

# Delaware Department of Education

Academic Support  
Career and Technical Education and STEM Office

## Innovation Grant Request for Application FY 2019



### **Deadline:**

October 12, 2018

### **DDOE point of contact:**

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**REQUEST FOR APPLICATION (RFA) for CTE INNOVATION GRANT  
ISSUED BY DELAWARE DEPARTMENT OF EDUCATION**

**I. Overview**

The Delaware Department of Education (DDOE) seeks to award funds through the Reserve Fund under the provisions of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 P. L. 109-270 [Section 112 & 135] to eligible recipients for the purpose of implementing and improving Career and Technical Education (CTE) programs of study. This request for application (“RFA”) is issued pursuant to 29 *Del. C.* §§ [6981](#) and [6982](#). The proposed schedule of events subject to the RFA is outlined below:

Public Notice	Date: <b>August 27, 2018</b>
Deadline for Questions	Date: <b>September 28, 2018</b>
Answers to Questions Posted	Date: <b>October 5, 2018</b>
Deadline for Receipt of Applications	Date: <b>October 12, 2018, 4 PM</b>
Estimated Notification of Award	Date: <b>November 2018</b>

**Agency:**

DDOE, CTE and STEM Workgroup.

**Basis for Funding:**

The specifications for this RFA are based on the Carl D. Perkins Career and Technical Education Improvement Act of 2006 P. L. 109-270 [Section 112] for Career and Technical Education activities described in [Section 135]. For the list of eligible recipients please see [Attachment F](#) – only recipients covered by Section 112 & 131 of the Act and meet one of the following criteria are eligible to receive funding:

1. Rural areas;
2. Areas with a high number of career and technical students; or
3. Areas with a high percentage of career and technical students.

There is no limit to the number of applications that an eligible recipient may submit. However the eligible recipient must rank each grant application in order of funding priority. All grants are competitive and final approval of awards will be determined by the DDOE. DDOE reserves the right to take into consideration geographic distribution, demonstrated readiness of the recipient and plan(s) for sustainability, as well as the recipient’s rank of each grant application when making decisions about final grant awards.

**Deadline for Submission:**

Applications must be received by the DDOE via eGrants (see Attachment A) by **4:00 PM** on or before **October 12, 2018**. Due to the competitive nature of these grants the deadline for applications will not be extended.

**Available Funding:**

Approximately \$435,000—the upper limit for each grant award is listed under each priority area. The number of grant awards will be based upon the competitive process of this RFA and the number of applications received.

**Budget Period:**

November 1, 2018 to September 30, 2019, unless otherwise noted on the Notice of Grant Award. No extensions will be given.

**Application for Funds:**

Priorities are aligned with Section 135 of the Delaware State Plan for CTE, which includes the following:

**1. Support the implementation of new Delaware state-model CTE Programs of Study (POS).** (p. 4)

Eligible recipients may apply for grant funds to support the implementation of new Delaware state-model CTE programs of study listed below. The standard grant application for priority one (1) is listed on (p. 8-10).

- Academy of Business Information Management – the upper limit for each grant award is \$16,000, see (p. 4-5)
- Architectural Engineering Technology – the upper limit for each grant award is \$15,000, see (p. 5)
- Computer Science – the upper limit of each grant award is \$15,000, see (p. 5-6)
- Digital Communications – the upper limit of each grant awards is \$10,000, see (p. 6)
- Early Childhood Teacher Academy – the upper limit for each grant award is \$20,000, see (p. 7)
- Hospitality & Tourism Management – the upper limit for each grant awards is \$10,000, see (p. 7-8)
- Public and Community Health – the upper limit for each grant award is \$16,000, see (p. 8)

**2. Enhancement grants for Delaware state-model CTE Programs of Study (POS).** (p. 10)

Eligible recipients may apply for grant funds to support the transition of an existing CTE pathway to a Delaware state-model CTE program of study listed below. Only eligible recipients listed under each section may apply within this priority area. The standard grant application for priority two (2) is listed on (p. 17-18).

- Agricultural Power and Engineering – the upper limit for each grant award is \$15,000, see (p. 10-11)
- Agricultural Structures and Engineering – the upper limit for each grant award is \$15,000, see (p. 11-12)
- Animal Science and Management – the upper limit for each grant award is \$10,000, see (p. 12-13)
- Automotive Technology – the upper limit for each grant award is \$15,000 see (p. 13-14)
- Natural Resource Management – the upper limit for grant award is \$10,000, see (p. 14-16)
- Plant Science – the upper limit of each grant award is \$10,000, see (p. 16-17)

**3. Prepare students for continuing education and career success.** (p. 18-19)

Eligible recipients shall select from the following list of activities and may submit more than one application under this priority. The upper limit for each grant award may not exceed \$10,000 per application. Preference will be given to applications that have a sustainability plan beyond the grant and build the capacity of the recipient to offer the services described below. The standard grant application for priority three (3) is listed on (p. 19-20).

- Provide academic support services to CTE students that positively impact program completion rates, graduation rates, and/or alignment of CTE programs to Delaware State Standards; or
- Provide career guidance and/or academic counseling services to CTE students that improve transition of CTE students among the learning levels (middle school to high school or high school to post-secondary); or
- Build capacity to administer and/or provide opportunities for CTE students to complete industry recognized certifications/licensures as part of an approved CTE program of study; or
- Build capacity to offer and/or create opportunities for CTE students to participate in dual enrollment courses as part of an approved CTE program of study.

**4. Provide professional development for CTE instructors, administrators, and school counselors.** (p. 20-21)

Eligible recipients may apply for funds to support professional learning activities that relate to a specific CTE program of study and align with Delaware's Professional Development Standards [14 Del.C. §1598]. Professional development activities for separate participants/schools may be consolidated under a single application and recipients may submit more than one application under this priority. The upper limit for each grant award may not exceed \$10,000 per application. If writing for a grant under another priority area the related professional learning must be included in that application. The standard grant application for priority four (4) is listed on (p. 21-22).

## II. Scope of Work

### **Purpose:**

The purpose of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in CTE programs of study, by:

- Building on the efforts of states and localities to develop challenging academic and technical standards;
- Assisting students in meeting standards, including preparation for high-skill, high-wage or high-demand occupations in current or emerging professions;
- Promoting leadership, initial preparation, and professional development;
- Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction;
- Supporting partnerships among secondary schools, post-secondary institutions, and business and industry;
- Linking secondary schools and two-year post-secondary institutions, four-year institutions of higher education, through non-duplicative sequences of courses in a career field, the use of articulation agreements, dual enrollment, and career pathways;
- Building student competence in math, science, reading, writing, communications, and career courses (please note that no remedial courses are accepted);
- Increasing state and local flexibility in providing services and activities designed to develop, implement, and improve Career and Technical Education, including career pathways;
- Conducting and disseminating national research and information on best practices that improve Career and Technical Education programs, services and activities; and
- Providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training opportunities, the knowledge and skills needed to keep the U.S. competitive.

Career and Technical Education programs of study seamlessly align academic and technical courses to meet the prerequisite expectations of business and industry and ensure that every student has the opportunity to continue their education and seek career success.

### **Project Scope, Overview and Application per Priority Area, and General Requirements:**

#### **A. Scope**

The eligible recipient is required to provide a CTE program that is of such size, scope, and quality to bring about improvement in the quality of CTE programs.

#### **B. Overview and Application per Priority Area**

##### **Priority One (1): Support the implementation of new Delaware state-model CTE Programs of Study (POS).**

Eligible recipients may apply for grant funds to support the implementation of new Delaware state-model CTE programs of study listed below. Each program of study has a specific set of minimum requirements.

### **Directions:**

Below is a brief description of each program of study that is eligible for funding under priority one (1), the upper

limit for each grant award, and the minimum requirements to implement the program of study. Additional detail for all state-model CTE programs of study can be found on the DDOE website at: <http://www.doe.k12.de.us/Page/2016>. The standard grant application for priority one (1) is listed on (p. 9-10) after the program descriptions. Applications must be specific to the program of study, address the minimum requirements for each program, and include the information requested in sections A-D of the standard grant application for priority one (1). The application must be accompanied by the required documents listed in Section III, Paragraph A, Minimum Requirements and reflect the expectations outlined in Section III, Paragraph B, Applications which is listed on (p. 24).

For all state-model CTE programs of study listed below, the eligible agency may choose to acquire educational technology through the ParTech office. Where appropriate, additional details are provided in each program of study Appendix or requests for technical assistance may be made through the Innovation Grant point of contact.

- **Academy of Business Information Management:** The NAF Academy of Business Information Management (AOBIM) program is a three (3) credit program of study that introduces students to the skills needed to plan, organize, direct, and evaluate business functions essential to business operations through courses focusing on entrepreneurship, global and domestic economics, information technology, customer service, and ethics. Students gain critical career knowledge through a series of work-based learning activities that are conducted in school as well as outside the classroom. These activities may include, but are not limited to, job shadowing, mock interviews, and resume writing workshops. In addition, a paid 120-hour summer internship is designed to be included as part of the program. Local business partners work with educators by serving on advisory boards and as mentors to provide a real-world connection to AOBIM coursework. Work-based learning experiences and industry-mentored projects are included in each course and will be reviewed with the LEA Program Advisory Council (PAC) to further identify opportunities to engage the community. To review and complete the related Delaware Program of Study Application for the Academy of Business Information Management please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$16,000 to implement a three-credit program. The applicant must meet the minimum requirements listed below in order to implement the AOBIM program of study:

- Identify an instructional space to host the program that is equipped with at least twenty (20) desktop stations or laptops that can run the software noted in the sample budget, see Appendix 1. A one-time purchase of ten (10) additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the AOBIM program of study application to the DDOE for state approval on or before November 30, 2018– to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 1 for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 1– to be addressed in section D of the grant application; and

- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.
- **Architectural Engineering Technology:** The Architectural Engineering Technology program of study engages students in the world of construction and architecture through coursework focusing on site selection, drafting, architecture, and engineering planning, budgeting, cost estimating, and project management. Students utilize strategies to solve open-ended problems while they learn how to apply technical skills, knowledge, documentation techniques, and processes using modern, industry-leading technology and software. Work-based learning experiences and industry-mentored projects will introduce students to a wide array of careers such as architects, civil engineers, construction management, cost estimators, and drafters. The AET program of study will lead to students earning AutoCAD and Revit certification, up to 10 credits from Delaware Technical Community College (DTCC), and advanced skills in product data management (PDM) and building information modeling (BIM). To review and complete the related Delaware Program of Study Application for Architectural Engineering Technology please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$15,000 to implement a three-credit program. The applicant must meet the minimum requirements listed below in order to implement the AET program of study:

- Identify an instructional space to host the program that is equipped with at least twenty-five (25) desktop stations or laptops that can run the software noted in the sample budget, see Appendix 5. A one-time purchase of ten (10) additional computers will be permitted through this grant– to be addressed in section A of the grant application;
  - The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the AET program of study application to the DDOE for state approval on or before November 30, 2018– to be addressed in section B of the grant application;
  - The applicant must support the program instructor to attend the required professional development, see Appendix 5 for more detail– to be addressed in section B of the grant application;
  - Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
  - Submit a budget and budget details using the sample budget provided in Appendix 5– to be addressed in section D of the grant application; and
  - Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.
- **Computer Science:** The Computer Science program of study helps students to develop analytical thinking and problem solving skills as well as algebraic reasoning and quantitative analysis necessary for careers in computer science, programming, and IT. To review and complete the related Delaware Program of Study Proposal for Computer Science please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$15,000 per application. Please note that funds to support the Computer Science program of study will also be available through the CTE Innovation Grant in FY 2020 under priority one (1). The applicant must meet the minimum requirements listed below in order to implement the Computer Science program of study:

- Identify an instructional space to host the program that is equipped with at least twenty-five (25) desktop stations or laptop computers that can run the software noted in the sample budget, see [Appendix 7](#). A one-time purchase of ten (10) additional computers will be permitted through this grant– to be addressed in section A of the grant application;
  - Submit the Computer Science program of study proposal to the DDOE for state approval on or before November 30, 2018– to be addressed in section B of the grant application;
  - The applicant must support the program instructor to attend the required professional development, see [Appendix 7](#) for more detail– to be addressed in section B of the grant application;
  - Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
  - Submit a budget and budget narrative using the sample budget provided in [Appendix 7](#)– to be addressed in section D of the grant application; and
  - Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.
- **Digital Communications:** The Digital Communication Technology (DCT) program of study is a three (3) course Career & Technical Education (CTE) instructional program of study that engages students to apply the skills and tools of digital designers through coursework that focuses on the creative and technical skills as used in graphic design; pixel-based imagery manipulation; basics of HTML coding; digital video production; vector image manipulation; digital illustration; and digital publishing. Students utilize strategies to solve open-ended problems while they learn how to apply technical skills, creative skills, industry knowledge, documentation techniques, and processes using modern, industry-leading technology and software. Client based learning experiences and industry-mentored projects will introduce students to a wide array of related careers in public relations, marketing, web and digital communications and printing. To review and complete the related Delaware Program of Study Proposal for Computer Science please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$10,000 per application. The applicant must meet the minimum requirements listed below. In order to implement the Digital Communications program of study the applicant must:

- Identify an instructional space to host the program that is equipped with desktop stations or laptops that can run the software noted in the sample budget, see [Appendix 8](#). A one-time purchase of additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Digital Communications program of study application to the DDOE for state approval on or before November 30, 2018– to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see [Appendix 8](#) for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in [Appendix 8](#)– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.

- **Early Childhood Teacher Academy:** The Early Childhood Teacher Academy program of study prepares students for careers in an early childhood setting. The program engages students in developing a realistic understanding of early childhood education while exploring the importance and impact of teachers as well as the uniqueness of early childhood development. Observation opportunities including special needs and non-classroom settings, provide practical experiences to enrich the learning. To review and complete the related Delaware Program of Study Application for Early Childhood Teacher Academy please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$20,000 per application. The applicant must meet the minimum requirements listed below. In order to implement the Early Childhood Teacher Academy program of study the applicant must:

- Identify an instructional space that meets the needs of the program;
- Submit the Early Childhood Teacher Academy program of study application to DDOE for state approval before November 30, 2018;
- Support the program instructor to attend the required professional development, see Appendix 9 for more detail-to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 9– to be addressed in section D of the grant application; and
- Respond to sections A-D of the grant application, which includes responses to each numbered subset.

