

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Office of College and Career Readiness
205 Jefferson St., P.O. Box 480, Jefferson City, Missouri 65102-0480
Request for Grant Award (RFGA)

RFGA: Technology and Engineering Grant Award Program (Non-Competitive)

ELIGIBLE ENTITIES: Missouri public school districts operating Technology and Engineering Education Program(s) in grades K-12.

GOAL: The purpose of this School Reform Program Improvement Grant is to support the integration two approved non-profit programs, Engineering byDesign™, grades K-12 and/or Project Lead The Way - Engineering©, grades 6-12. These two products tenants are; comprehensive high quality professional development for teachers, standards-based real world hands-on integrated experiences through a rigorous and relevant engaging curriculum, and authentic classroom and end-of-course assessments.

RATIONALE: Technology and Engineering Education has as its focus to:

1. Provide a standards-based K-12 program that ensures that all students are technologically literate.
2. Provide opportunities for all students without regard to gender or ethnic origin.
3. Provide clear standards and expectations for increasing student achievement in, science, technology, engineering and math.
4. Provide leadership and support that will produce continuous improvement and innovation in the program.
5. Restore America's status as the leader in innovation.
6. Provide a program that constructs learning from a very early age and culminates in a capstone experience that leads students to become the next generation of technologists, innovators, designers, and engineers.

Therefore, the Department has established this grant award program to provide funds to assist the improvement of the department-approved Technology and Engineering Education Programs.

APPLICATION GUIDELINES: To be eligible for a Program Improvement Grant, the Local Education Agency (LEA) should review the program guidelines located at: http://dese.mo.gov/tech_ed_index.htm, and select “Program Management”, then select “Program Management and Evaluation”. Copies of all application documentation must be attached to the RFGA, including, but not limited to, the following: (PER BUILDING)

- A completed and signed RFGA cover page (attached),
- A completed and signed FV-4,
- The Assurances Form signed by the chief administrator (attached), and
- The Technology and Engineering Evaluation Form (attached).

Allowable expenditures eligible for reimbursement include:

- Laboratory equipment necessary for high quality rigor and relevant instruction,

- Computers and/or computer upgrades,
- Computer software required for delivery of the curriculum,
- High end laptop computer required for the instructor use,
- Travel expenses and registration fees for district personnel to attend the required professional development conferences, and
- Travel expenses and registration fees for district teachers to attend the required teacher training experiences.

Reimbursable travel expenditures are limited to actual, documented expenses of district counselors and teachers who are directly participating in the program for conference and/or workshop attendance, subject to the following:

- Reimbursement of travel and attendance expenses will adhere to local school district policies. Matching funds may be available from the local district's Professional Development Committee (PDC) and/or other funding sources.
- Approvable expenditures include reasonable and necessary expenses (meals, lodging, travel, and meeting registration fees) for workshops, conferences, and training institutes.
- Mileage reimbursement will be limited to a maximum of 37 cents per mile.

Applications that do not meet the minimum criteria will not be reviewed. In addition, applicants must honor the minimum criteria to be eligible for future technology and engineering program improvement funds.

Please note: All Technology and Engineering Programs are encouraged to apply with the understanding that established programs funded in Fiscal Year 2012 will be continued, if applicants meet the criteria under the RFGA. Priority will be given to:

- LEAs that received a grant in Fiscal Year 2012 and are planning to continue the program improvement of the technology and engineering within the district,
- LEAs that have not received funding, and
- Successfully completed the program certification process.

DUE DATE:

Requests must be received no later than 4:00 p.m. on March 31, 2012. Requests shall be one per building and include one (1) complete copy of the following: RFGA cover page, Technology and Engineering Education Program Improvement Grant Award Assurance form, name of primary school district contact person with contact information, and signed FV-4(s). Mail to:

Beverly Ponder,
 Office of College and Career Readiness
 Department of Elementary and Secondary Education
 205 Jefferson Street, P.O. Box 480
 Jefferson City, Missouri 65102-0480

DELIVERABLES: Grant recipients must forward the following to the Department:

1. May 1, 2013: A final reimbursement claim on a *Reimbursement Request for Approved Career Education Expenditures* (FV-2) form, accompanied by: 1) outside vendor invoices, check numbers, and itemized equipment lists used for inventory and 2) copies of canceled checks used to reimburse teachers and counselors for travel expenditures.

Revenue Code: **5332**

Program Type Code: **10-04**

There are no predetermined priority levels for the Technology and Engineering Education Program Improvement Grant. Awards will be based on objective assessments of the above criteria with no limitations as to the number of grants or dollar amounts received from past grants.

AMOUNT:

The Department intends to reimburse actual, documented, and allowable expenses for all foundation courses as outlined in the curriculum scope and sequence.

The Department will determine the number and proportion of grants to be awarded. The number of grants to be awarded will be based upon the amount of funds appropriated by the General Assembly.

