

II Career Ed

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

1982-83
ADMINISTRATIVE HANDBOOK
for
MINI-GRANT INITIATIVES

Career Education Division
Jim Athen, Director

STATE
DEPARTMENT OF PUBLIC INSTRUCTION

3-1075

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

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I. Purpose

- A. To make education preparation for work and a means of relating work values to other life roles and choices a major goal of all who teach and all who learn by increasing the emphasis on career education" in such "a manner to promote equal opportunity in making choices through the elimination of bias and stereotyping." (Career Education Incentive Act)
- B. To strengthen the quality of elementary and secondary education through support of locally initiated projects and activities designed to improve career education practices.
- C. To provide impetus to educational institutions to fulfill the career education requirements of Public Law 95-207 and Chapter 260.9 of the Code of Iowa.

- D. To provide financial assistance to accomplish career education goals which are not possible with the local resources currently available

General Information

Career Education Mini-Grant Project

- E. To offer opportunities for development of career education plans which include community input and involvement, implementation and/or evaluation of a career education plan on a collaborative basis.

Career Education Topics:

- Purchase of Project Discovery
- Counselor Activities and Strategies for Handicapped Youth
- General Purpose Mini-Grants
- Training for Implementing EBCE
- Statewide Partnership in Education Conference

- G. To enhance collaboration with community organizations (i.e. Scouts, 4-H, retired workers' associations, PTA, Chambers of Commerce, Rotary, local municipalities) for the purpose of developing cooperation and coordination between the educational system and various segments of the broader community. The purpose of this collaboration is to meet learner needs.

II. Administration of Career Education Mini-Grant Initiatives

The Iowa Department of Public Instruction administers the Career Education Mini-Grant Projects according to a State Plan approved by the U.S. Department of Education. The Career Education Mini-Grant Project is administered by the Instructional Services staff of the Career Education Division.

I. Purpose

- A. "To make education preparation for work and a means of relating work values to other life roles and choices a major goal of all who teach and all who learn by increasing the emphasis on career education" in such "a manner to promote equal opportunity in making choices through the elimination of bias and stereotyping." (Career Education Incentive Act)
- B. To strengthen the quality of elementary and secondary education through support of locally initiated projects and activities designed to improve career education practices.
- C. To provide impetus to educational institutions to fulfill the career education requirements of Public Law 95-207 and Chapter 280.9 of the Code of Iowa.
- D. To provide financial assistance to accomplish career education goals which cannot be reached with the local resources currently available.
- E. To offer opportunities for development of career education plans which include community input and involvement, implementation and/or evaluation of the career education plan on a collaborative basis.
- F. To strengthen the quality of the elementary and secondary curriculum through the coordination and integration of career education objectives in the district's curricular plans.
- G. To enhance collaboration with community organizations (i.e. Scouts, 4-H, retired workers' associations, PTA, Chambers of Commerce, Rotary, local municipalities) for the purpose of developing cooperation and coordination between the educational system and various segments of the broader community. The purpose of this collaboration is to meet learner needs.

II. Administration of Career Education Mini-Grant Initiatives

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III. Participation in Career Education Mini-Grant Initiatives Project

A. Eligible applicants

1. All public school districts administering a K-12 program.
2. All area education agencies.
3. Merged area schools providing services to secondary students.
4. Non-profit private schools may apply through the local education agency.

B. Maintenance of expenditures of the Career Education Mini-Grant Project

The Career Education Mini-Grant must supplement (not supplant) state or local funds.

C. Subcontracting

An LEA applicant may enter into a cooperative agreement or contract for the provision of services under an approved project. The LEA will retain the responsibility for supervision and administrative control of the project. Services which may be contracted, are, for example, those which are inappropriate for assignment to present staff.

The proposed terms of any agreement or contract should be submitted in the initial project application.

Any cooperative agreement or contract between the LEA and another organization shall provide for:

1. maintenance of separate accounts and records;
2. adherence to Public Law 95-207 Career Education Incentive Act regulations, grant terms and conditions, and guidelines issued by the Department of Public Instruction;
3. availability of records to staff and the Department of Public Instruction; and
4. submission of expenditure reports by the local education agency to the Department of Public Instruction.

A copy of the recommended contract form may be obtained from the Federal Programs Section of the Department of Public Instruction upon request.