**Hospitality & Tourism Management:** The Hospitality & Tourism Management program of study is a three (3) or six (6) course Career and Technical Education (CTE) program designed to prepare students for entry level employment in the industry. Students explore management and technical skills needed for success. Students learn industry-specific skills that can be used in all aspects of the hospitality and tourism industry along with the employability skills like leadership, accountability, teamwork, and responsibility. The program prepares students for careers such as Front Office Manager, Executive Housekeeper, or Concierge. To review and complete the related Delaware Program of Study Application for Early Childhood Teacher Academy please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$10,000 per application. The applicant must meet the minimum requirements listed below. In order to implement the Hospitality & Tourism Management program of study the applicant must:

- Identify an instructional space to host the program that is equipped with desktop stations or laptops that can run the software noted in the sample budget, see Appendix 10. A one-time purchase of additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Hospitality & Tourism Management program of study application to the DDOE for state approval on or before November 30, 2018– to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 10 for more detail– to be addressed in section B of the grant application;

- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
  - Submit a budget and budget details using the sample budget provided in Appendix 10– to be addressed in section D of the grant application; and
  - Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.
- **Public & Community Health:** The Public & Community Health program of study engages students in a comprehensive approach to health. Students learn the history of public and community health as well as examine complex public health problems, major theories of disease etiology and intervention. Students explore public health issues related to epidemiology, mental health, disabilities, and substance abuse. To review and complete the related Delaware Program of Study Application for Public & Community Health, please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$16,000 to implement a three-credit program. The applicant must meet the minimum requirements listed below in order to implement the Public & Community Health program of study:

- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Public & Community Health program of study application to the DDOE for state approval on or before November 30, 2018– to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 13 for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 13– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.

**\*Standard Grant Application, Priority One (1):**

Applications must be specific to the program of study, address the minimum requirements for each program, and include the information requested in sections A-D of the standard grant application which can be found below. The application must be accompanied by the required documents listed in Section III, Paragraph A, Minimum Requirements and reflect the expectations outlined in Section III, Paragraph B, Applications which is listed on (p. 22-25).

**A. Activity description, Need for the Activity and Alignment to Local Education Agency Goals**

1. Address the following:
  - a) Identify an instructional space that meets the minimum requirements;
  - b) How students will be recruited to enroll in the program;
  - c) How students will matriculate through the program to become CTE completers; and
  - d) How the program fits within the culture of the school and local education agency (LEA).
2. Submit a letter of support, with the grant application, from the principal of the school indicating that the school will adopt the state-model program of study in its entirety. The letter should be specific to each

program.

3. Submit a letter of support, with the grant application, from the LEA central office indicating commitment to sustaining the program of study in terms of technology, materials of instruction, replacement of consumables materials, upgrades to equipment, and on-going teacher professional development. The letter should be specific to each program.

## **B. Plan of Operation, Timeline and Key Personnel**

Enter information into the table in eGrants that addresses how the LEA will implement the activities listed below. Include the timeline and key personnel associated with each activity. For key personnel include the program instructor(s) (if known), the program contact for the school system, principal of the school where the program will be implemented, and any other personnel who will be involved. Indicate names, titles, affiliations, roles, and responsibilities. Include in the plan of operation a timeline to submit a final grant report.

1. Convene the program advisory committee (PAC);
2. Purchase the materials of instruction to support the implementation of the program, see related Appendices (1-12) for each program to review the sample budget;
3. Ensure that the instructor(s) attend the required professional development provided by DDOE in the summer of 2019, see related Appendices (1-12) for each program to review the professional development schedule; and
4. Submit the related CTE state-model program of study application to the DDOE for state approval on or before November 30, 2018. Please note that if the application is not approvable, funds under this RFA will not be released to the LEA. All state-model program of study applications can be found on the DDOE website at: <http://www.doe.k12.de.us/Page/2016>.
5. Include in the plan of operation a timeline to submit the final grant report.

## **C. Evaluation**

Indicate the Perkins Core Indicator(s) of Performance and other performance indicators the LEA has identified that will be positively impacted through the implementation of the program of study.

1. What does the LEA hope to accomplish through the implementation of the program related to the Perkins Core Indicator(s) of Performance?
2. Indicate the current performance level for the indicator(s) listed above.
3. What is the targeted goal for the identified indicator(s) once the program has been fully implemented?
4. What other measurable improvements are expected to occur once the program has been fully implemented?
5. What additional data will be reviewed to indicate that the program has had the intended effects?
6. Describe the extent to which the PAC will be involved in the implementation and continuous improvement of the program.
7. Describe plans to sustain the program. If noted in the program description above and applicable to the goals of the LEA, this should include applying for additional funds for the continued implementation of the program under priority two (2) and/or applying for on-going staff professional development under priority four (4) of this RFA.

## **D. Budget and Budget Details**

1. The Budget Detail section in eGrants allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered.
2. The Budget Detail section also allows applicants to enter a Narrative Description in the provided textbox for applicants to include additional details about the budgeted item to justify the allowability of the item.
3. The following information is required for each account code: item, funding description, location code,

quantity, cost, and narrative description.

4. Similar budget items within the supplies and materials account code may be grouped (see (p. 25) notation \*\* for addition information).
5. If the professional development requires travel of more than 50 miles from home and an overnight stay, then the mileage and meal expenditures are allowable. Funding for stipends may be included as appropriate.
  - a) Mileage will be reimbursed at the state rate of \$0.40/mile.
  - b) Meals **not** provided for at the professional development event will be reimbursed as follows:  
Breakfast: \$5.00; Lunch \$16.00 and Dinner \$20.00.
  - c) Stipends paid to teachers for work performed outside of the regular school day may not exceed \$100/day if being paid with funds from the grant, if local rates are higher, the recipient may make up the difference using local funds.
6. All expenditures must meet the expectations establish in Paragraph C of this section, General Requirements, see (p. 22-24) of the RFA for permissive use of funds.

**Priority Two (2): Enhancement grants for Delaware state-model CTE Programs of Study (POS).**

Eligible recipients may apply for grant funds to support the transition of an existing CTE pathway to a Delaware state-model CTE program of study listed below. Only eligible recipients listed under each section may apply within this priority area. Each program of study has a specific set of minimum requirements.

**Directions:**

Below is a brief description of each program of study that is eligible for funding under priority two (2), the upper limit for each grant award, and the minimum requirements to implement the program. Additional detail for all state-model CTE programs of study can be found on the DDOE website at: <http://www.doe.k12.de.us/Page/2016>. The standard application for priority two (2) is listed on (p. 17-18) after the program descriptions. Applications must be specific to the program of study, address the minimum requirements for each program, and include the information requested in sections A-D of the standard grant application for priority two (2). The application must be accompanied by the required documents listed in Section III, Paragraph A, Minimum Requirements and reflect the expectations outlined in Section III, Paragraph B, Applications which is listed on (p. 24-26).

• **Enhancement Grant– Agricultural Power and Engineering:**

This priority area is reserved for local education agencies that have an existing pathway in Power, Structural and Technical Systems. This is a one-time grant award to incentivize the transition of an existing CTE pathway to a Delaware state-model CTE program of study. Only those LEAs that are listed below are eligible to apply for funding under this section:

<b>Local Education Agency</b>	<b>School Site</b>	<b>Maximum Available FY 2019 Funds</b>
Christiana	Christina	\$15,000
Milford	Milford	\$15,000
Woodbridge	Woodbridge	\$15,000

The Agricultural Power and Engineering is a three (3) course program of study that provides students with the mathematical, scientific, and engineering principles and methods required to understand dynamic power systems and metal fabrication. Students practice real world applications, communication skills, and problem

solving skills associated with dynamic power systems and metal fabrication. Students are prepared for a variety of careers including engineering, welding technicians, mechanical and industrial technicians, maintenance technicians, mechanical engineering, metal fabrication, CNC operators, power technology repair and troubleshooting, and green energy technologies. To review and complete the related Delaware Program of Study Application for Agricultural Power and Engineering please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$15,000. The applicant must meet the minimum requirements listed below in order to implement the Agricultural Power and Engineering program of study:

- Identify an instructional space to host the program that is equipped with at least fifteen (15) desktop stations or laptops that can run the software noted in the sample budget, see Appendix 2. A one-time purchase of ten (10) additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- Identify an instructional space to host the program that is equipped with industry quality equipment.
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Agricultural Power and Engineering program of study application to the DDOE for state approval on or before November 30, 2018 to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 2 for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 2– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.

• **Enhancement Grant– Agricultural Structures and Engineering:**

This priority area is reserved for local education agencies that have an existing pathway in Power, Structural and Technical Systems. This is a one-time grant award to incentivize the transition of an existing CTE pathway to a Delaware state-model CTE program of study. Only those LEAs that are listed below are eligible to apply for funding under this section:

Local Education Agency	School Site	Maximum Available FY 2019 Funds
Christiana	Christina	\$15,000
Lake Forest	Lake Forest	\$15,000

The Agricultural Structures and Engineering program of study is a three (3) course Career & Technical Education (CTE) instructional program designed to provide students with the scientific principles and methods required to understand the interrelationships of construction. Students practice real world applications and problem solving skills associated with agricultural designs and engineering principles. Students utilize problem solving, as well as communication skills to develop engineering concepts and building practices that are sound and reliable. The program prepares students for a variety of careers including carpentry, engineering, architectural design, electrical, plumbing, masonry, construction framing, business management, sales,

building maintenance, home improvement, and green energy technologies. To review and complete the related Delaware Program of Study Application for Agricultural Structures and Engineering please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$15,000. The applicant must meet the minimum requirements listed below in order to implement the Agricultural Structures and Engineering program of study:

- Identify an instructional space to host the program that is equipped with at least fifteen (15) desktop stations or laptops that can run the software noted in the sample budget, see Appendix 3. A one-time purchase of ten (10) additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- Identify an instructional space to host the program that is equipped with industry quality equipment.
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Agricultural Structures and Engineering program of study application to the DDOE for state approval on or before November 30, 2018 to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 3 for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 3– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.

• **Enhancement Grant– Animal Science and Management:**

This priority area is reserved for local education agencies that have an existing pathway in Animal Systems. This is a one-time grant award to incentivize the transition of an existing CTE pathway to a Delaware state-model CTE program of study. Only those LEAs that are listed below are eligible to apply for funding under this section:

<b>Local Education Agency</b>	<b>School Site</b>	<b>Maximum Available FY 2019 Funds</b>
Appoquinimink	Appoquinimink HS	\$10,000
Appoquinimink	Middletown HS	\$10,000
Caesar Rodney	Caesar Rodney HS	\$10,000
Cape Henlopen	Cape Henlopen HS	\$10,000
Capital	Dover HS	\$10,000
Christina	Christiana HS	\$10,000
Christina	Glasgow HS	\$10,000
Colonial	William Penn HS	\$10,000
Delmar	Delmar HS	\$10,000
Indian River	Indian River HS	\$10,000
Indian River	Sussex Central HS	\$10,000
Lake Forest	Lake Forest HS	\$10,000
Milford	Milford HS	\$10,000

Red Clay	McKean HS	\$10,000
Red Clay	Conrad School of Science	\$10,000
Smyrna	Smyrna HS	\$10,000
Woodbridge	Woodbridge HS	\$10,000

The Animal Science & Management program is a three (3) course hands-on program of study that includes topics covering animal production and management, physical restraint and handling, conducting health exams, evaluation of behavior, principles of genetics and reproduction, animal selection through evaluation, anatomy and physiology, animal nutrition, basic veterinary practices, global food systems, ethics of food animal production, and current agricultural issues in order to foster an understanding of the steps involved in producing and marketing products for consumers. Students will hone their decision-making and research skills through classroom instruction, laboratory activities, and practical experiences. The program prepares students for a variety of careers including agribusiness, agriscience education, animal genetics, animal nutrition, animal reproduction, extension educator, marine biology, wildlife biology, veterinary medicine, zoology, animal researcher, animal processor, production manager, artificial insemination technician, animal breeder, veterinary assistant/technician, wildlife manager, zoo animal specialist, animal rescue/animal control officer, and producer. To review and complete the related Delaware Program of Study Application for Animal Science and Management please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$10,000. The applicant must meet the minimum requirements listed below in order to implement the Animal Science and Management program of study:

- Identify an instructional space to host the program that is equipped with desktop stations or laptops that can run the software noted in the sample budget, see Appendix 4. A one-time purchase of additional computers will be permitted through this grant– to be addressed in section A of the grant application;
  - Identify an instructional space to host the program that is equipped with industry quality equipment.
  - The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Animal Science and Management program of study application to the DDOE for state approval on or before November 30, 2018 to be addressed in section B of the grant application;
  - The applicant must support the program instructor to attend the required professional development, see Appendix 4 for more detail– to be addressed in section B of the grant application;
  - Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
  - Submit a budget and budget details using the sample budget provided in Appendix 4– to be addressed in section D of the grant application; and
  - Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.
- **Enhancement Grant– Automotive Technology:**  
This priority area is reserved for local education agencies that have an existing pathway in Facility and Mobile Equipment Maintenance. This is a one-time grant award to incentivize the transition of an existing CTE pathway to a Delaware state-model CTE program of study. Only those LEAs that are listed below are eligible to apply for funding under this section:

Local Education Agency	School Site	Maximum Available FY 2019 Funds
NCCVT	Delcastle High School	\$15,000
NCCVT	Hodgson High School	\$15,000
NCCVT	Howard High School	\$15,000
NCCVT	St. Georges High School	\$15,000
Polytech	Polytech High School	\$15,000
Red Clay	McKean High School	\$15,000
Red Clay	John C. Dickinson HS	\$15,000
Sussex Tech	Sussex Tech High School	\$15,000

The Automotive Technology program of study prepares students for a career in the automotive industry. Students will engage in open-ended problem solving where they study the concepts of engine maintenance and light repair processes. Through National Institute for Automotive Service Excellence Standards (ASE), students will acquire the skills related to service on engine systems, transmissions/transaxles/axles, suspension and steering, brakes, electrical and heating, ventilation and air conditioning. This is a pre-apprenticeship program for the Delaware Department of Labor Automotive Technician Specialist-Tech C Apprenticeship Program. To review and complete the related Delaware Program of Study Application for Automotive Technology please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$15,000. The applicant must meet the minimum requirements listed below in order to implement the Auto Tech Management program of study:

- Identify an instructional space to host the program that is equipped with desktop stations or laptops that can run the software noted in the sample budget, see Appendix 6. A one-time purchase of additional computers will be permitted through this grant– to be addressed in section A of the grant application;
  - Identify an instructional space to host the program that is equipped with industry quality equipment.
  - The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Auto Tech Management program of study application to the DDOE for state approval on or before November 30, 2018 to be addressed in section B of the grant application;
  - The applicant must support the program instructor to attend the required professional development, see Appendix 6 for more detail– to be addressed in section B of the grant application;
  - Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
  - Submit a budget and budget details using the sample budget provided in Appendix 6– to be addressed in section D of the grant application; and
  - Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.
- **Enhancement Grant– Natural Resource Management:**

This priority area is reserved for local education agencies that have an existing pathway in Natural Resource Systems. This is a one-time grant award to incentivize the transition of an existing CTE pathway to a Delaware state-model CTE program of study. Only those LEAs that are listed below are eligible to apply for funding under this section:

Local Education Agency	School Site	Maximum Available FY 2019 Funds
Appoquinimink	Appoquinimink HS	\$10,000
Appoquinimink	Middletown HS	\$10,000
Caesar Rodney	Caesar Rodney HS	\$10,000
Cape Henlopen	Cape Henlopen HS	\$10,000
Christina	Christiana HS	\$10,000
Lake Forest	Lake Forest HS	\$10,000
Milford	Milford HS	\$10,000
Smyrna	Smyrna HS	\$10,000
Woodbridge	Woodbridge HS	\$10,000

The Natural Resource Management program of study is a three (3) course Career & Technical Education (CTE) instructional program designed to provide students with exposure to topics in conservation management and maintenance of natural resources. Students will learn responsible stewardship practices of air, soil, water, land, fish, and wildlife resources for economic, recreation, and health purposes. Students will utilize a variety of classroom and laboratory activities supplemented through supervised agricultural experiences and leadership programs and activities. Students participating in this program will be prepared to enter into career fields that focus on one or more of the following areas: Natural Science, Microbiology, Water Resource Science, Wastewater Engineering, Environmental Protection, Soil & Plant Science, Environmental Engineering, Geoscience, Precision Agriculture, or Agricultural Inspection. To review and complete the related Delaware Program of Study Application for Natural Resource Management please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$10,000. The applicant must meet the minimum requirements listed below in order to implement the Natural Resource Management program of study:

- Identify an instructional space to host the program that is equipped with desktop stations or laptops that can run the software noted in the sample budget, see Appendix 11. A one-time purchase of additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- Identify an instructional space to host the program that is equipped with industry quality equipment.
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Natural Resource Management program of study application to the DDOE for state approval on or before November 30, 2018 to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 11 for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 11– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.

