

OBJECT: SCHOOL DISTRICTS:
> Use the three digit object codes as required in the <u>Financial and Program Cost Accounting and Reporting for Florida Schools Manual.</u>

> COMMUNITY COLLEGES:
> Use the first three digits of the object codes listed in the <u>Accounting Manual for Florida's Public Community Colleges</u>.

> UNIVERSITIES AND STATE AGENCIES:
> Use the first three digits of the object codes listed in the <u>Florida Accounting Information Resource Manual</u>.

> OTHER AGENCIES:
> Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN 2   - ALL APPLICANTS:

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- SALARIES - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- OTHER PERSONAL SERVICES – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- PROFESSIONAL/TECHNICAL SERVICES - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS - provide the agency name and description of the service(s) to be rendered.
- TRAVEL - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- CAPITAL OUTLAY - provide the type of items/equipment to be purchased with project funds.
- INDIRECT COST - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

> FTE - Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

COLUMN 4
> AMOUNT - Provide the budget amount requested for each object code.

C. TOTAL - Provide the total for Column (4) on the last page**.** Must be the same amount as requested on the DOE-100A or B.

PERFORMANCE-BASED REPORT OF DELIVERABLES AND INVOICE SCHEDULE
(To be submitted by all applicants)

A.

Agency:	Telephone/Suncom:	
Contact Person:	FAX Number:	
Title:	E-Mail:	
State Leadership	Project Number:	

B.

(Column #1) Areas	(Column #2) Performance Goals 2003-2004	(Column #3) Total Grant Budget per Area	(Column #4) Unit Cost 2003-2004

1. Consortia and comprehensive Implementation Plan developed
     a. List of consortia members
     b. Detailed plan explaining how the project will be implemented
     c. Timelines			

2. Draft Report a. report containing, at the minimum, a fully-developed outline mirroring the final goals of the project and including preliminary recommendations for the seamless transition of students from all educational levels through the identified discipline area.			
3. Final Consortia Report/Recommendations-- due on or before June 15, 2004			
4. Final Financial Report--FA 399 due on August 20, 2004			

C.

	Goal	Date	Amount	Goal	Date	Amount	Goal	Date	Amount
Projected Invoicing Amount for Area #1									
Objective for Area #1	Consortia and comprehensive Implementation Plan developed								
Product(s) Delivered	1. List of Consortia members 2. Detailed plan explaining how project will be implemented 3. Timeline								

Projected Invoicing Amount for Area #2	Goal	Date	Amount	Goal	Date	Amount	Goal	Date	Amount
Objective for Area #2	Draft Report								
Product(s) Delivered	1. Report containing, at the minimum, a fully-developed outline mirroring the final goals of the project and including preliminary recommendations for the seamless transition of students from all educational levels through the identified discipline area.								

Projected Invoicing Amount for Area #3	Goal	Date	Amount	Goal	Date	Amount	Goal	Date	Amount
Objective for Area #3	Final Consortia Report/Recommendations								
Product(s) Delivered	1. A fully-developed report addressing the final goals of the project and including final recommendations for the seamless transition of students from all educational areas through the identified discipline area.								

Projected Invoicing Amount for Area #4	Goal	Date	Amount	Goal	Date	Amount	Goal	Date	Amount
Objective for Area #4	Final end of year summary of fiscal report due no later than August 20, 2004								
Product(s) Delivered	1. FA 399 signed and completely itemizing expenditures of project dollars								

APPENDIX A

Targeted Secondary and Postsecondary Programs in the Career Clusters of
Aviation/Aerospace; Finance; E-Technology (web-based); and Environmental Science

NOTE: Many Community College programs have associated Community College Certificates (CCC) and Specialties. These should be included in the review process.