D. Record Keeping

1. Obligation of funds

Funds shall be considered to be expended by the local school district on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work.

2. Budget amendments

Any line item change in the budget of 10% or which exceeds two-hundred dollars (\$200) requires an amendment to the budget which must be submitted to the Instructional Services Section. In no case shall the budget amendment change the overall purpose of the projects.

3. Objectives and activities

Project changes which modify the initially approved program objectives and activities must be approved by the Instructional Services Section. Request for such changes shall include an explanation and justification for each proposed change and the signature of the chief administrator of the applicant agency.

4. Accounting procedures

Career Education Incentive Act funds received by a local education agency should be deposited upon receipt in the depository designated by the school board. The separate identity of all career education projects transactions funded under the Career Education Incentive Act shall be maintained. The LEA must retain documentation of the required local match.

E. Basic limitations on eligibility of materials and equipment

1. Materials acquired under the Career Education Incentive Project must be suitable for use in the public elementary and secondary school and, with reasonable care, be expected to last for more than one year.

2. Materials and supplies purchased or developed must be nonsectarian in nature and may not be used in religious worship or instruction.

3. Grant activities for non-profit private school students or teachers may not include classroom instruction of non-public school students at the non-public school site.
4. General purpose equipment such as seating, chalkboards, desks, audiovisual equipment, or micro-computers may not be purchased with these funds.

F. Dissemination

Dissemination of successful practices under the Career Education Mini-Grant Project will be the responsibility of the Department of Public Instruction. Projects will be selected for dissemination based upon data gathered through on-site monitoring, evaluation, and other documentary evidence.

G. Local match of funds (non-federal funds)

Under the new guidelines of the Career Education Incentive Act local school districts are required to match fifty percent (50%) of the total budget for the Career Education Mini-Grant. No in-kind match will be allowed. Matching funds may come from the state, local or private sector.

H. Topics for application

1. Project Discovery materials (users and non-users).
2. Counselor activities and strategies for handicapped youth.
3. General mini-grants for career education plan development, plan implementation and/or evaluation.
4. Training for implementing (EBCE) Experience Based Career Education.
5. Statewide Partnership Conference (only one grant will be awarded for this topic).

A copy of the recommended contract form may be obtained from the Federal Programs Section of the Department of Public Instruction upon request.

Application Procedure
Career Education Mini-Grant Project

I. Application Procedures

Applications for Career Education Mini-Grants may be submitted by any public school district administering a K-12 program, area education agency or merged area school providing services to a K-12 program. A variety of grant applications may be submitted by an eligible agency.

The application must be received in the Department of Public Instruction no later than September 15, 1982. The applications will be judged to meet the deadline date if they are in the office of the Director in the Career Education Division by 4:30 p.m. on the closing date (regardless of postmark).

For application form see Appendix A.

II. Eligible Projects

A. Topics

The Career Education Incentive Mini-Grant Project is designed to provide impetus to educational institutions to fulfill the requirements of Public Law 95-207 and Chapter 280.9 of the Code of Iowa. Through this effort local education agencies may purchase Project Discovery materials, implement counselor activities for handicapped youth, engage in training for implementing EBCE, hold a statewide conference for partnerships in education, and/or develop a career education plan, evaluate and or implement career education activities and services into the educational setting. (Educational setting means in the school or community under the supervision of the public school.) This financial assistance is to provide dollars to accomplish goals which cannot be achieved with the local resources currently available.

B. Eligible Applicants

With the Career Education Incentive Mini-Grants, a local education agency, area education agency or merged area school providing services to secondary students may submit an application to the Career Education Division. Non-profit private schools may apply through the local educational agency. Those eligible agencies are encouraged to involve any or all appropriate community members in the development, implementation, and evaluation of project activities that enable the agency to comply with Chapter 280.9 of the Iowa School Code. Eligible applicants may submit more than one proposal. Those eligible to conduct

funded projects include classroom teachers, counselors, career education consultants/coordinators, or other certified staff.

C. Funding

A fifty percent (50%) local match in funds is required for each proposal. Districts are prohibited from counting in-kind monies as the local match of funds. The maximum amount of federal Career Education Incentive Act funds for each proposed activity is two thousand dollars (\$2,000). Each local district, therefore, applying for that amount would contribute at least two thousand dollars (\$2,000) non-federal funds (state, local or private) to fulfill the federal requirement.