- **Enhancement Grant– Plant Science:**

This priority area is reserved for local education agencies that have an existing pathway in Plant Systems. This is a one-time grant award to incentivize the transition of an existing CTE pathway to a Delaware state-model CTE program of study. Only those LEAs that are listed below are eligible to apply for funding under this section:

Local Education Agency	School Site	Maximum Available FY 2019 Funds
Appoquinimink	Appoquinimink HS	\$10,000
Appoquinimink	Middletown HS	\$10,000
Caesar Rodney	Caesar Rodney HS	\$10,000
Cape Henlopen	Cape Henlopen HS	\$10,000
Christina	Christiana HS	\$10,000
Colonial	William Penn HS	\$10,000
Delmar	Delmar HS	\$10,000
Indian River	Indian River HS	\$10,000
Indian River	Sussex Central HS	\$10,000
Lake Forest	Lake Forest HS	\$10,000
Laurel	Laurel HS	\$10,000
Milford	Milford HS	\$10,000
Networks	Networks School	\$10,000
Red Clay	McKean HS	\$10,000
Seaford	Seaford HS	\$10,000
Smyrna	Smyrna HS	\$10,000
Woodbridge	Woodbridge HS	\$10,000

The Plant Science program of study is a three course Career & Technical Education (CTE) instructional program designed to provide students with knowledge of plant growth and reproduction, as well as the use of plants for food, fiber, and ornamental purposes. The program prepares students for a variety of careers including agronomy, ornamental horticulture, biotechnology, forestry, soil science, and turf management. To review and complete the related Delaware Program of Study Application for Plant Science please visit the following link: <http://www.doe.k12.de.us/Page/2016>.

The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The upper limit for each grant award is \$10,000. The applicant must meet the minimum requirements listed below in order to implement the Plant Science program of study:

- Identify an instructional space to host the program that is equipped with desktop stations or laptops that can run the software noted in the sample budget, see Appendix 12. A one-time purchase of additional computers will be permitted through this grant– to be addressed in section A of the grant application;
- Identify an instructional space to host the program that is equipped with industry quality equipment.
- The applicant acknowledges that in order for funds to be received under this RFA, the applicant is required to submit the Plant Science program of study application to the DDOE for state approval on or before November 30, 2018 to be addressed in section B of the grant application;
- The applicant must support the program instructor to attend the required professional development, see Appendix 12 for more detail– to be addressed in section B of the grant application;
- Form a program advisory committee to support the implementation and evaluation of the program of

- study– to be addressed in section C of the grant application;
- Submit a budget and budget details using the sample budget provided in Appendix 12– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority one (1), which includes responses to each numbered subset.

**\*\*Standard Grant Application, Priority Two (2):**

Applications must be specific to the program of study, address the minimum requirements for each program, and include the information requested in sections A-D of the standard grant application which can be found below. The application must be accompanied by the required documents listed in Section III, Paragraph A, Minimum Requirements and reflect the expectations outlined in Section III, Paragraph B, Applications which is listed on (p. 22-25).

**A. Activity description, Need for the Activity and Alignment to Local Education Agency Goals**

1. Address the following:
  - a) How the instructional space will support the future needs of the state-model program;
  - b) How the local education agency will transition to the state-model program (if applicable);
  - c) How the LEA plans to engage the program advisory committee to support implementation;
  - d) How students enroll and matriculate through the program to be CTE completers;
  - e) If applying for on-going funding– what professional development have staff previously attended and what professional development is necessary; and
  - f) How the program fits within the culture of the school and LEA.
2. Submit a letter of support, with the grant application, from the principal of the school indicating that the school will adopt the state-model program of study in its entirety. The letter should be specific to each program.
3. Submit a letter of support, with the grant application, from the LEA central office indicating commitment to sustaining the program of study in terms of technology, materials of instruction, replacement of consumables materials, upgrades to equipment, and on-going teacher professional development. The letter should be specific to each program.

**B. Plan of Operation, Timeline and Key Personnel**

Enter information into the table in eGrants that addresses how the LEA will implement the activities listed below. Include the timeline and key personnel associated with each activity. For key personnel include the program instructor(s) (if known), the program contact for the school system, principal of the school where the program will be implemented, and any other personnel who will be involved. Indicate names, titles, affiliations, roles, and responsibilities. Include in the plan of operation a timeline to submit a final grant report.

1. Convene the program advisory committee (PAC);
2. Purchase the materials of instruction to support the implementation of the program, see related Appendices (1-12) for each program to review the sample budget;
3. Ensure that the instructor(s) attend the required professional development provided by DDOE in the summer of 2019, see related Appendices (1-12) for each program to review the professional development schedule; and
4. Submit the related CTE state-model program of study application to the DDOE for state approval on or before November 30, 2018. Please note that if the application is not approvable, funds under this RFA will not be released to the LEA. All state-model program of study applications can be found on the DDOE website at: <http://www.doe.k12.de.us/Page/2016>.
5. Include in the plan of operation a timeline to submit the final grant report.

### C. Evaluation

Indicate the Perkins Core Indicator(s) of Performance and other performance indicators the LEA has identified that will be positively impacted through the implementation of the program of study.

1. What does the LEA hope to accomplish through the implementation of the program related to the Perkins Core Indicator(s) of Performance?
2. Indicate the current performance level for the indicator(s) listed above.
3. What is the targeted goal for the identified indicator(s) once the program has been fully implemented?
4. What other measurable improvements are expected to occur once the program has been fully implemented?
5. What additional data will be reviewed to indicate that the program has had the intended effects?
6. Describe the extent to which the PAC will be involved in the implementation and continuous improvement of the program.
7. Describe plans to sustain the program. If noted in the program description above and applicable to the goals of the LEA, this should include applying for additional funds for the continued implementation of the program under priority two (2) and/or applying for on-going staff professional development under priority four (4) of this RFA.

### D. Budget and Budget Details

1. The Budget Detail section in eGrants allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered.
2. The Budget Detail section also allows applicants to enter a Narrative Description in the provided textbox for applicants to include additional details about the budgeted item to justify the allowability of the item.
3. The following information is required for each account code: item, funding description, location code, quantity, cost, and narrative description.
4. Similar budget items within the supplies and materials account code may be grouped (see (p. 25) notation \*\* for addition information).
5. If the professional development requires travel of more than 50 miles from home and an overnight stay, then the mileage and meal expenditures are allowable. Funding for stipends may be included as appropriate.
  - a) Mileage will be reimbursed at the state rate of \$0.40/mile.
  - b) Meals **not** provided for at the professional development event will be reimbursed as follows:  
Breakfast: \$5.00; Lunch \$16.00 and Dinner \$20.00.
  - c) Stipends paid to teachers for work performed outside of the regular school day may not exceed \$100/day if being paid with funds from the grant, if local rates are higher, the recipient may make up the difference using local funds.
6. All expenditures must meet the expectations establish in Paragraph C of this section, General Requirements, see (p. 22-24) of the RFA for permissive use of funds.

### Priority Three (3): Prepare students for continuing education and career success.

Eligible recipients may select from the following list of activities and may apply for more than one activity under separate grant applications. The upper limit for each grant award may not exceed \$10,000 per application. Instructional technology may not be purchased under this application unless directly tied to the activity. Should instructional technology be essential to carry-out the activity a fifty percent (50%) non-federal match of funds is required. Preference will be given to applications that have a sustainability plan beyond the grant and/or build the capacity of the agency to offer the services described below over a period of time. The standard grant application for

priority three (3) is listed on (p. 19-20).

- Provide academic support services to CTE students that positively impact program completion rates, graduation rates, and/or alignment of CTE programs to the Delaware State Standards; or
- Provide career guidance and/or academic counseling services to CTE students that improve transition of CTE students among the learning levels (middle school to high school or high school to post-secondary); or
- Build capacity to administer and/or provide opportunities for CTE students to complete industry recognized certifications/licensures as part of an approved CTE program of study; or
- Build capacity to offer and/or create opportunities for CTE students to participate in dual enrollment courses as part of an approved CTE program of study.

There is no minimum or maximum number of grant awards to be funded under this priority. The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The applicant must meet the minimum requirements listed below and have a sustainability plan beyond the grant and/or build the capacity of the agency to offer the services described in this priority area over a period of time. The applicant must:

- Demonstrate a clear need to support the activity. Applicants acknowledges that successful work under this priority area will be shared with the Delaware CTE community through peer collaboration and technical assistance to support other local education agencies engage in the same or similar processes– to be addressed in section A of the grant application;
- Submit semi-annual and annual grant reports to the DDOE. Applicants acknowledge that if significant progress has not been made to accomplish the goals of the application, funds under this RFA may not be released and/or unspent funds will be returned to the DOE– to be addressed in section B of the grant application;
- Demonstrate how the activity can be sustained and/or how the capacity of the agency to offer the services described in this priority area will increase over a period of time– to be addressed in section C of the grant application;
- Submit a budget and budget details– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority three (3), which includes responses to each numbered subset.

**\*\*\*Standard Grant Application, Priority Three (3):**

Applications must address the minimum requirements and include the information requested in sections A-D of the standard grant application which can be found below. The application must be accompanied by the required documents listed in Section III, Paragraph A, Minimum Requirements and reflect the expectations outlined in Section III, Paragraph B, Applications which is listed on (p. 24-26).

**A. Activity description, Need for the Activity and Alignment to Local Education Agency Goals**

1. Address the following:
  - a) Identify and describe the activity from the above list that will be implemented;
  - b) Explain the need for the activity; and
  - c) How the activity supports the culture of the school and LEA.
2. If the activity exists at the school level, submit a letter of support, with the grant application, from the principal of the school indicating support for the activity.
3. If the activity exists at the school system level, submit a letter of support, with the grant application, from the LEA central office indicating commitment to the activity.

## B. Plan of Operation, Timeline and Key Personnel

Enter information into the table in eGrants that addresses how the LEA will implement the activity. Include the timeline and key personnel associated with the activity. For key personnel include the program contact for the school system, principal of the school where the activity will be implemented (if applicable), and any other personnel who will be involved. Indicate names, titles, affiliations, roles, and responsibilities. Include in the plan of operation a timeline to submit semi-annual and annual grant reports.

## C. Evaluation

Indicate the Perkins Core Indicator(s) of Performance and other performance indicators LEA has identified that will be positively impacted through the activity.

1. What does the LEA hope to accomplish through the activity related to the Perkins Core Indicator(s) of Performance?
2. Indicate the current performance level for the indicator(s) listed above.
3. What is the targeted goal for the identified indicator(s) to occur as a result of the activity?
4. What other measurable improvements are expected to occur as a result of the activity?
5. What additional data will be reviewed to indicate that the activity has had the intended effects?
6. How will the activity be made sustainable?
7. Describe the extent to which the PAC will be involved in the activity.

## D. Budget and Budget Details

1. The Budget Detail section in eGrants allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered.
2. The Budget Detail section also allows applicants to enter a Narrative Description in the provided textbox for applicants to include additional details about the budgeted item to justify the allowability of the item.
3. The following information is required for each account code: item, funding description, location code, quantity, cost, and narrative description.
4. Similar budget items within the supplies and materials account code may be grouped (see (p. 25) notation \*\* for addition information).
5. If the professional development requires travel of more than 50 miles from home and an overnight stay, then the mileage and meal expenditures are allowable. Funding for stipends may be included as appropriate.
  - a) Mileage will be reimbursed at the state rate of \$0.40/mile.
  - b) Meals **not** provided for at the professional development event will be reimbursed as follows: Breakfast: \$5.00; Lunch \$16.00 and Dinner \$20.00.
  - c) Stipends paid to teachers for work performed outside of the regular school day may not exceed \$100/day if being paid with funds from the grant, if local rates are higher, the recipient may make up the difference using local funds.
6. All expenditures must meet the expectations establish in Paragraph C of this section, General Requirements, see (p. 21-22) of the RFA for permissive use of funds.

### **Priority Four (4): Provide professional development for CTE instructors, administrators, and school counselors.**

Eligible recipients may apply for funds to support professional learning activities that relate to a specific CTE program of study and align with Delaware's Professional Development Standards, [14 Del.C. §1598]. Professional development activities for separate participants may be consolidated under a single application and agencies may submit more than one application under this priority. The upper limit for each grant award may not exceed \$10,000 per application. If writing for a grant under another priority area the related professional learning must be included in

that application. The standard grant application for priority four (4) is listed on (p. 21-22).

There is no minimum or maximum number of grant awards to be funded under this priority. The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available. The applicant must meet the minimum requirements listed below. The applicant must:

- Demonstrate a clear need to support the activity. Applicants acknowledge that successful work under this priority area will be shared with the Delaware CTE community through peer collaboration and technical assistance to support other local education agencies engage in the same or similar processes– to be addressed in section A of the grant application;
- Submit semi-annual and annual grant reports to the DDOE. Applicants acknowledge that if significant progress has not been made to accomplish the goals of the application, funds under this RFA may not be released and/or unspent funds will be returned to the DOE– to be addressed in section B of the grant application;
- Demonstrate how the activity will be evaluated– to be addressed in section C of the grant application;
- Submit a budget and budget details– to be addressed in section D of the grant application; and
- Respond to sections A-D of the standard grant application for priority four (4), which includes responses to each numbered subset.

**\*\*\*\*Standard Grant Application, Priority Four (4):**

Applications must address the minimum requirements and include the information requested in sections A-D of the standard grant application which can be found below. The application must be accompanied by the required documents listed in Section III, Paragraph A, Minimum Requirements and reflect the expectations outlined in Section III, Paragraph B, Applications which is listed on (p. 24-26).

**A. Activity description, Need for the Activity and Alignment to Local Education Agency Goals**

1. Address the following:
  - a) Identify and describe the professional development and how it will be implemented;
  - b) Explain the need for the professional development;
  - c) How the professional development supports the culture of the school and LEA; and
  - d) Describe how the professional development aligns to Delaware's Professional Development Standards, [14 Del.C. §1598].
2. If the activity exists at the school level, submit a letter of support, with the grant application, from the principal of the school indicating support for the activity.
3. If the activity exists at the school system level, submit a letter of support, with the grant application, from the LEA central office indicating commitment to the activity.