PERTINENT PROJECT DATES FOR FISCAL YEAR 2013

GRANT PERIOD:

July 1, 2012 through June 30, 2013	
March 31, 2012	Due date for submitting project request
June 15, 2012	Project approval date (estimated)
July 2012	PLTW Summer Training Institute
July 23-26, 2012	<u>DESE Pre-Service</u> : Missouri ACTE Summer Conference in Springfield, Missouri
October 9-11, 2012	Missouri TSA Connections Conference Grades 6-12
March 7-9, 2013	ITEEA Conference -- EbD™ Professional Development Workshops
April 9-11, 2013	Missouri TSA Distinctions Conference Grades 6-12
May 1, 2013	<i>Reimbursement Request for Approved Career Education Expenditures</i> (FV-2) form to be postmarked by this date
July 22-25, 2013	<u>DESE Post Service</u> : Missouri ACTE Summer Conference in Springfield, Missouri



**STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
REQUEST FOR GRANT AWARD**

RFGA: Technology and Engineering Grant Award

ISSUE DATE: December 15, 2011

CONTACT PERSON: Beverly Ponder **PHONE NUMBER:** 573-522-6001

RETURN RFGA NO LATER THAN: March 31, 2012

SPECIFIC MAILING INSTRUCTIONS: Print or type RFGA number and return due date on the lower left-hand corner of envelope or package.

RETURN PROPOSAL TO:

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION Beverly Ponder Technology, Health, Skilled and Technical Sciences Office of College and Career Readiness 205 Jefferson Street, P.O. Box 480 Jefferson City, MO 65102-0480

GRANT PERIOD: July 1, 2012 through June 30, 2013
Technology and Engineering Teacher/Project Director

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
SCHOOL DISTRICT NAME	
SCHOOL BUILDING (CAMPUS) NAME	
SCHOOL MAILING ADDRESS	
SCHOOL PHONE	SCHOOL FAX
E-MAIL ADDRESS	

AMOUNT OF STATE FUNDS REQUESTED \$
TOTAL GRANT AMOUNT \$

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Office of College and Career Readiness
205 Jefferson St., P.O. Box 480
Jefferson City, Missouri 65102-0480

**Assurances for
Technology and Engineering Grant Award**

County District Building Codes

School Building Name

Project Director

Address

E-mail Address

Phone Number

The applicant assumes that if funds are made available through the Program Improvement Grant that:

1. Fiscal and property management control and fund accounting procedures are in place and operational.
2. Funds from local sources will be allocated and expended for instructional equipment for Technology and Engineering Education programs as described in the grant proposal in an amount equal to or greater than fifty percent (50%) for the first year and fifty percent (50%) for the second year of the grant expenditure for the purpose of all foundation courses, providing all expectations are met.
3. The grant recipient will fund from local sources any additional expenditure for the purposes of professional development other than those specified.
4. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
5. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation and these standards will be revised to meet or exceed the Missouri Show-Me Standards adopted by the State Board of Education.
6. Prior to the close of the fiscal year of the grant award, a plan will be developed with the assistance of the prescribed partnership team/advisory committee to ensure that graduates proceed to a college or a high-wage job with workplace skill development opportunities (*applies only to LEA that have not previously received Technology and Engineering Education Program Improvement Grant funds*).
7. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high-wage job with workplace skill development opportunities and any modifications to the initial plan.
8. All consecutive year applicants must have successfully completed the program certification process.
9. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
10. All grant funds must be incurred and expended prior to May 1, 2013.
11. The grant recipient demonstrate the integration of an affiliated Technology Student Association (TSA) chapter that supports the curriculum through involvement in all state conferences.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

Date

Signature of Chief Administrator

Technology and Engineering Education Program Improvement Evaluation Form

(Complete one form for each building requesting the grant)

Minimum Criteria — Grant awardees should complete and submit this response form with the Grant Application. Please describe your readiness level by responding to the following:

1. Select program option(s): Engineering byDesign™ (K-12) Project Lead The Way® (6-12)
2. Does the school have an available computer lab for Technology and Engineering? Yes No
 - a. How many stations are equipped with computers able to run Windows XP Pro and meet or exceed the curriculum expectations?
 - b. Provide the name and address of the school building where the program is to be offered:

Building Name

Grade Level

Building Address

Building City

Building Zip Code

3. How many qualified teachers with sufficient knowledge of college level mathematics and science will participate in the teacher training and teach the curriculum?
 - a. List the names of the teachers, their current certification area(s)

Teacher's Name

Certification Area

Course(s)

4. *Is the awardee committed to implementing all foundation courses and the capstone course during the next four-year period? Yes No
5. *Is the awardee committed to completing the program certification process by the end of the first year of the LEA's participation in the Program? Yes No
6. *Is the awardee committed to using the required end-of-course assessments? Yes No
7. *Please describe the reasonable measures the awardee will follow to ensure that there is progress by all students throughout their participation in the program.

- a. Will the awardee conduct annual graduate follow-up surveys and participate in the program's systemic evaluation process? Yes No

7. Will the awardee commit to the terms of the School District Agreement? Yes No
8. *Does the awardee fully understand that technology and engineering education is a career education approved program? Yes No
9. *Will the awardee commit to affiliating a TSA Chapter per building prior to or during the grant year? Yes No

FOR USE BY PROGRAMS REQUESTING THE GRANT FOR YEAR TWO (2) OR YEAR THREE (3)

10. *Has the program successfully completed the program certification process for the building requesting a grant? Yes No
11. *Has the school building integrated an active TSA Chapter to support the program? Yes No

(* Grades 6-12 Only)