Local education agencies may contribute more than the required amount from additional state foundation aid and/or local community agency (agencies) funds and submit a proposal budget in excess of four thousand dollars (+\$4,000).

D. Personnel Changes

The Career Education Mini-Grant project must be completed by September 30, 1983. If the project director or program personnel leave, the Director of Career Education should be notified. A determination will be made if the Project can be transferred to another educator in the district or AEA, or if the funds should be returned to the Department of Public Instruction.

E. Coordination with Career Education Plans

In proposals designed to implement career education activities (purchase of Project Discovery, initiation of counselor activities and strategies for handicapped youth, career education plan implementation and/or plan evaluation or training for implementing EBCE) a copy of the career education plan for the district or AEA is to accompany the mini-grant application. In addition, references to the proposed project activities should be cited as they relate to the goals/objectives of the plan.

F. Proposal Topics

Each proposal shall address one of the following topics:

1. Project Discovery materials (users and non-users).
2. Counselor Activities and Strategies for Handicapped Youth.

3. General Purpose Mini-Grants:

- a. Career education plan development which involves community based organizations.
- b. Career education plan implementation through activities and services which involve community organizations.
- c. Career education plan evaluation which involves community organizations.

4. Training for the Implementation of EBCE (Experience Based Career Education).

5. Statewide Conference on Partnerships in Education (only one grant will be awarded for this topic).

G. Specific Topic Criteria for Approval will include:

1. Project Discovery materials (users)

- a. LEA must document via a statement that Project Discovery materials are currently being used in an exploration program.
- b. A sound rationale for selection of packages to be purchased must be included in the proposal under "need".

Project Discovery materials (non-users)

- a. LEA must document via a statement that the LEA does not have any of the Project Discovery materials.
- b. Sound rationale for selection of packages to be purchased must be included in the proposal.

2. Counselor Activities and Strategies for Handicapped Youth

- a. Project serves handicapped students on a segregated or integrated basis.
- b. Roles and responsibilities of counselor and staff are defined for carrying out the proposed activities and included in the proposal under personnel activities.

3. General Purpose Mini-Grants
 - a. Thorough planning has occurred involving educators and members of the community and is documented via statements in the proposal.
 - b. Coordination with the district's career education plan and/or curricula plans is obvious.
 - c. For implementation projects, experiences are included which enable project participants to apply previous information (transfer of learning).
 - d. Project activities clearly indicate the integration of career education objectives into the curriculum.
4. Training for the Implementation of EBCE (Experience Based Career Education)
 - a. Academic teachers in the regular curriculum and/or learning coordinators are participants in the training.
 - b. Thorough planning has occurred involving educators and several members of the community.
 - c. Establishing objectives for an operational plan to implement EBCE in the local district will be a part of the project.
 - d. When feasible, area training teams will be utilized as trainers.
5. Statewide Conference on Partnerships in Education
 - a. LEA must document thorough planning for proposal development has occurred involving educators and several members of community based organizations having a special interest in developing cooperation and coordination to meet learner needs.
 - b. Sound rationale and purpose for the statewide conference are identified.
 - c. LEA must document that thorough planning of the conference will occur involving educators and several members of community based organizations having a special interest in collaboration, coordination, and shared responsibility for meeting student needs.

- d. The activities to be included in the conference will enable the audience to participate in team interaction which will lead to the establishment of partnerships in education on a local or regional basis.

H. General Criteria for Approval include:

Economic feasibility and potential for continuation with LEA funds; identification of the problem; the clarity of objectives' activities; and provisions for evaluation including impact upon students.

Criteria applied to all applications regardless of the topic will be that the project represents a potentially successful solution to an identified local educational need or problem which has not been implemented previous in the school district or AEA plan for career education.

Provisions must be made within the project for promoting equal opportunity for all students through the elimination of discrimination, sex-bias, and stereotyping.

Approved budget items may include an extended contract for salary, supplies, and materials currently not available to the local district or AEA, materials development or reproduction, workshop fees, travel, and subcontracting.

The local education agency or area education agency must agree to receive the award and maintain a separate accounting of the Career Education Incentive Act expenditures. The LEA must retain documentation of the required local match. The application must have the approval of the applicant's principal or supervisor, and the superintendent of the agency or the agency chief administrator.