**B. Plan of Operation, Timeline and Key Personnel**

Create a chart that addresses how the LEA will implement the professional development. Include the timeline and key personnel associated with the activity. For key personnel include the program contact for the school system, principal of the school where the activity will be implemented (if applicable), and any other personnel who will be involved. Indicate names, titles, affiliations, roles, and responsibilities. Include in the plan of operation a timeline to submit semi-annual and annual grant reports.

**C. Evaluation**

Indicate the Perkins Core Indicator(s) of Performance and other performance indicators LEA has identified

that will be positively impacted through the professional development.

1. What does the LEA hope to accomplish through the professional development related to the Perkins Core Indicator(s) of Performance?
2. Indicate the current performance level for the indicator(s) listed above.
3. What is the targeted goal for the identified indicator(s) to occur as a result of the professional development?
4. What other measurable improvements are expected to occur as a result of the professional development?
5. What additional data will be reviewed to indicate that the professional development has had the intended effects?
6. Describe the extent to which the PAC will be involved in the professional development.

#### **D. Budget and Budget Details**

1. The Budget Detail section in eGrants allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered.
2. The Budget Detail section also allows applicants to enter a Narrative Description in the provided textbox for applicants to include additional details about the budgeted item to justify the allowability of the item.
3. The following information is required for each account code: item, funding description, location code, quantity, cost, and narrative description.
4. Similar budget items within the supplies and materials account code may be grouped (see (p. 25) notation \*\* for addition information).
5. If the professional development requires travel of more than 50 miles from home and an overnight stay, then the mileage and meal expenditures are allowable. Funding for stipends may be included as appropriate.
  - a) Mileage will be reimbursed at the state rate of \$0.40/mile.
  - b) Meals **not** provided for at the professional development event will be reimbursed as follows: Breakfast: \$5.00; Lunch \$16.00 and Dinner \$20.00.
  - c) Stipends paid to teachers for work performed outside of the regular school day may not exceed \$100/day if being paid with funds from the grant, if local rates are higher, the recipient may make up the difference using local funds.
6. All expenditures must meet the expectations establish in Paragraph C of this section, General Requirements, see (p. 22-24) of the RFA for permissive use of funds.

#### **C. General Requirements**

##### **Requirements for Use of Funds:**

All funds made available to eligible recipients shall be used to support Career and Technical Education programs under the identified priority area. See the individual priority areas and related budget appendices for allowable expenditures. Project costs should be documented on the eGrants Budget page. Instructions to complete the eGrants Innovation Application are included as Attachment A. Budget details should include the following information for each account code: item, funding description, location code, quantity, cost, and narrative description.

##### **Permissive Uses of Funds:**

Applies after all of the previous requirements for uses of funds have been met through this grant and/or through another funding source. After satisfying the requirements of uses, funds made available to an

eligible recipient under this title may be used for—

- Consultant services limited to \$500 per day, plus travel expenses. Consultant travel expenses cannot exceed state per diem rates. Further, per diem rates also apply to anyone participating in professional development activities who claim expenses from this grant. State per diem rates are:
  - Mileage: \$0.40/mile
  - Breakfast: \$5.00
  - Lunch: \$16.00
  - Dinner: \$20.00
- Stipends to local education agency staff may not exceed \$100/day (stipends are only allowable for work performed outside the regular work day);
- Materials and supplies to support curriculum development and professional development;
- Purchasing of equipment for instruction that supports the Delaware state-model CTE Programs of Study; and
- Administrative costs not to exceed 5% of the total grant, including indirect costs (see below for additional detail).

**Non-Permissive Uses of Funds:**

Funds may not be used for—

- Salaries with the exception of stipends;
- Tuition;
- Substitute teacher fees unless directly tied to the required professional development, see related budget appendices per program;
- Meal costs at conferences where meals are provided;
- Consulting services for CTE Programs of Study listed in Priority One (1) and/or Priority Two (2);
- Activities below the seventh grade;
- Program maintenance;
- Furniture to equip labs or classrooms;
- Purchase of career information delivery system site licenses;
- National, state, or local membership dues or fees;
- Promotional items (e.g. shirts, key chains, bags, mugs);
- Construction of temporary or permanent structures;
- Purchase of equipment for administrative purposes;
- Administrative and indirect costs that exceed 5% of the grant amount; and
- Any additional restriction of funds listed in the individual priority area or related budget appendices.

**Administrative Costs:**

Each eligible recipient receiving funds under this part shall not use more than five percent (5%) of the funds for administrative costs associated with the administration of activities assisted under any section. Administrative costs may include supervision, but do not include curriculum development activities, personnel development, or research activities. The five percent (5%) administrative ceiling includes both direct and indirect costs.

**Equipment:**

Equipment purchases included in this application when not being used to carry out the provisions of this grant, may be used for other instruction purposes if—

- a. The acquisition of the equipment was reasonable and necessary for the purpose of conducting a properly designed project or activity;

- b. Such other use is—
  - Incidental to the use of the equipment;
  - Does not interfere with the use of that equipment; and
  - Does not add to the cost of using that equipment.

**Supplement not Supplant:**

Funds may not be used to supplant available state or local salary sources but may be used to supplement new program initiatives.

**III. Required Information**

The following information shall be provided in each application in the order listed below. Failure to respond to any request for information within this application may result in rejection of the application at the sole discretion of the State.

**A. Minimum Requirements**

1. Applicants shall provide responses to the Request for Application (RFA) Section II, Scope of Work, Project Scope, Overview and Application per Priority Area, and General Requirements as well as sections A-D of the specific priority area grant application;
2. For applicants applying under Priority One (1) or Priority Two (2), the LEA will need to complete the related Delaware Program of Study Application and submit the application for state approval on or before November 30, 2018, which is available at the following link: <http://www.doe.k12.de.us/Page/2016>;
3. Electronically sign (eGrants) the required Assurances;
4. If applicable, complete the Confidentiality and Proprietary Information Form (Attachment E) and email it to Dr. Bart Gill, [bart.gill@doe.k12.de.us](mailto:bart.gill@doe.k12.de.us).

**B. Applications**

To be considered, all applications must respond to the items outlined in this RFA. The State reserves the right to reject any non-responsive or non-conforming applications. Each application must be uploaded to the eGrants on or before **4:00 PM on October 12, 2018**.

Applications submitted in response to this RFA should be prepared and submitted in accordance with the following guidelines per application: incomplete submissions will **not** be eligible for funding.

**Budget**

The Budget Detail section allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered. The Budget Detail section also consists of a Narrative Description textbox for applicants to provide additional detail(s) about the budgeted item or to justify the allowability of the item. The following chart indicates details required in the Narrative Description box for each account code:

<i>Account Code</i>	<i>Required Detail in the Narrative Description Box</i>
<b>Salaries</b>	Title of position and % of FTE.
<b>OECs</b>	Title of position and % of FTE.

<b>Contractual Services</b>	List type of service, vendor name (only if known), indicate expense justification or outcome.  <i>Example:</i> Occupational therapy services. Vendor is to be determined. <i>Example:</i> Physical therapy counseling services provided by Delaware Guidance.
<b>Travel</b>	List the position of staff traveling, conference name, and purpose if not clear by the conference name. Indicate total number of staff traveling and expense justification or outcome.  <i>Example:</i> Teacher will be attending (specific) professional development conference.
<b>Supplies and Materials</b>	List description, purpose, and indicate expense justification or outcome.  <i>Example:</i> Classroom instructional supplies to equip classroom, such as microscopes, sein nets, and aquariums for student experiments.
<b>Capital Outlay</b>	List item(s), description, purpose, and indicate expense justification or outcome.
<b>Indirect Costs</b>	No additional details are required.
<b>Audit Fees</b>	No additional details are required.

The following information is **required** for each account code: item, funding description, location code, quantity, cost, and narrative description.

**\*\*Note from Standard Grant Application\*\* To minimize budget entries, please group items within the supplies and materials account code accordingly. Please note that grouping items within the supplies and materials account code should not exceed \$5,000 per entry, the quantity should reflect the purchased items, and a detailed description should be provided in the Narrative Description text box.\*\***

### **Program Details**

*eGrants Item 1: What is the name of the project/activity to be funded?*

Please title the project using the following format:

- School Name\_Priority#\_Program of Study Name\_Application Rank#
- *Example: Smyrna\_Priority1\_NurseAssisting\_Rank2*

*eGrants Item 2: What is the priority area number?*

Please select the priority area that you are applying for (refer to (pg. 2) for priority area descriptions):

- Priority 1
- Priority 2
- Priority 3
- Priority 4

*eGrants Item 3: What is the application rank? (if only one application is submitted, select rank of #1)*

- Please select a ranking for each application

*eGrants Item 4: Provide a description of the project/activity the funding will support.*

- Description is clear and concise and addresses all the topics outlined in the RFA

*eGrants Item 5: Plan of Operation with Key Personnel, Activity, and Timeline*

- A table addressing how and when the LEA will implement activities and the key personnel involved
- How will the PAC be involved in the implementation and continuous improvement of the program?

*eGrants Item 6: List the objectives and goals of the project.*

- Objectives should be clear and concise and addresses all the topics outlined in the RFA

*eGrants Item 7: How will the program/activity be evaluated for success? Address specific data points and include benchmark (if applicable) and targeted goals.*

- Perkins Core Indicators of Performance to be addressed: current levels and targeted goals
- Other performance indicators (*as necessary*)
- How will the PAC be involved in the implementation and continuous improvement of the program?
- Plans for sustainability of the program

*eGrants Item 8: Applications must include all exceptions to the specifications, terms, or conditions contained in the RFP. Provide the paragraph number and page number for the exceptions, exceptions to specifications, terms or conditions and the proposed alternative. If no exceptions will be requested indicate "NA" for not applicable in the paragraph and page # column.*

#### **Related Documents**

- A letter of support from the school principal is included (*upload as necessary*)
- A letter of support from the LEA central office is included (*upload as necessary*)

#### **Attachments**

- Attachment B: Assurances (to be completed in eGrants, see Assurances)
- Attachment C: Application Priority Ranking (rankings will be entered in eGrants, see Program Details)
- Attachment D: Exception Form (to be completed in eGrants, see Program Details, if necessary)
- Attachment E: Confidential Information Form (to be completed and emailed to Bart Gill, [bart.gill@doe.k12.de.us](mailto:bart.gill@doe.k12.de.us), if necessary)

### **C. Submission**

*To complete the application, log in to eGrants via IMS. Grant application completion directions are outlined in Attachment A.*

All applications must be submitted via eGrants (see Attachment A) no later than **4:00 PM on October 12, 2018**. Any application sent after this date shall not be considered and shall be unread. The contents of any application shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of agency applications, each agency shall be presumed to be thoroughly familiar with all specifications and requirements of this RFA. The failure or omission to examine any form, instrument or document shall in no way relieve agencies from any obligation in respect to this RFA.

## **IV. RFA Administrative Information**

### **A. RFA Issuance**

#### **1. Obtaining Copies of the RFA**

This RFA is available in electronic form through the DDOE website: <https://www.doe.k12.de.us/domain/95>

and <https://www.doe.k12.de.us/domain/384>.

## **2. Assistance to Agencies with a Disability**

Agencies with a disability may receive accommodation regarding the means of communicating this RFA or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of applications.

## **3. RFA Designated Contact**

All requests, questions, or other communications about this RFA shall be made in writing to DDOE. Address all communications to the person listed below; communications made to other DDOE personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the agency. Agencies should rely only on written statements issued by the RFA designated contact.

Dr. Bart Gill

AgriScience Education Associate, CTE and STEM Office

[bart.gill@doe.k12.de.us](mailto:bart.gill@doe.k12.de.us)

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

## **4. Consultants and Legal Counsel**

DDOE may retain consultants or legal counsel to assist in the review and evaluation of this RFA and the agencies' responses. Bidders shall not contact the State's consultant or legal counsel on any matter related to the RFA.

## **5. Contact with State Employees**

Direct contact with State of Delaware employees other than the DDOE Designated Contact regarding this RFA is expressly prohibited without prior consent. Agencies directly contacting DDOE employees risk elimination of their application from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

## **6. Organizations Ineligible to Bid**

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFA. Only firms made eligible in section 132 of the Delaware State Plan for Career and Technical Education are eligible to bid.

## **7. Exclusions**

The Application Evaluation Team reserves the right to refuse to consider any application from an agency who:

- a. Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;
- b. Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State contractor;

- c. Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;
- d. Has violated contract provisions such as;
  - 1) Knowing failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
  - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e. Has violated ethical standards set out in law or regulation; and
- f. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

## **B. RFA Submissions**

### **1. Acknowledgement of Understanding of Terms**

By submitting a bid, each agency shall be deemed to acknowledge that it has carefully read all sections of this RFA, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

### **2. Application Modifications**

Any changes, amendments or modifications to an application must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted application. Changes, amendments or modifications to applications shall not be accepted or considered after the hour and date specified as the deadline for submission of applications.

### **3. Application Costs and Expenses**

The DDOE will not pay any costs incurred by any agency associated with any aspect of responding to this solicitation, including application preparation, printing or delivery, attendance at agency's conference, system demonstrations or negotiation process.

### **4. Late Applications**

Applications received after the specified date and time will not be accepted or considered. Evaluation of the applications is expected to begin shortly after the application due date. To document compliance with the deadline, the application will be date and time stamped upon receipt.

### **5. Application Opening**

The DDOE will receive applications until the date and time shown in this RFA. Applications will be opened only in the presence of the DDOE personnel. There will be no public opening of applications but a public log will be kept of the names of all agency organizations that submitted applications. The contents of any application shall not be disclosed to competing agencies prior to contract award.

### **6. Non-Conforming Applications**

Non-conforming applications will not be considered. Non-conforming applications are defined as those that do not meet the requirements of this RFA. The determination of whether an RFA requirement is substantive or a mere formality shall reside solely within the DDOE.

### **7. Concise Applications**

The DDOE discourages overly lengthy and costly applications. It is the desire that applications be prepared in

a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective application are not desired. The DDOE's interest is in the quality and responsiveness of the application.

#### **8. Realistic Applications**

It is the expectation of the DDOE that agencies can fully satisfy the obligations of the application in the manner and timeframe defined within the application. Applications must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable. The DDOE shall bear no responsibility or increase obligation for an agency's failure to accurately estimate the costs or resources required to meet the obligations defined in the application.

#### **9. Confidentiality of Documents**

All documents submitted as part of the agency's application will be deemed confidential during the evaluation process. Agency applications will not be available for review by anyone other than the DDOE/Application Evaluation Team or its designated agents. There shall be no disclosure of any agency's information to a competing agency prior to award of the contract.

The DDOE is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, [29 Del. C. Ch. 100](#). Under the law, all the DDOE's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Agency(s) are advised that once an application is received by the DDOE and a decision on contract award is made, its contents will become public record and nothing contained in the application will be deemed to be confidential except proprietary information.