AVIATION/AEROSPACE Use TAP # 4B039

COLLEGES & UNIVERSITIES
    Aerospace Engineering

COMMUNITY COLLEGES
    Aerospace Technology
    Aviation Operations

POSTSECONDARY VOCATIONAL
Air Traffic Control
Aircraft Airframe Mechanics
Avionics

SECONDARY
Aerospace Technologies

FINANCE Use TAP # 4B040

COLLEGES & UNIVERSITIES
Finance, General
Financial Services
Accounting

POSTSECONDARY VOCATIONAL
Academy of Finance
Credit Union Services
Teller Operations
Accounting Operations

COMMUNITY COLLEGES
Financial Services
Banking
Accounting Technology

SECONDARY
Academy of Finance
Teller Operations
Accounting Operations

E-TECHNOLOGY (web-based) Use TAP # 4B040

COLLEGES & UNIVERSITIES
Information Technology
Information Studies
E-Business tracks
Digital Arts/Digital Media
Graphic Design
Graphic Communications

POSTSECONDARY VOCATIONAL
Digital Design
Printing and Graphic Arts
Multimedia Design
New Media Technology
Web Design Services
Digital Printing Technology

COMMUNITY COLLEGES
Database/E-Commerce Security
Database Technology
E-Business Technology
Internet Services Technology
IT Project Management
Digital Media/Multimedia Technology
Digital Television and Media Production
Graphic Arts Technology
Graphics Technology

SECONDARY
Academy of Database and Programming Essentials
Academy of Information Technology
Digital Design
Web Design Services
New Media Technology

COLLEGES & UNIVERSITIES
Forestry Resources
Agriscience
Environmental Studies
Environmental Science
Horticultural Science
Landscape Operations/Management

COMMUNITY COLLEGES
Environmental Horticulture
Forest Management
Forest Technology
Agribusiness Technology
Environmental Science Technology
Landscape Technology
Industrial Management Technology

POSTSECONDARY VOCATIONAL
Forestry
Natural Resources
Landscape Management
Water Treatment Technologies
Wastewater Treatment Technologies
Solid Waste Disposal Operation

SECONDARY
Forestry
Agritechnology
Natural Resources
Environmental Resources
Horticulture Science and Services
Land Resources Technology
Landscape Operations
Water Resources Technology

ATTACHMENT G
Review Committee Selection Process
(For Discretionary Competitive Projects Only)

Program Title: Carl D. Perkins Vocational and Technical Education (Curricular Review of Career Clusters)

Process Description:
Projected Size:
The number of proposals received will determine the number of committee members needed to effectively review the competitive projects.

Areas of expertise:
The DOE Grants Development area will be actively involved in the selection and review process. The process will include Secondary and Postsecondary practitioners from around the state who will be invited to participate in the review process. There will be three members per committee, consisting of one individual from each of the following areas: universities, community colleges, and school districts.

Demographics of review committee:
The reviewers will be selected from school districts, community colleges and universities from around the state of Florida. A concerted effort will be made to ensure that statewide representation is assigned to each of the review teams. Ethnic and gender make-up will be a strong factor when considering candidates for the final review committee.

Describe the process that will be used to select members:
There will be four review committees, one each for E-Technology (web-based); Aviation/Aerospace; Environmental Science; and Finance. Each committee will consist of four to five members.

Expertise will include individuals familiar with the program review and curriculum process, a specialist(s) in the career cluster to be reviewed, a business representative, and representatives from school districts, community colleges, and universities. All attempts will be made to have diverse committees; however, appropriate industry and sector representation is critical to the success of this initiative.

Committee members will be selected as outlined above and will be invited to participate in the review process. They will indicate, either verbally or in writing, their willingness to serve on the committee.

The Director of Grants Administration will review each nomination to ensure that they meet the criteria. A formal invitation will be extended to the selected nominees to request their participation in the review process. In the event that one or more of the final nominees is unable to participate a list of alternates will be selected.

To ensure objectivity no reviewer will be allowed to evaluate any applications from their respective geographical area. Each member of the final review committee will be required to sign a conflict of interest statement prior to the application review process.

A complete description of the committee members, including names, titles and other identifying information will be attached to the prioritized funding list when submitted for approval.