III. Review Process

The review process will begin within the Career Education Division. Initial applications (see Initial Application review form, Appendix B) are judged according to career education priorities, regulations, budget, need, objectives and activities, and evaluation. Those proposals which meet the above standards may then receive external review by members of the agency in the appropriate curriculum content area. Applicants which are not awarded career education mini-grants may request information regarding the review of their proposal.

IV. Payment Schedule and Reporting Reimbursements

The total budget of each career education mini-grant, is equal to the local district's financial match of fifty percent (50%), and fifty percent (50%) Career Education Incentive Act funds. The state education agency will make a prepayment of seventy-five percent (75%) of the federal funds upon receipt, review and approval of the itemized financial budget. Upon receipt of the final report the remaining payment of the federal funds for the project's actual expenditures incurred by the local education agency will be reimbursed.

Copies of invoices for materials and/or supplies purchased are to accompany the final report. Warrant copies for salaries paid for time beyond the teaching contract are also to be included with the final report.

The total amount reimbursed to the educational agency may not exceed the project's approved budget. Funds received through this project that are unobligated at the date of project completion must be returned to the Department of Public Instruction upon submittal of the final report. (See Appendix C for the Career Education Mini-Grant Project final report.) Three copies of the Career Education Mini-Grant final report, reimbursement request, and addendum (CE-4) are due on or before September 30, 1982.

Career Education
Mini-Grant Project Application

School District Name and Address

Submit three copies of this application to:

Jim Athon, Director
Career Education Division
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

APPLICATION DEADLINE: September 15, 1982

APPENDIX A

Application Information:

Name of Applicant (Project Title) Career Education
Mini-Grant Project Application

Phone _____ Assignment _____

Address _____

Section I -- Statistical Information

1. Project Title _____

2. Career Education Incentive Act Funds Requested:

\$ _____ (maximum amount \$2,000.00)

3. Project Category (check one or more)

Project Discovery User Non-user

Counselor activities and strategies for handicapped youth

General mini-grant

Career Education Plan development

Career Education Plan implementation through activities and services

Career Education Plan evaluation

Training for implementing Experience Based Career Education (EBCE)

Statewide Partnership Conference

Career Education
Mini-Grant Project Application

School District Name and Address

Submit three copies of this application to:

Jim Athen, Director
Career Education Division
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

APPLICATION DEADLINE: September 15, 1982

Application Information:

Name of Applicant (Project Director): _____

Phone _____ Assignment _____

Address _____

Section I -- Statistical Information

1. Project Title _____

2. Career Education Incentive Act Funds Requested:

\$ _____ (maximum amount \$2,000.00)

3. Project Category (check one or more)

_____ Project Discovery _____ User _____ Non-user

_____ Counselor activities and strategies for handicapped youth

_____ General mini-grant

_____ Career Education Plan development

_____ Career Education Plan implementation through activities
and services

_____ Career Education Plan evaluation

_____ Training for implementing Experience Based Career Education (EBCE)

_____ Statewide Partnership Conference

4. Number of individuals that will participate in the development and implementation of the project:

Elem. Staff (K-12)	Sec. Staff (7-12)	LEA Admin.	AEA Staff	Community	Other (specify):

5. Number of students that will participate in project activities each year:

Elementary (K-6)	Secondary (7-12)

Section II -- Narrative

Complete each of the following items:

1. Why is this project needed? (Cite evidence which supports this need.)

Application Information:
 Name of Applicant (Project Director): _____
 Phone: _____
 Address: _____

2. Respond to item 2 if the category of application is implementation or evaluation.
 a. What goals and objectives of the educational institution's career education plan are being addressed? (References should be cited of the proposed project activities as related to goals/objectives in the plan.)

3. Project Category (check one or more)
 \$ _____ (maximum amount \$2,000.00)
 5. Career Education Incentive Act Funds Requested:

- b. What is the relationship of this proposed activity to the district career education plan?

General mini-grant _____
 Career Education Plan development _____
 Career Education Plan implementation through activities and services _____
 Career Education Plan evaluation _____
 Training for implementing Experience Based Career Education (EBCE) _____
 Statewide Partnership Conference _____

3. What are the major project objectives? (At least one program objective and one student outcome objective must address the elimination of bias and stereotyping on account of age, race, sex, economic status, and handicap.)

a. Program objectives:

1. Describe the project objectives (Program objectives) and describe the plan to evaluate the project. (Describe the program and describe the plan to evaluate the project.)