Agency(s) shall not include any information in their application that is proprietary in nature or that they would not want to be released to the public. Applications must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If an agency feels that they cannot submit their application without including proprietary information, they must adhere to the following procedure or their application may be deemed unresponsive and will not be recommended for selection. Agency(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFA number. The envelope must contain a letter from the agency's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by [29 Del. C. § 10002\(d\)](#), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of an application accompanied by such a separate, sealed envelope, the DDOE will open the envelope to determine whether the procedure described above has been followed.

#### **10. Sub-Contracting**

The agency selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, agencies assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the application, and subcontractors must be identified by name. Any sub-contractors must be approved by DDOE.

#### **11. Discrepancies and Omissions**

The agency is fully responsible for the completeness and accuracy of their application, and for examining this RFA and all addenda. Failure to do so will be at the sole risk of agency. Should agency find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFA, agency shall notify the DDOE's Designated Contact, in writing, of such findings at least ten (10) days before the application opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective application and exposure of agency's application upon which award could not be made. All unresolved issues should be addressed in the application.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, at least ten (10) calendar days prior to the time set for opening of the applications.

##### **a. RFA Question and Answer Process**

The DDOE will allow written requests for clarification of the RFA. All questions should be submitted to **Bart Gill** by **September 28, 2018** using the contact information provided on the cover page.

#### **12. State's Right to Reject Applications**

The DDOE reserves the right to accept or reject any or all applications or any part of any application, to waive defects, technicalities or any specifications (whether they be in the DDOE's specifications or agency's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new applications on the same project or on a modified project which may include portions of the originally proposed project as the DDOE may deem necessary in the best interest of the DDOE.

#### **13. State's Right to Cancel Solicitation**

The DDOE reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The DDOE makes no commitments expressed or implied, that this process will result in a business transaction with any agency.

This RFA does not constitute an offer by the DDOE. Agency's participation in this process may result in the DDOE selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the DDOE to execute a contract nor to continue negotiations. The DDOE may terminate negotiations at any time and for any reason, or for no reason.

#### **14. Notification of Withdrawal of Application**

An agency may modify or withdraw its application by written request, provided that both application and request is received by the DDOE prior to the application due date. Applications may be re-submitted in accordance with the application due date in order to be considered further.

Applications become the property of the DDOE at the application submission deadline. All applications received are considered firm offers at that time.

## **15. Exceptions to the RFA**

Any exceptions to the RFA, or the DDOE's terms and conditions, must be recorded in eGrants: Program Details. Acceptance of exceptions is within the sole discretion of the evaluation committee.

## **16. Award of Contract**

The final award of a contract is subject to approval by the DDOE. The DDOE has the sole right to select the successful agency(s) for award, to reject any application as unsatisfactory or non-responsive, to award a contract to other than the lowest priced application, to award multiple contracts, or not to award a contract, as a result of this RFA.

Notice in writing to an agency of the acceptance of its application by the DDOE and the subsequent full execution of a written contract will constitute a contract, and no agency will acquire any legal or equitable rights or privileges until the occurrence of both such events.

### **a. RFA Award Notifications**

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, the DDOE will award the contract.

The contract shall be awarded to the agency whose application is most advantageous, taking into consideration the evaluation factors set forth in the RFA.

It should be explicitly noted that the DDOE is not obligated to award the contract to the agency who submits the lowest bid or the agency who receives the highest total point score, rather the contract will be awarded to the agency whose application is the most advantageous to the DDOE. The award is subject to the appropriate DDOE approvals.

## **C. RFA Evaluation Process**

An evaluation team composed of representatives of the DDOE will evaluate applications on a variety of quantitative criteria. Neither the lowest price nor highest scoring application will necessarily be selected.

The DDOE reserves full discretion to determine the competence and responsibility, professionally and/or financially, of agencies. Agencies are to provide, in a timely manner, any and all information that the DDOE may deem necessary to make a decision.

### **1. Application Evaluation Team**

The Application Evaluation Team shall be comprised of representatives of the DDOE. The Team shall determine which agencies meet the minimum requirements pursuant to selection criteria of the RFA and procedures established in 29 *Del. C.* §§ [6981 and 6982](#). The Team may negotiate with one or more agencies during the same period and may, at its discretion, terminate negotiations with any or all agencies. The Team shall make a recommendation regarding the award to the Delaware Secretary of Education, who shall have final authority, subject to the provisions of this RFA and 29 *Del. C.* § [6982](#), to award a contract to the successful agency in the best interests of the DDOE.

## 2. Application Selection Criteria

The Application Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing agency's applications. All assignments of points shall be at the sole discretion of the Application Evaluation Team.

The applications shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFA has been determined by the DDOE to be essential for use by the Team in the bid evaluation and award process. Therefore, all instructions contained in this RFA shall be met in order to qualify as a responsive and responsible contractor and participate in the Application Evaluation Team's consideration for award. Applications which do not meet or comply with the instructions of this RFA may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Team reserves the right to:

- Select for contract or for negotiations an application other than that with lowest costs.
- Reject any and all applications or portions of applications received in response to this RFA or to make no award or issue a new RFA.
- Waive or modify any information, irregularity, or inconsistency in applications received.
- Request modification to applications from any or all agencies during the contract review and negotiation.
- Negotiate any aspect of the application with any agency and negotiate with more than one agency at the same time.
- Select more than one agency pursuant to 29 Del. C. [§6986](#).

### Criteria Weight

All applications shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate applications:

Criteria	Weight
Activity description, need for the activity and alignment to school system goals	35%
Plan of Operation, Timeline and Key Personnel	20%
Evaluation	20%
Budget and Budget Details	25%
<b>Total</b>	<b>100%</b>

The evaluation rubric is attached in [Attachment G](#). Agencies are encouraged to review the evaluation criteria and to provide a response that addresses each of the scored items. Evaluators will not be able to make assumptions about an agency's capabilities so the responding agency should be detailed in their application responses.

## 3. Application Clarification

The Evaluation Team may contact any agency in order to clarify uncertainties or eliminate confusion

concerning the contents of an application. Applications may not be modified as a result of any such clarification request.

## **D. Contract Terms and Conditions**

### **1. General Information**

- a. The term of the contract between the successful bidder and DDOE shall be for **one (1)** years with **zero (0)** possible extensions.
- b. The selected agency will be required to enter into a written agreement with the DDOE. The DDOE reserves the right to incorporate standard State contractual provisions into any contract negotiated as a result of an application submitted in response to this RFA. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the DDOE. Agencies will be required to sign the contract for all services, and may be required to sign additional agreements.
- c. The selected agency or agencies will be expected to enter negotiations with the DDOE, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFA and the selected agency's response to this RFA will be incorporated as part of any formal contract.
- d. The successful agency shall promptly execute a contract incorporating the terms of this RFA within **twenty (20)** days after award of the contract. No agency is to begin any service prior to receipt of a DDOE purchase order signed by two authorized representatives of the agency requesting service, properly processed through the DDOE Accounting Office and the Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once it is received by the successful agency.
- e. If the agency to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another agency. Such agency shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.

### **2. Collusion or Fraud**

Any evidence of agreement or collusion among agency(s) and prospective agency(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such agency(s) void.

By responding, the agency shall be deemed to have represented and warranted that its application is not made in connection with any competing agency submitting a separate response to this RFA, and is in all respects fair and without collusion or fraud; that the agency did not participate in the RFA development process and had no knowledge of the specific contents of the RFA prior to its issuance; and that no employee or official of the DDOE participated directly or indirectly in the agency's application preparation.

Advance knowledge of information which gives any particular agency advantages over any other interested agency(s), in advance of the opening of applications, whether in response to advertising or an employee or representative thereof, will potentially void that particular application.

### **3. Lobbying and Gratuities**

Lobbying or providing gratuities shall be strictly prohibited. Agencies found to be lobbying, providing gratuities to, or in any way attempting to influence a DDOE employee or agent of the DDOE concerning

this RFA or the award of a contract resulting from this RFA shall have their application immediately rejected and shall be barred from further participation in this RFA.

The selected agency will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFA upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the DDOE shall have the right to annul any contract resulting from this RFA without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with DDOE employees, contractors or agents of the DDOE concerning this RFA shall be conducted in strict accordance with the manner, forum, and conditions set forth in this RFA.

#### **4. Solicitation of State Employees**

Until contract award, agencies shall not, directly or indirectly, solicit any employee of the DDOE to leave the DDOE's employ in order to accept employment with the agency, its affiliates, actual or prospective contractors, or any person acting in concert with agency, without prior written approval of the DDOE's contracting officer. Solicitation of DDOE employees by an agency may result in rejection of the agency's application.

This paragraph does not prevent the employment by a agency of a DDOE employee who has initiated contact with the agency. However, DDOE employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Agencies may not knowingly employ a person who cannot legally accept employment under state or federal law. If an agency discovers that they have done so, they must terminate that employment immediately.

#### **5. General Contract Terms**

##### **a. Independent Contractors**

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the DDOE's discretion as to the location of work for the contractual support personnel during the project period. The DDOE may provide working space and sufficient supplies and material to augment the Contractor's services.

##### **b. Licenses and Permits**

In performance of the contract, the agency will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful agency. The agency shall

be properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C. § 2502*.

Prior to receiving an award, the successful agency shall either furnish the DDOE with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

Information regarding the award of the contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject agency to applicable fines and/or interest penalties.

**c. Notice**

Any notice to the DDOE required under the contract shall be sent by registered mail to:

Delaware Department of Education  
401 Federal Street, Suite #256  
Dover, DE 19901-3639

**d. Indemnification**

**1. General Indemnification**

By submitting an application, the proposing agency agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the DDOE, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the agency's, its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, whole or part, to the State, its employees or agents.

**2. Proprietary Rights Indemnification**

The agency shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the DDOE, the DDOE shall promptly notify the agency in writing and agency shall defend such claim, suit or action at agency's expense, and the agency shall indemnify the DDOE against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the agency (collectively ""Products") is or in agency's reasonable judgment is likely to be, held to constitute an infringing product, agency shall at its expense and option either:

- a. Procure the right for the DDOE to continue using the Product(s);
- b. Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- c. Modify the Product(s) to make it or them non-infringing, provided that the modification does

not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the DDOE agrees to and accepts in writing.

e. **Performance Requirements**

The selected agency will warrant that it possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.

f. **Termination of Contract**

The contract resulting from this RFA may be terminated as follows by the Delaware Department of Education.

1. **Termination for Cause:** If, for any reasons, or through any cause, the agency fails to fulfill in timely and proper manner its obligations under this Contract, or if the agency violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the agency of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the agency under this Contract shall, at the option of the State, become its property, and the agency shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

On receipt of the contract cancellation notice from the State, the agency shall have no less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). An agency response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the agency response. If the State does accept the agency's method and/or action plan to correct the identified deficiencies, the State will define the time by which the agency must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the agency successfully rectifies the original violation(s). At its discretion the State may reject in writing the agency's proposed action plan and proceed with the original contract cancellation timeline.

2. **Termination for Convenience:** The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the agency shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.
3. **Termination for Non-Appropriations:** In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

g. **Non-discrimination**

In performing the services subject to this RFA the agency, as set forth in Title 19 Delaware Code Chapter 7 section [711](#), will agree that it will not discriminate against any employee or applicant with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The successful agency shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

h. **Covenant against Contingent Fees**

The successful agency will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the agency for the purpose of securing business. For breach or violation of this warranty the DDOE shall have the right to annul the contract without liability or at its discretion to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

i. **Agency Responsibility**

The State will enter into a contract with the successful agency(s). The successful agency(s) shall be responsible for all products and services as required by this ITB whether or not the agency or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the agency's application and are subject the approval and acceptance of the Delaware Department of Education.

j. **Personnel, Equipment and Services**

1. The agency represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
2. All of the equipment and services required hereunder shall be provided by or performed by the agency or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
3. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those subcontractors identified in the application are considered approved upon award. Changes to those subcontractor(s) must be approved in writing by the State.

k. **Contract Documents**

The RFA, the purchase order, the executed contract and any supplemental documents between the DDOE and the successful agency shall constitute the contract between the DDOE and the agency. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: contract, DDOE's RFA, agency's response to the RFA and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the DDOE and the agency.

**I. Applicable Law**

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful agency consents to jurisdiction and venue in the State of Delaware.

In submitting an application, agencies certify that they comply with all federal, state and local laws applicable to its activities and obligations including:

1. the laws of the State of Delaware;
2. the applicable portion of the Federal Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
4. a condition that the application submitted was independently arrived at, without collusion, under penalty of perjury; and
5. that programs, services, and activities provided to the general public under resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

If any agency fails to comply with (1) through (5) of this paragraph, the DDOE reserves the right to disregard the application, terminate the contract, or consider the agency in default.

The selected agency shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

**m. Audit Access to Records**

The agency shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The agency agrees to preserve and make available to the State, upon request, such records for a period of **three (3)** years from the date services were rendered by the agency. Records involving matters in litigation shall be retained for **one (1)** year following the termination of such litigation. The agency agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the agency, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the agency's financial records will be borne by the Agency. Reimbursement to the State for disallowances shall be drawn from the Agency's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

**n. Other General Conditions**

1. **Regulations** – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.
2. **Changes** – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of the DDOE.
3. **Purchase Orders** – Agencies that are part of the First State Financial (FSF) system are required to identify the contract number **RFA CTE Innovation Grant** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

4. **Additional Terms and Conditions** – The DDOE reserves the right to add terms and conditions during the contract negotiations.

## **E. RFA Miscellaneous Information**

### **1. Funding out clause**

In the event funding fails to be appropriated as necessary to enter into or continue the grant, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

### **2. Appeals Process**

In the event an applicant is not satisfied with the outcome of the RFA process, they may appeal within 15 days, in writing to the DOE Director of Finance:

Kimberly Klein, Director  
401 Federal Street, Suite 2  
Dover, DE 19901

### **3. No Press Releases or Public Disclosure**

The DDOE reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the DDOE with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the DDOE.

The State will not prohibit or otherwise prevent the awarded agency(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the agency shall not use the State's seal or imply preference for the solution or goods provided.

## **F. Attachments & Appendices**

The following attachments and appendices shall be considered part of the solicitation:

### **Required:**

- Attachment A – Innovation Application Instructions
- Attachment B – Assurances *(to be completed on eGrants)*

### **As Necessary:**

- Attachment C – LEA Grant Application Ranking Form *(to be completed on eGrants)*
- Attachment D – Exceptions *(to be completed on eGrants)*
- Attachment E – Confidentiality and Proprietary Information *(to be completed on eGrants)*

### **Informational:**

- Attachment F – Basis for Funding, List of Eligible Agencies
- Attachment G – Evaluation Rubric
- Attachment H – Frequently Asked Questions (FAQ)

**Appendices:**

- Appendix 1 – Academy of Business Information Management Sample Budget
- Appendix 2 – Agricultural Power and Engineering Sample Budget
- Appendix 3 – Agricultural Structures and Engineering Sample Budget
- Appendix 4 – Animal Science and Management Sample Budget
- Appendix 5 – Architectural Engineering Technology Sample Budget
- Appendix 6 – Automotive Technology Sample Budget
- Appendix 7 – Computer Science Sample Budget
- Appendix 8 – Digital Communication Sample Budget
- Appendix 9 – Early Childhood Teacher Academy Sample Budget
- Appendix 10 – Hospitality and Tourism Management Sample Budget
- Appendix 11 – Natural Resource Management Sample Budget
- Appendix 12 – Plant Science Sample Budget
- Appendix 13 – Public and Community Health Sample Budget

\*Please note that related professional development expenses are outlined in each program specific appendix.

**REQUIRED REPORTING**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

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Attachment A

1. To access the Innovation application, a user must have access to the Identity Management System (IMS) located at: <https://login.doe.k12.de.us>.



Assistance with requesting IMS or the eGrants application component can be provided through the local education agency's (LEA's) Information Security Officer (ISO).

2. Once a user has access to IMS, if the eGrants icon is not displayed, click on the Request Application link to be approved access. This is an overnight process. Once the application is added to your IMS profile, click on the eGrants icon.



3. LEA staff must be assigned one of the following roles in order to complete data entry functions or to submit the application through workflow:
  - LEA CTE Innovation Update – this role can only complete data entry functions only
  - LEA CTE Innovation Director – this role can complete data entry functions and is the first level of approval for the LEA
  - Chief Fiscal Officer – this role can complete data entry functions and is the second level of approval for the LEA
  - Chief School Officer – this role can complete data entry functions and is the final level of approval for the LEA

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If the required roles have not been assigned, contact the LEA's eGrants Access User Administrator. To determine the eGrants roles assigned to an LEA, click on Address Book located in the left navigation menu.

**Delaware Department of Education**

Smyrna School District (952400) Public District - FY 2018

**Announcements**  
**Technical Assistance** (4/19/2017)  
 If you need any assistance with technical issues, please contact either Eulinda Gallagher at (302) 735-4016 or Lindsay Lewis at (302) 735-4246.

**Timeline** (3/23/2017)  
 2017-2018 Consolidated Grant Application | Timeline

Due Date	Event
April 4, 2017	2017-2018 Consolidated Grant available in eGrants with prior year allocations.
April 4, 2017	Training Session 1 – Sussex Academy Arts and Sciences, Room 204
April 6, 2017	Training Session 2 – Thomas B. Sharp Education Center, Conference Room 3
April 11, 2017	Training Session 3 – Collette Center, Conference Room B
May 9, 2017	Technical Assistance CGA open session – Collette Conference Room B
July 7, 2017	Final allocations loaded. <sup>1</sup>
July 14, 2017	Round 1 grant due date. <sup>2</sup>
July 17–28, 2017	Round 1 – review period DOE staff. LEAs cannot make edits as the application is in "view only" status. <sup>3</sup>
July 31, 2017	Round 1 applications available for LEAs to revise.
August 11, 2017	Round 2 grant due date. <sup>2</sup>
August 14–25, 2017	Round 2 – review period DOE staff. LEAs cannot make edits as the application is in "view only" status. <sup>3</sup>
August 28, 2017	Round 2 applications available for LEAs to revise.

4. To access the Innovation application, click on the Funding link.

**Delaware Department of Education**

eGrants Home

District - FY 2018

**Announcements**  
**Technical Assistance** (4/19/2017)  
 If you need any assistance with technical issues, please contact either Eulinda Gallagher at (302) 735-4016 or Lindsay Lewis at (302) 735-4246.

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The Funding Applications page is displayed by LEA (not individual buildings within an LEA) and lists all applications available to the LEA, both Entitlement and Competitive. Click on the Innovation link under the Competitive Funding Application heading.

**Funding Applications**

District - FY 2018

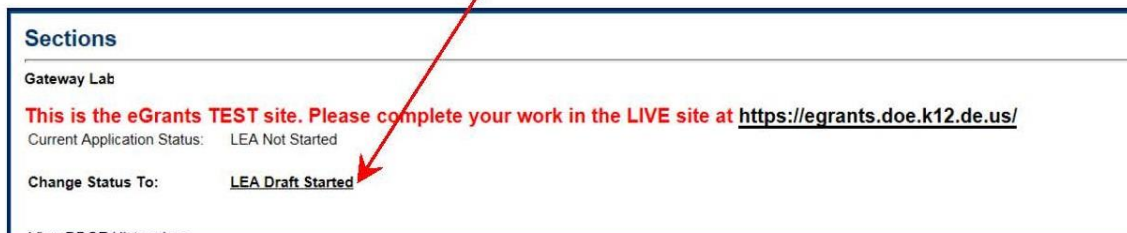
This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

2018 | All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
Consolidated	0	LEA Draft Started	4/8/2017
Competitive Funding Application	Revision	Status	Status Date
CTE Innovation	0	LEA Chief School Officer Approved	6/22/2017

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5. The Sections page is the home screen of the application and is comprised of “Sections” and “Pages”. There are 7 sections:
  - History Log – this section provides information regarding the dates and times for each time the application status has changed.
  - Allocation – this section provides a display of the allocation amount the LEA is approved for.
  - CTE Innovation – this section is where the overall LEA information is summarized for all building applications and the individual pages for each application. Select the LEA name to view the overall summary information for the LEA. Select the name of an individual building to complete and/or review the individual application pages (budget, budget overview, program details and related documents).
  - Contacts – LEAs complete this section by indicating the LEA point of contact for the application.
  - CTE Innovation Checklist- this section is completed by DDOE staff only. Once an application is submitted to DDOE, the DDOE reviewers will complete the Checklist and indicate if there are any sections in the application the LEA must edit in order to be approved. LEAs complete edits in the sections that are marked “Attention Needed” in the Checklist.
  - New Application Summary – this section provides a summary of the scores for each application.
  - Assurances – this section provides all of the laws and regulations the LEA agrees to comply with when submitting an application.
  
6. Starting the application – once on the Sections page, change the Application status to Draft Started by clicking on the LEA Draft Started link. This starts the application process for the LEA, which may include multiple submittals for different buildings within the LEA. If the status is not changed, users will not be able to type or enter information.

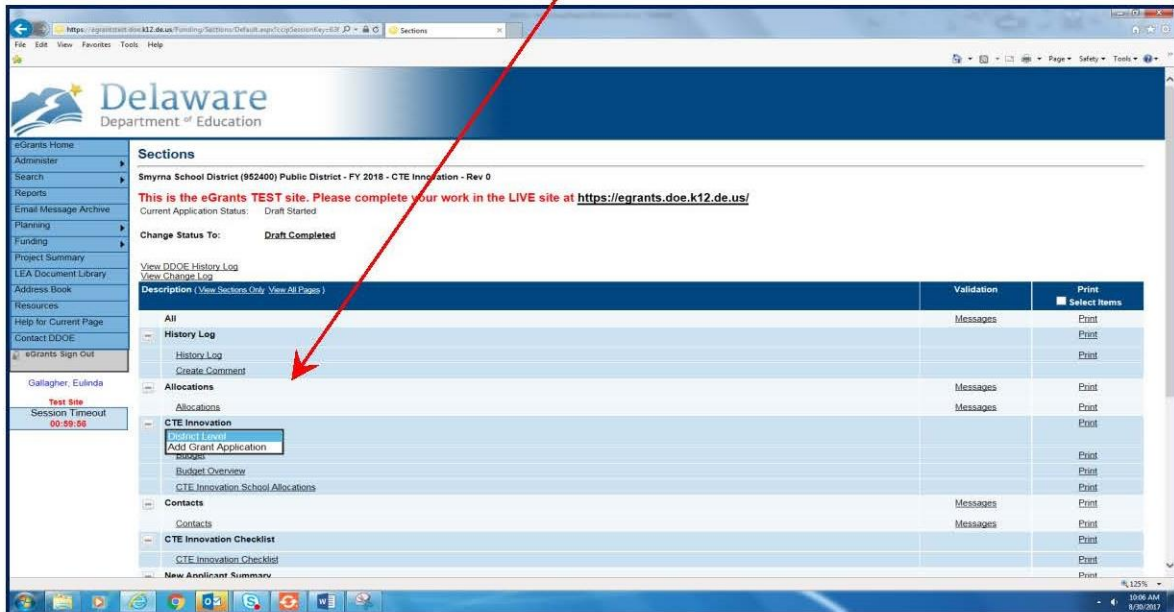


7. Since eGrants allows for multiple buildings to submit individual applications under the LEAs name, users should ensure that the required sections and pages of the each application are completed. Incomplete submissions will **not** be eligible for funding. Applicants must complete all pages within the CTE Innovation, and Contacts sections.



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8. To establish each application within an LEA, navigate to the CTE Innovation section and click on the drop down box and select Add Grant Application.



- Title the application(s) using the following format:
    - School Name\_Priority#\_Program of Study Name\_Application Rank#
    - Example: **Smyrna\_Priority1\_NurseAssisting\_Rank2**
  - For each building application, complete the CTE Innovation and Contacts sections. The pages to complete in the CTE Innovation section consists of: Budget, Program Details and Related Documents. The Contacts section consists of one page: Contacts.
9. How to complete the **Budget** pages – verify that correct building application has been selected and click on the Budget hyperlink. To add budgeted items, click on the Modify hyperlink next to the account codes/type of expense.

**Budget**

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

Go To

	Account Code	Total
Modify	5100 - Salaries	\$0.00
Modify	5120 - OECs	\$0.00
Modify	5400 - Travel	\$0.00
Modify	5500 - Contractual	\$0.00
Modify	5500 - Audit Fees	\$0.00
Modify	5560 - Indirect	\$0.00
Modify	5600 - Supplies	\$0.00
Modify	5700 - Capital Outlay	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$0.00
	<b>Remaining</b>	\$0.00

A red arrow points to the 'Modify' link in the first row of the table.

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- A Budget Detail page will be displayed that consists of a summary of items budgeted by account code. To add budgeted items, click on the Add Item link.

**Budget Detail**  
Smyrna School District (952400) Public District - FY 2018 - CTE Innovation - Rev 0 - CTE Innovation - Test High School (SysGen10) (SysGen10) - Partnership - New

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

[5100 - Salaries] Add Item

Total for 5100 - Salaries	\$0.00
Total for all other Account Codes	\$0.00
Total for all Account Codes	\$0.00
Adjusted Allocation	\$0.00
Remaining	\$0.00

- On the Budget Detail page 2, click on the Add Item link.

**Budget Detail**  
Smyrna School District (952400) Public District - FY 2018 - CTE Innovation - Rev 0 - CTE Innovation - Test High School (SysGen10) (SysGen10) - Partnership - New

This is the eGrants TEST site. Please complete your work in the LIVE site at <https://egrants.doe.k12.de.us/>

[5100 - Salaries] Add Item

Remove	Account Code	Funding Description	Location Code	Quantity	Cost	Line Item Total
	5100 - Salaries		Test High School (SysGen10)	1	\$0.00	\$0.00

**Narrative Description**

Total for 5100 - Salaries: \$0.00  
Total for all other Account Codes: \$0.00  
Total for all Account Codes: \$0.00  
Adjusted Allocation: \$0.00  
Remaining: \$0.00

Each budgeted item, must include a response for the Funding Description, Location Code, Quantity, Cost and Narrative Description. Drop down choices are available for the Funding Description and Location Code. Amounts should be entered for Quantity and Cost. The Narrative Description is a text box for applicants to provide additional detail(s) about the budgeted item or to justify the allowability of the item. The following chart indicates details required in the Narrative Description textbox for each account code:

<b>Account Code</b>	<b>Required Detail in the Narrative Description Box</b>
<b>Salaries</b>	Title of position and percent of full-time equivalent (FTE).
<b>OECs</b>	Title of position and percent of FTE.
<b>Contractual Services</b>	List type of service, vendor name (only if known), and indicate expense justification or outcome. <i>Examples:</i> <ul style="list-style-type: none"> <li>▪ Occupational therapy services. Vendor is to be determined.</li> <li>▪ Physical therapy counseling services provided by Delaware Guidance.</li> </ul>

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<b>Travel</b>	List the position of staff traveling, conference name, and purpose if not clear by the conference name. Indicate total number of staff traveling and expense justification or outcome. <i>Example:</i> <ul style="list-style-type: none"> <li>▪ Teacher will be attending (specific) professional development conference.</li> </ul>
<b>Supplies and Materials</b>	List description, purpose, and indicate expense justification or outcome. <i>Example:</i> <ul style="list-style-type: none"> <li>▪ Classroom instructional supplies to equip classroom, such as microscopes, sein nets, and aquariums for student experiments.</li> </ul>
<b>Capital Outlay</b>	List item(s), description, purpose, and indicate expense justification or outcome.
<b>Indirect Costs</b>	No additional details are required.
<b>Audit Fees</b>	No additional details are required.

- Remember to click on the Save button before adding a new item.
  - To minimize budget entries, group items within the supplies and materials account code accordingly. Grouping items within the supplies and materials account code should not exceed \$5,000 per quantity, as this would indicate a capital outlay item. The quantity should reflect the purchased items, and a detailed description should be provided in the **Narrative Description** textbox.
10. How to complete the **Program Details** page - below is a description of expectations for who to respond to the questions listed in this page.
- *Item 1: What is the name of the project/activity to be funded?*
    - Title the application(s) using the following format:  
School Name\_Priority#\_Program of Study Name\_Application Rank#
    - Example: *Smyrna\_Priority1\_NurseAssisting\_Rank2*
  - *Item 2: What is the priority area number?*
    - Select the priority area for which you are applying (refer to page 2 of the RFA for priority area descriptions):  
Priority 1  
Priority 2  
Priority 3  
Priority 4
  - *Item 3: What is the application rank? (If only one application is submitted, select rank of #1.)*
    - Select a ranking for each application.
  - *Item 4: Provide a description of the project/activity the funding will support.*
    - Ensure the description is clear and concise and addresses all the topics outlined in the RFA.
  - *Item 5: Plan of Operation with Key Personnel, Activity, and Timeline*
    - Insert a table addressing how and when the LEA will implement activities and the key personnel involved.
    - How will the PAC be involved in the implementation and continuous improvement of the program?
  - *Item 6: List the objectives and goals of the project.*

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- Ensure objectives should be clear and concise and addresses all the topics outlined in the RFA.
- *Item 7: How will the program/activity be evaluated for success? Address specific data points and include benchmark, if applicable, and targeted goals.*
  - Perkins Core Indicators of Performance to be addressed: current levels and targeted goals.
  - Other performance indicators, as necessary.
  - How will the PAC be involved in the implementation and continuous improvement of the program?
  - Plans for sustainability of the program.
- *Item 8: Applications must include all exceptions to the specifications, terms, or conditions contained in the RFP. Provide the paragraph number and page number for the exceptions, exceptions to specifications, terms or conditions, and the proposed alternative. If no exceptions will be requested, indicate "NA" for not applicable in the paragraph and page number column.*
- *Remember to click on the Save button before leaving this page.*

11. How to complete the Related Documents page

- For applicable situations as detailed in the Request for Application (RFA), a letter of support from the school principal is uploaded by clicking on the Upload New link in the Document/Link column.
- For applicable situations as detailed in the Request for Application (RFA), a letter of support from the LEA central office is uploaded by clicking on the Upload New link in the Document/Link column.