2. The activities and services for which assistance is sought under this title will be administered by or under the supervision of the applicant.

3. The applicant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all the requirements imposed by or pursuant to the regulations of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to the Title VI Act.

b. Expected learner outcomes:

4. The project will be operated in compliance with Public Law 94-142 and all other applicable laws, regulations, and administrative procedures by the U.S. Commissioner of Education and the Iowa Department of Public Instruction, including submission of such reports and documents as may be required.

5. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and on behalf of the applicant. Describe plans for integrating the project objectives and outcomes into the ongoing curriculum.

4. What activities will be conducted in implementing this project? (Activities must be linked with the project objectives and the budget.)

I certify that the above assurances have been met.

Signature of Applicant's Supervisor or Principal

Date

Signature of Applicant's Chief Administrator or Superintendent

Date

5. Describe the personnel activities and projected time line planned for this activity. (All activities must be completed by September 30, 1983 for project approval by the Department of Public Instruction.)

Elem. Staff (K-12)	Sec. Staff (7-12)	LEA Admin.	AEA Staff	Community	Program objectives:

5. Number of students that will participate in project activities each year:

Elementary (K-6)	Secondary (7-12)

Section II -- Narrative

Complete each of the following items:

6. Describe the plan to evaluate this project. (Please be specific and descriptive--outline concisely how you prepare to evaluate the program and student outcome objectives. Be sure to include objective data as well as subjective data.)

b. Expected learner outcomes:

2. Respond to item 2 if the category of application is implementation or evaluation.

a. What goals and objectives of the educational institution's career education plan are being addressed? (References should be cited of the proposed project activities as related to goals/objectives in the plan.)

7. Describe plans for integrating the project procedures and outcomes into the ongoing curriculum.

A. What activities will be conducted in implementing this project? (Activities must be linked with the project objectives and the budget.)

b. What is the relationship of this proposed activity to the career education plan?

Section III -- Assurances

The applicant hereby gives assurance to the Iowa Department of Public Instruction that:

1. The applicant has the necessary legal authority to apply for and receive the proposed grant.
2. The activities and services for which assistance is sought under this Title will be administered by or under the supervision of the applicant.
3. The applicant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all the requirements imposed by or pursuant to the regulations of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to the Title, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance from the Department. (The assurance of compliance /HEW 441/, or court order, or desegregation plan previously filed with the U.S. Office of Education in accordance with the Department of Health, Education, and Welfare regulations applies to this application.)
4. The project will be operated in compliance with Public Law 95-207 and with regulations and other policies and administrative issuances by the U.S. Commissioner of Education and the Iowa Department of Public Instruction, including submission of such reports and documents as may be required.
5. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
6. Form 639 (relating to Title IX) has been completed and filed with the Office of Civil Rights, Department of Health, Education, and Welfare.

I certify that the above assurances have been met.

Signature of Applicant's Supervisor or Principal

Date

Signature of Applicant's Chief Administrator or Superintendent

Date

Section IV -- Letters of Support

A letter of support must be submitted by an individual other than the project director who will supervise and administer the project. The same letter or separate letter must state the district's willingness to provide the required local match of funds.

Other letters may be submitted by individuals that will be directly involved in or affected by implementation of the project.

Section V -- Budget*

1. Salaries

(a)**Professional:

_____ educator(s) @ \$ _____ day/week/month

for _____ days/weeks/months \$ _____

(b) Technical Support:

_____ person(s) @ \$ _____ hour/day/week/month

for _____ hours/days/weeks/months \$ _____

(c) Fixed Charges (including fringe benefits) \$ _____

2. Contracted Services \$ _____

3. Materials/Supplies \$ _____

4. Travel \$ _____

5. Local Match At Least (50%). No in-kind contribution allowed \$ _____

TOTAL ESTIMATED COST OF PROJECT \$ _____

* This information must also be submitted on a Career Education Budget Approval Form (CE-4).