Related Documents		
Go To <input type="text"/>		
Type	Optional Documents Document Template	Document/Link
Letter of Support	N/A	<a href="#">Upload New</a>

12. How to complete the Contacts section

- CTE Director - Select from the drop down box, the staff member who should be contacted for questions related to any of the applications listed under the LEA. The drop down box will only contain names of staff assigned the CTE Director role.

13. Review the Assurances section

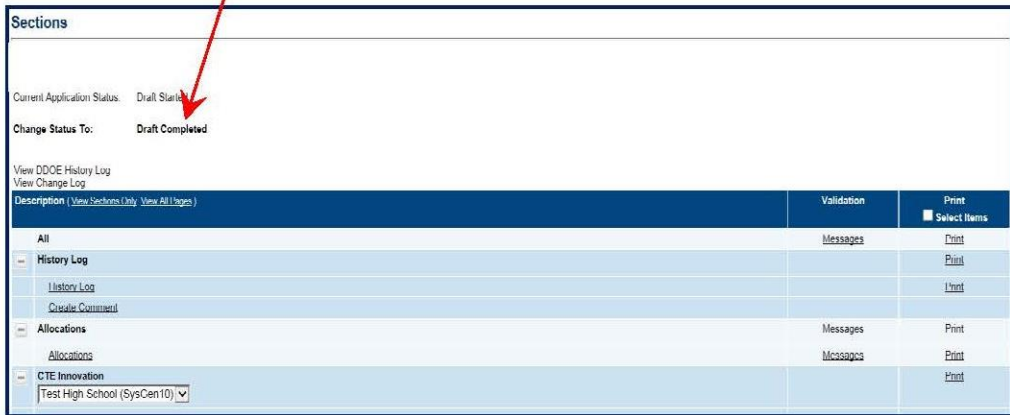
- All applicants are responsible for reviewing and understanding all of the assurances listed.
- Once the Chief Financial Officer and Chief School Officer approves the application, the LEA has committed to meeting and abiding by all the assurances if awarded funding.

14. How to submit the application through workflow

- Once the CTE Innovation and Contacts sections are completed for each application, go to the Sections page and click on the Validation Messages.
  - Messages labeled as, **Error**, must be resolved before the application can be submitted to DDOE.
  - Message labeled, Warning, can be treated as FYIs and should only be addressed if the issue is applicable to the application.

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- The workflow approval process is to be completed by the LEA's CTE Innovation Direct, Chief Fiscal Officer and Chief School Officer when all building application pages within the LEA are completed.
  - Once all Error Validation Messages are resolved, the staff member with the CTE Innovation Director role approves the application, which consists of all of the individual building applications, by going to the Sections page and clicks on the Draft Completed link



- The Chief Fiscal Officer then approves the application on by clicking on the LEA Chief Fiscal Officer Approved link.



- The final approval to submit the application to DDOE is the Chief School Officer. Click on the LEA Chief School Officer Approved link.



STATE OF DELAWARE  
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*(to be completed in eGrants)*

Attachment B

Grant Title: **CTE Innovation Grant**

**ASSURANCES**

The recipient shall agree to the following assurances.

• **Perkins Specific Assurances**

1. The Delaware Department of Education (DDOE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this subgrant. However, DDOE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the subgrant award.
2. Grantee shall adhere to DDOE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent subgrant payments until such time as the reports are filed.
3. Requests for subgrant extension, when allowed, must be submitted at least 45 days prior to the end of the subgrant period.
4. Grantee shall repay any funds that have been determined through the federal or state audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or state government. The repayment may be made by an offset to funds that are otherwise due the grantee.
5. Federal funds made available will be used to supplement, and to the extent practicable increase the amount of state and local funds for Career and Technical Education but in no case supplant (replace) such state or local funds.
6. CTE programs of study are of such size, scope, and quality to bring about improvement in the quality of CTE education and are in alignment with the Delaware State Plan for Career and Technical Education.
7. Sufficient information will be provided to the State to enable the State to comply with the provisions of the Perkins Act, including evaluation/review of grant implementation and data collection. Cooperation will be provided to enable the State to continue to collect data for the core Perkins indicators. The complete annual data report for the previous school year has already been submitted to DDOE.
8. A local career and technical advisory committee including business and industry personnel is organized and utilized to assist in overall planning, coordinating, and evaluating all Career and Technical Education programs. Agendas, attendance, and minutes from these meetings will be kept on file for a period of five (5) years and made available for DDOE review upon request.
9. Abilities, interests and needs of students, and recommendations from advisory councils, State and community labor needs surveys were considered in order to provide appropriate and supplementary programs and services for special populations.
10. CTE services will be coordinated with relevant programs conducted under the Workforce Innovation and Opportunity Act (WIOA), including cooperative arrangements established with private industry councils and the Delaware Workforce Development Board, in order to avoid duplication and to expand the range of and accessibility to Career and Technical Education services.

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11. Any eligible recipient that has not expended all Perkins funds within the academic/program year for which they are provided will remit all unexpended monies to the eligible agency for redistribution in accordance with the Carl D. Perkins Career & Technical Education Act of 2006, Section 133b.
12. Grantee shall assure that semi-annual, annual, and/or final grant reports are submitted within the approved project timeline associated with the grant award.

- **General Education Provisions Act (GEPA)**

1. The LEA will comply with the General Education Provisions Act (GEPA), 20 U.S.C. chapter 31, including the privacy rules in 20 U.S.C. § 1232 f-j.
2. The LEA assures it consulted with appropriate stakeholders in developing this Innovation Grant Application such as teachers, principals, other appropriate school staff, and parents.

- **Education Department General Administrative Regulations (EDGAR)**

1. The LEA will comply with Title 2 of the Code of Federal Regulations, Parts 180 (suspension and debarment), 200 (Uniform Grant Guidance) and 3474 (ED-specific exceptions to Uniform Grant Guidance rules), and the Education Department General Administrative Regulations in Title 34 of the Code of Federal Regulations, Parts 75-77, 81-82, 84, 86, and 97-99.
2. Each LEA spending \$750,000 or more in federal awards in a year must have a single program-specific audit conducted for that year in accordance with 2 CFR part 200, subpart F.
3. The LEA will comply with Title 2 of the Code of Federal Regulations, Part 200, Subpart E, §200.313 and § 200.33 for capital expenditures. 4. The LEA will comply with the time and effort requirements listed at: <https://www.doe.k12.de.us/domain/480>.

- **Civil Rights and Related Laws**

1. The LEA will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1991, and all regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

- **State of Delaware**

1. The LEA will comply with all requirements put forth by the State of Delaware Office of the Governor, Delaware Office of Management and Budget, and Delaware Department of Education.
2. The LEA will comply with all State procurement procedures outlined in Delaware Code, Title 29, Chapter 69 - State Procurement.

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*(to be completed in eGrants)*

Attachment C

Grant Title: **CTE Innovation Grant**

Application Priority Form

If applying for more than one grant, please rank each grant application in order of importance of funding by using this form and submitting it with all grant applications.

In the event that total grant requests exceed available funds, DDOE will use this form to determine which applications to fund.

Priority Number and brief description	Amount requested
1.	
2.	
3.	
4.	
5.	





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Attachment F

Grant Title: **CTE Innovation Grant**  
Basis for Funding, List of Eligible Agencies

School year	County	LEA Name	Number of CTE Participants	Student Enrollment	Percent CTE	Grant Eligibility Criteria*			
						#1	#2	#3	Any 1
						Rural	CTE% > 50%	CTE# > 1000	
2018	Kent	Caesar Rodney	1218	2042	59.6%		X	X	X
2018	Kent	Capital	1333	1892	70.5%		X	X	X
2018	Kent	Early College HS at DSU	18	397	4.5%				
2018	Kent	First State Military	153	392	39.0%				
2018	Kent	Lake Forest	748	903	82.8%		X		X
2018	Kent	Polytech	1169	1171	99.8%		X	X	X
2018	Kent	Positive Outcomes Charter	78	81	96.3%		X		X
2018	Kent	Smyrna	1147	1500	76.5%		X	X	X
2018	NCCo	Appoquinimink	2587	3216	80.4%		X	X	X
2018	NCCo	Brandywine	1581	2928	54.0%		X	X	X
2018	NCCo	Christina	2522	3172	79.5%		X	X	X
2018	NCCo	Colonial	1640	2174	75.4%		X	X	X
2018	NCCo	DE Acad. Of Public Safety & Sec.	6	208	2.9%				
2018	NCCo	Delaware Design-Lab Charter	115	289	39.8%				
2018	NCCo	Freire Charter School	13	284	4.6%				
2018	NCCo	MOT Charter	557	580	96.0%		X		X
2018	NCCo	NCCounty Votech	4373	4664	93.8%		X	X	X
2018	NCCo	Newark Charter	451	636	70.9%		X		X
2018	NCCo	Odyssey Charter	6	138	4.3%				
2018	NCCo	Red Clay (including Charter School of Wilm and DE Military Academy)	2959	5223	56.7%		X	X	X
2018	Sussex	Cape Henlopen	1094	1538	71.1%	X	X	X	X
2018	Sussex	Delmar	525	662	79.3%	X	X		X
2018	Sussex	Indian River	2122	2622	80.9%	X	X	X	X
2018	Sussex	Laurel	413	528	78.2%	X	X		X
2018	Sussex	Milford	877	1064	82.4%	X	X		X
2018	Sussex	Seaford	658	797	82.6%	X	X		X
2018	Sussex	Sussex Academy Charter	236	355	66.5%	X	X		X
2018	Sussex	Sussex Tech	1112	1224	90.8%	X	X	X	X
2018	Sussex	Woodbridge	585	664	88.1%	X	X		X
		ALL LEAs	30296	41344	73.3%				

\* The federal Perkins Act [Section 112 & 131] grant requirements limit eligible recipients to those LEAs that meet any one of the following three requirements: Rural area, high percentage of CTE students, or high number of CTE students.

Criteria #1: Sussex County is the only county in Delaware that is designated as "Rural" by the U.S OMB since it is outside a "metro area".

Criteria #2: LEAs with CTE student participant rate (see "Percent CTE" column) higher than the state average rate.

Criteria #3: LEAs with CTE student participants in excess of 1000 students (see "Number of CTE Participants" column)

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Attachment G

Grant Title: **CTE Innovation Grant**  
Evaluation Rubric

Using the following rubric, reviewers will assign numerical scores and prepare comments. The review team will meet to determine consensus.

<b>Plan Criteria</b>	<b>Level 3 Meets All Criteria</b>	<b>Level 2 Meets Some Criteria</b>	<b>Level 1 Meets Few or No Criteria</b>
<b>A. Activity description, need for the activity and alignment to school system/ institution goals</b>	The proposed activity is clearly and thoroughly described, the need is clearly evident and it aligns with the school system/college goals. Letters of support is attached (if required in the application).	There is a limited description of the proposed activity, and the need is not well supported. No letter of support was included (if required in the application).	The proposed activity is not clearly identified and there is no evidence of need. No letter of support was included (if required in the application).
<b>35 Points</b>	<b>35-24</b>	<b>23-13</b>	<b>12-0</b>
<b>B. Plan of Operation, Timeline and Key Personnel</b>	A detailed timeline including all specific steps in the implementation process is included. All dates are appropriate and reasonable. Key persons responsible are listed.	A timeline that includes some specific steps in the implementation process and appropriate dates are included. Most key persons responsible are listed.	The timeline is limited and includes few steps for implementation and/or specific dates. Key persons responsible are not listed.
<b>20 Points</b>	<b>20-15</b>	<b>14-7</b>	<b>6-0</b>
<b>C. Evaluation</b>	The application clearly addresses how the program/activity will be evaluated for success. It addresses specific data points, such as Perkins Core Indicators and includes benchmark (if applicable) and targeted goals.	The application somewhat addresses how the program/activity will be evaluated for success. It addresses some data points, such as Perkins Core Indicators and includes benchmark (if applicable) and targeted goals.	The application does not include an evaluation plan, or the plan to evaluate is weak, or does not include specific measurable data points.
<b>20 Points</b>	<b>20-15</b>	<b>14-7</b>	<b>6-0</b>
<b>D. Budget and Budget Details</b>	Budget is clear, reasonable and cost effective. Budget details itemize expenses in detail. Budget calculations are correct. Budget does not exceed limits as stated on the application.	Budget is reasonable and cost effective. Budget details identify expenses and provides general explanation. Budget contains a few errors. Budget does not exceed limits as stated on the application.	Budget is not clear, reasonable and/or cost effective. Budget details do not provide detailed explanation of expenditures. Budget contains errors and/or is completed incorrectly. Budget exceeds limits as stated on the application.
<b>25 Points</b>	<b>25-19</b>	<b>18-9</b>	<b>8-0</b>

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Attachment H

Grant Title: **CTE Innovation Grant**  
Frequently Asked Questions (FAQ)

Program Overview Questions:

1. What is the timeline for the RFA?

The RFA was posted on September 4, 2018; questions submitted prior to September 29, 2018 will be compiled and posted on the DOE website on October 5, 2018 – questions will not be addressed beyond September 29, 2018 due to the competitive nature of the RFA; all applications are due October 12, 2018, no extensions will be given; and the DOE anticipates releasing notice of grant awards in November 2018.

2. How is the amount of available funding determined?

The amount of funding is determined by the Delaware State Plan for CTE.

3. What is the budget period?

Funds will be made available when the notice of grant award is released to the LEA and will conclude on September 30, 2019 unless otherwise stated in the notice of grant award.

4. Can an LEA submit more than one grant application?

Yes, there is no limit to the number of applications that an eligible agency may submit. However, an agency must rank each grant application in order of funding priority within the eGrants system (see Program Details).

5. How many grants will be awarded?

There is no minimum or maximum number of grant awards. The number of grant awards will depend upon the competitive process, the number of applications received, and the amount of funds available.

6. Are there restrictions for use of funds in the RFA?

Yes, all expenditures must meet the expectations establish in Section II, Paragraph C, General Requirements which can be found on (p. 22-24) of the RFA. In this section, please see permissive use of funds and non-permissive use of funds.

7. Are there restrictions to administrative costs in the RFA?

Yes, administrative and indirect costs may not exceed more than five percent (5%) of the total grant award.

8. Will all funds be awarded in fiscal year (FY) 19?

Unless otherwise noted, all funds in a priority area will be awarded in FY 19. Funds to implement certain programs of study will be allocated over the span of two (2) or three (3) fiscal years. If an LEA is awarded funds to implement said programs the LEA must submit an application under priority two (2) for the following fiscal years to receive on-going funding.

9. Can you apply for an Innovation Grant to support a Program of Study that was approved in a previous grant cycle?

Some grant awards will span two or more fiscal years and others will not. For example, in priority one (1) of this year's RFA financial support for the Cisco Networking Academy will be allocated over the span of two fiscal years and STATE OF

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financial support for Computer Science is complete after the first year. This is noted under each program. If an LEA is awarded a grant award that spans multiple fiscal years, the LEA must submit an application under priority two (2) in the next fiscal year to receive on-going funding.