** May be used only for reimbursement for time spent beyond regular teaching contract.

Date Signature of Applicant's Chief Administrator or Superintendent

APPENDIX B

Career Education
Mini-Grant Review Form

Career Education Mini-Grant Project
Proposal Review Form

I. Proposal Identifiers

Title _____ Application Number _____

Applicant Agency _____

II. Complete Proposal Submitted: Information must be provided for all requested proposal sections for a proposal to be considered complete and a candidate for processing. (Check Appropriate Line)

	Completed	Not Completed
Section I: Statistical Information	_____	_____
Section II: Narrative Information	_____	_____
A. Evidence of Need	_____	_____
B. Relationship to Career Education Plan (Not Required for Proposals on Developing a Plan)	_____	_____
C. Project Objectives	_____	_____
D. Project Activities	_____	_____
E. Projected Time Line and Personnel	_____	_____
F. Evaluation Plan	_____	_____
G. Plan to Integrate Results into Curriculum	_____	_____
Section III: Assurances	_____	_____
A. Supervisor or Principal Signature	_____	_____
B. Chief Administrator Signature	_____	_____
Section IV: Letters of Support	_____	_____
Section V: Budget	_____	_____

PROPOSAL ACTION _____ Processing Terminated

_____ Continue Processing

III. Acceptable Purpose: A proposal shall address one of the following areas to be fundable. (Check appropriate line)

- | | Purpose Present |
|--|-----------------|
| A. Purchase of Project Discovery | _____ |
| B. Implementation of Counselor Activities and Strategies of Handicapped Youth | _____ |
| C. Training for Implementation of EBCE (Experience Based Career Education) | _____ |
| D. General Purpose Mini-Grants--Development of a Career Education Plan | _____ |
| E. General Purpose Mini-Grants--Implementation of Career Education Activities and Services | _____ |
| F. General Purpose Mini-Grants--Evaluation of the Career Education Plan | _____ |

PROPOSAL ACTION _____ Processing Terminated
_____ Continue Processing

IV. Acceptable Budget: A proposal with a budget containing one or more of the following conditions is not fundable. (Check appropriate line)

- | | Condition Present |
|---|-------------------|
| A. Total costs exceed the maximum possible awards of \$2,000 | _____ |
| B. No local match of funds identified | _____ |
| C. General purpose equipment and supplies | _____ |
| D. Purchases are not suitable for use in elementary and/or secondary school | _____ |
| E. Purchases are not expected to last for more than one year | _____ |
| F. Purchases are not non-sectarian in nature | _____ |

PROPOSAL ACTION _____ Processing Terminated
_____ Continue Processing

V. Quality of Narrative: Required Components of a narrative are outlined below according to the sections of a proposal narrative. The point range is listed after the component statement. The three point systems are given below. A missing component is always given zero points. Record the points on the line to the right of the component.

Inadequate or Missing	Adequate	Excellent	Inadequate or Missing										
0	1	2 3 4 5	0	1	2	3	4	5	6	7	8	9	10
Six Point System						Eleven Point System							

Inadequate or Missing	Adequate											Excellent								
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Twenty-one Point System																				

A. Evidence of Need for Project: A zero rating for "Statement of Identified Need" and "Evidence of inability to alleviate need" terminates the processing of a proposal.

- 1. Description of clearly identified target population (0-5) _____
- 2. Statement of identified need (0-10) _____
- 3. Data presented to support need (0-5) _____
- 4. Evidence of inability to alleviate need (0-10) _____

Comments:

PROPOSAL ACTION: _____ Processing Terminated
 _____ Continue Processing

B. Relationship to Career Education Plan: No points are given this section in order to compare development of plan proposals with implementation and evaluation proposals. The "Career Education Plan accompanies proposal" and "Plan goals and objectives addressed were stated" conditions must be present for the processing to continue. (Check appropriate line)

Condition Present

- 1. Career Education Plan accompanies proposal _____
- 2. Plan goals and objectives addressed are stated in Career Education Plan _____

PROPOSAL ACTION: _____ Processing Terminated
_____ Continue Processing

C. Project Objectives: A rating of zero for "Relationship between need and objective" or "Quality of objective(s) to eliminate bias and stereotyping" or a rating of 3 or less for "Quality and desirability of objectives" terminates the processing of a proposal.

- 1. Relationship between need and objective (0-5) _____
- 2. Quality and desirability of objectives (0-10) _____
- 3. Quality of objective(s) to eliminate bias and stereotyping (0-5) _____

Comments:

PROPOSAL ACTION: _____ Processing Terminated
_____ Continue Processing

D. Project Activities: A rating of zero for "Relationship between objectives and activities" or "Innovativeness of activities for applicant agency" terminates the processing of a proposal.

- 1. Relationship between objectives and activities (0-5) _____
- 2. Quality and desirability of activities (0-20) The special criteria will be considered in this category. _____

- 3. Innovativeness of activities for applicant agency (0-5) _____

Comments:

PROPOSAL ACTION: _____ Processing Terminated
_____ Continue Processing

- E. Projected Time Lines and Personnel: The only PROPOSAL ACTION is Continue Processing.

- 1. Appropriateness of time line (0-5) _____
- 2. Appropriateness of personnel requirements and qualifications (0-5) _____

- F. Evaluation Plan: A rating of zero for "Appropriateness of type of data collected to evaluate objectives" terminates the processing of a proposal.

- 1. Appropriateness of type of data collected to evaluate objectives (0-10) _____
- 2. Appropriateness of data analysis methods (0-10) _____
- 3. Usefulness of evaluation results for project decisions (0-5) _____

Comments:

PROPOSAL ACTION: _____ Processing Terminated
_____ Continue Processing

- G. Plan to Integrate Results into Curriculum: The only PROPOSAL ACTION is Continue Processing.

- 1. Appropriateness of integration time line (0-5) _____
- 2. Completeness and appropriateness of procedure for integrating (0-5) _____

3. Completeness and appropriateness of procedures for integrating (0-5) _____

Comments:

H. Budget: The only PROPOSAL ACTION is Continue Processing,

1. Relationship between project plan and budget. (0-5) _____
2. Cost effectiveness in terms of alternative budget. (0-5) _____
3. Degree budget supplements instead of supplants. (0-5) _____

Comments:

TOTAL POINTS _____
() points possible

APPENDIX C
Career Education
Mini-Grant Project
Final Report

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Career Education Division
Grimes State Office Building
Des Moines, Iowa 50319

CAREER EDUCATION
MINI-GRANT PROJECT

FINAL REPORT

Name of District (Area Code) Phone

Address City Zip

Name of Project Director Project Title

____ Number of elementary (K-6) students that participated in the project.

____ Number of secondary (7-12) students that participated in the project.

____ Number of LEA elementary staff that participated in the project.

____ Number of LEA secondary staff that participated in the project.

____ Number of AEA staff that participated in the project.

____ Number of LEA administrators that participated in the project.

____ Number of other participants in the project; (please specify) _____

() _____ () _____ () _____

() _____ () _____ () _____

() _____ () _____ () _____

Signature of Project Director

Date Signed

Signature of Supervisor/Principal

Date Signed

Signature of Chief Administrator/Superintendent

Date Signed

Project Results (use additional pages as necessary)

1. A. Restate the objective(s).
 - B. Describe the activities.
 - C. Describe how the project activities accomplished the goals and objectives set forth in the district career education plan.
 - D. Describe the activities aimed at promoting equal opportunity.
 - E. Describe the evaluation procedures.
 - F. Report the evaluation findings.
 - G. Describe the long range plans to continue assessing the impact and correct identified weaknesses.
2. Describe the final plans for integrating the project procedures, activities and outcomes into the ongoing curriculum.
 3. What methods were used for informing students, teachers, administrators, board members, and parents in your community about this project?
 4. To what extent would you rate the success of this project?

1	2	3	4	5
None	A little	Some	Quite a Bit	A Great Deal

Summary Expenditure Report

- \$ _____ *Professional Salaries (including fringe benefits)
(copies of warrants enclosed)
- \$ _____ Support Salaries (including fringe benefits)
(enclose copies of warrants)
- \$ _____ Fixed Charges (including fringe benefits)
(enclose copies of warrants)
- \$ _____ Contracted Services (enclose copies of invoices)
- \$ _____ Materials and Supplies (enclose copies of invoices)
- \$ _____ Travel (enclose copies of warrants)
- \$ _____ Total Project Expenditure
(enclose copies of all invoices/warrants)
- \$ _____ Local Matching Funds
(total dollars expended as a part of the total project expenditures stated above.)

*May be used only for reimbursement for time spent beyond regular teaching contract.

This information must also be submitted on a Career Education Reimbursement Request Form (CE-4).

To return unexpended funds, make checks payable to: Career Education Division, Iowa Department of Public Instruction.

Submit two copies of this report by September 30, 1983 to:

Jim Athen, Director
Career Education Division
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

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