If the request is not supported by priority one (1) or priority two (2), the LEA may consider applying under priority three (3) or four (4). Applications under priority three (3) will need to focus on increased access to early college or career experiences and applications under priority four (4) will need to focus on professional learning.

10. What is the maximum amount an LEA can receive for each Program of Study?

The maximum amount is listed under each priority area. A quick reference can be found on (p. 2) of the RFA. Additional detail is provided under each specific section.

General Application Questions:

11. What is a standard grant application?

Each priority area has a standard grant application which includes sections: A – Activity Description, Need for the Activity and Alignment to LEA Goals; B – Plan of Operation, Timeline and Key Personnel; C – Evaluation; and D – Budget and Budget Details. The LEA should use the standard grant application in each priority area to build an application. All applications submitted under a priority area should address sections A – D.

12. How should the LEA demonstrate that they have met the minimum requirements for a program of study?

Minimum requirements should be noted in the respective Section (A – D) of the standard grant application.

13. What additional documents should be submitted with the LEA application?

All additional documents that are required to accompany the LEA application are listed in Section III, Paragraph A, Minimum Requirements which can be found on (p. 22-24) of the RFA.

14. Are there guidelines that applications should follow?

Yes, all application guidelines are listed in Section III, Paragraph B, Applications which can be found on (p. 24) of the RFA. The specific requirements for all applications are listed in this section.

15. How should applications and accompanying documents be submitted?

Submission instructions are included as Attachment A of the RFA.

16. How will applications be evaluated?

All applications will be evaluated according to Section IV, Paragraph C, RFA Evaluation Process (p. 31-33). The rubric for evaluation is included in Attachment G.

17. How specific should I be in the timeline chart?

The timeline should include specific dates and names of individuals who will be completing the tasks listed in the timeline.

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Priority Area Questions:

18. Is there a description of activities to be funded in this RFA?

Yes, page three (3) of the RFA identifies four (4) Priority Areas which are further addressed in Section II of the RFA. Additional detail and direction are included in each priority area.

19. Under Priority One (1), which LEAs are eligible for funding?

All LEAs that meet the basis for funding as defined in Attachment F are eligible for funding under Priority One (1).

20. Are there additional programs of study available for funding under Priority One (1)?

No, only those programs listed in the RFA under Priority One (1) are available for funding in FY 19. Additional programs of study will be released and funded in future fiscal years under this priority area.

21. Under Priority Two (2), which LEAs are eligible for funding?

Only those LEAs listed for each program of study are eligible for funding under Priority Two (2).

22. Are there additional programs of study available for funding under Priority Two (2)?

No, only those programs listed in the RFA under Priority Two (2) are available for funding in FY 19. Enhancement grants for state-model programs of study and funding for the continued implementation of CTE programs will be available in future fiscal years.

23. Under Priority Three (3), which LEAs are eligible for funding?

All LEAs that meet the basis for funding as defined in Attachment F are eligible for funding under Priority Three (3).

24. Under Priority Three (3), can instructional technology be purchased?

Instructional technology may be purchased if it is essential to carry-out activities within the LEA application. Additionally a fifty percent (50%) non-federal match of funds is required.

25. Under Priority Four (4), which LEAs are eligible for funding?

All LEAs that meet the basis for funding as defined in Attachment F are eligible for funding under Priority Four (4).

26. Under Priority Four (4), can professional development for multiple teachers be consolidated in a single grant application?

Yes, professional development activities for teachers can be consolidated in a single application provided the total cost of all professional development does not exceed the \$10,000 upper limit for each application. Should the professional development activities exceed \$10,000 another application will need to be developed and submitted.

27. Under Priority Four (4), can an LEA apply for funding to offer professional development related to another grant application?

No, if the LEA is writing for a grant under another priority area all related professional development must be included in that application. It is not permissible to write for a separate professional development grant under priority four (4) if the agency is also applying to implement a CTE program of study or offer professional development that is related to a separate application.

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28. What is a program of study application?

The program of study application is the application an LEA submits to adopt a state-model CTE program. Each application outlines information specific to the program as well as the instructions that the LEA should follow when submitting the application. All state-model CTE program of study applications can be found at:

<http://www.doe.k12.de.us/Page/2016>.

29. Is the LEA required to implement the program of study as written?

Yes, should an LEA wish to adopt a state-model CTE program of study, the LEA is required to implement the program without modification.

30. When is the program of study application required to be submitted?

The program of study application is required to be submitted on or before November 30, 2018. The LEA should identify in the application when the application will be submitted under Section B – Plan of Operation. Failure to submit an approvable application may result in funds from this RFA being withheld.

31. Is an LEA required to submit/be awarded an Innovation Grant to apply for state model program of study?

Innovation grant applications or funds are not required to be eligible to submit a state model program of study application for approval.

32. Under section B #5 of priority one (1): "Include in the plan of operation a timeline to submit a final grant report". Is there a specific form this final grant report should be completed on? Would this be due at the end of final implementation or after each fiscal cycle?

The final grant report will be submitted at the end of the fiscal cycle. A final grant reporting form and will be distributed to successful applicants.

33. When applying for a Program of Study that involves more than one year of funding, should I include all costs in the initial Priority 1 grant request, or should costs incurred in later years be held for next fiscal year under Priority two? When applying for priority one (1) under the Innovation Grant for a multi-year program, include all program expenses up to the maximum amount of the grant. This may include expenses for items not required until the second or third year if implementation. Priority two (2) applications will then be submitted in subsequent years to continue program implementation.

Submission Questions:

34. When are Innovation Grants officially submitted for review to DDOE?

The Innovation Grant is officially submitted when the Chief School Officer approves the application(s). The work flow within the eGrant system to submit Innovation grant applications mirrors the consolidated grant process and is as follows:

1. LEA Innovation Grant Director approval,
2. Chief Financial Officer approval, and
3. Chief School Officer.

Applications must be approved in the eGrants system by the Chief School Officer before 4 PM on Friday, October 12. Due to the competitive nature of these grants the deadline for applications will not be extended. Please note the eGrants system will not allow the approval of applications after 4 PM on Friday, October 12, 2018.

35. How is the Innovation Grant completed in the eGrants system?

The Innovation Application Instructions are included in the RFA as Attachment A.

# Academy of Business Information Management, NAF

## Sample Budget

The following sample budget lists most of the allowable expenditures to implement the three (3) credit Academy of Business Information Management, NAF program. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

### Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.</b>						
Computer Hardware Requirements	S	Recommended: Core 2 Duo, E8400, 3GHz, 1 or 2 GB RAM, 250 GB + Hard Drive, Integrated Graphics, Windows 7 or Windows 8.1. Must have network connectivity (wireless and/or wired)	1	\$500.00	20	\$10,000.00
Software	CD	Access to all software and the learning management system are included as part of the annual NAF participation fee.	1	\$0.00	1	\$0.00
<b>Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.</b>						
The Academy of Business Information Management professional development is sponsored by the Delaware Department of Education (DDOE). There is no cost for teachers to attend the required Global Business Economics professional development. The session will occur at a location to be determined in July of 2018. Please note that the PD attendance will occur during the summer of 2018 and 2019. In addition, teachers will be required to attend several PD days during the school year.						
Professional Development	PD	Global Business Economics Professional Development, July 2018 and quarterly meetings throughout the school year. Teachers are encouraged to assist with training the next cohort during the following year.	1	\$0.00	1	\$0.00
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that breakfast and lunch are typically included in the PD registration.	1	\$41.00	1	\$41.00

Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
<p><b>Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.</b></p>						
<p>The NAF Academy of Business Information Management curriculum is available online upon registration. This will include all media and reading materials required for each course. The LEA should consult the Course Planning Tables to determine and finalize the budget and budget narrative.</p>						
Materials, Equipment, and Supplies	S	NAF Year of Planning Fee (includes \$1,750 Annual Registration Fee)	1	\$10,000.00	1	\$10,000.00

# Agricultural Power and Engineering Sample Budget

The following sample budget lists most of the allowable expenditures to implement the three (3) credit Agricultural Power and Engineering, NCCER program of study. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

## Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.</b>						
Supplies	S	Recommended - Core i5, 6300U, 4GB RAM, 500 GB HDD	1	\$1,350.00	1	\$1,350.00
Software	CD	Plasma Cam Software Licenses	1	\$100.00	20	\$2,000.00
<b>Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.</b>						
Please note that the PD attendance will occur during the Summer of 2019, Summer of 2020, and Summer of 2021. In addition, teachers may be required to attend several PD days during the school year.						
Professional Development	PD	NCCER Training	1	\$100.00	1	\$100.00
Professional Development	PD	OSHA 10 Outreach Training Certification	1	\$80.00	1	\$80.00
Professional Development	PD	Briggs and Stratton Experienced Vo-Ed Training	1	\$1,200.00	1	\$1,200.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00
<b>Below is a list of Reference Materials that are required for program implementation. Prices are subject to change. Shipping and handling are not included.</b>						
<b>Fundamentals of Agricultural Power and Engineering</b>						
Reference Materials	R	NCCER Core Curriculum: Introductory to Craft Skills (5th Edition)	1	\$57.00	20	\$1,140.00
<b>Agricultural Welding and Fabrication</b>						
Reference Materials	R	NCCER Welding (5th Edition) Level 1	1	\$69.00	20	\$1,380.00

Power and Mechanical Systems						
Reference Materials	R	Briggs and Stratton Small Engines	1	\$102.00	20	\$2,040.00
Reference Materials	R	Briggs and Stratton Small Engines Workbook	1	\$30.00	20	\$600.00
Reference Materials	R	Briggs and Stratton Small Engines Workbook - Answer Key	1	\$18.00	1	\$18.00
Reference Materials	R	NCCER Welding (5th Edition) Level 2	1	\$69.00	20	\$1,380.00
<b>Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.</b>						
Consumable Supplies	CS	Hearing protection (box of 200)	1	\$60.00	1	\$60.00
Consumable Supplies	CS	Respirators (box of 20)	1	\$30.00	2	\$60.00
Supplies	S	A-CAC Welding equipment (Carbon Arc Cutting with air)	1	\$500.00	2	\$1,000.00
Supplies	S	Angle grinders	1	\$100.00	5	\$500.00
Supplies	S	Choose one of the following: Temperature-indicating crayons, Thermocouple device(s), Temperature-sensitive tape or labels	1	\$15.00	15	\$225.00
Supplies	S	Bench grinder	1	\$170.00	3	\$510.00
Supplies	S	CAC torch assembly, with cable/hoses	1	\$750.00	2	\$1,500.00
Supplies	S	Electric Chain hoist	1	\$2,000.00	1	\$2,000.00
Supplies	S	Chalk lines	1	\$16.00	10	\$160.00
Supplies	S	Chipping hammers	1	\$17.00	20	\$340.00
Supplies	S	Circular saw	1	\$100.00	4	\$400.00
Supplies	S	Come-along	1	\$42.00	2	\$84.00
Supplies	S	Compressed gas cylinder cart	1	\$190.00	4	\$760.00
Supplies	S	Engineer's scales	1	\$5.00	20	\$100.00
Supplies	S	Extension ladder	1	\$200.00	3	\$600.00
Supplies	S	Fall arrest harnesses	1	\$75.00	10	\$750.00
Supplies	S	FCAW Welding equipment, torch, and leads	1	\$400.00	4	\$1,600.00
Supplies	S	friction lighters (10 per box)	1	\$12.00	2	\$24.00
Supplies	S	GMAW Welding equipment, torch, and leads	1	\$6,537.35	4	\$26,149.40
Supplies	S	Ground fault circuit interrupter (GFCI)	1	\$7.00	20	\$140.00
Supplies	S	GTAW shielding gas flowmeters	1	\$125.00	3	\$375.00
Supplies	S	GTAW torch assemblies	1	\$120.00	3	\$360.00
Supplies	S	GTAW welding machines	1	\$4,600.00	4	\$18,400.00
Supplies	S	Hammer drill	1	\$100.00	2	\$200.00
Supplies	S	portable hardness tester	1	\$250.00	1	\$250.00
Supplies	S	Hydraulic jack	1	\$150.00	3	\$450.00
Supplies	S	Impact wrench (pneumatic or electric)	1	\$190.00	2	\$380.00
Supplies	S	25' Measuring tapes	1	\$8.00	20	\$160.00
Supplies	S	MIG welding pliers	1	\$18.00	5	\$90.00
Supplies	S	Cutoff saw with blade(s)	1	\$150.00	2	\$300.00
Supplies	S	Open-top or open flat-top preheater	1	\$250.00	4	\$1,000.00
Supplies	S	Oxyfuel torch set with regulators and tips	1	\$130.00	5	\$650.00
Supplies	S	Plasma arc cutting power units and accessories	1	\$5,000.00	4	\$20,000.00
Supplies	S	Pneumatic drill	1	\$200.00	1	\$200.00
Supplies	S	Pneumatic hose whip check	1	\$25.00	2	\$50.00
Supplies	S	Pneumatic nail gun	1	\$150.00	1	\$150.00
Supplies	S	Portable band saw	1	\$250.00	1	\$250.00
Supplies	S	portable oxyfuel track burner	1	\$600.00	1	\$600.00
Supplies	S	PPE: Face Shields	1	\$35.00	20	\$700.00

Supplies	S	PPE: Hard hat	1	\$10.00	20	\$200.00
Supplies	S	PPE: Safety glasses	1	\$3.00	30	\$90.00
Supplies	S	PPE: Welding gloves	1	\$20.00	15	\$300.00
Supplies	S	PPE: Welding hoods with proper lens tint	1	\$70.00	20	\$1,400.00
Supplies	S	Pressure regulators (oxygen and fuel gas)	1	\$60.00	5	\$300.00
Supplies	S	Reciprocating saw	1	\$60.00	1	\$60.00
Supplies	S	Saber saw	1	\$140.00	4	\$560.00
Supplies	S	SMAW Welding equipment	1	\$1,000.00	8	\$8,000.00
Supplies	S	Speed Squares	1	\$8.00	15	\$120.00
Supplies	S	tip cleaners	1	\$10.00	5	\$50.00
Supplies	S	Torque wrenches	1	\$50.00	5	\$250.00
Supplies	S	welding benches with arm for position work	1	\$3,500.00	8	\$28,000.00
Supplies	S	Metal Shear	1	\$1,500.00	1	\$1,500.00
Supplies	S	Metal Break	1	\$3,300.00	1	\$3,300.00
Supplies	S	Metal Roller	1	\$1,700.00	1	\$1,700.00
Supplies	S	Hydraulic metal working machine	1	\$12,000.00	1	\$12,000.00
Supplies	S	Workbench Vise	1	\$500.00	4	\$2,000.00
Supplies	S	Anvil	1	\$2,000.00	1	\$2,000.00
Supplies	S	Agricultural and welding Tool Locker w/ tools	1	\$7,200.00	1	\$7,200.00
Supplies	S	Small Engines and Power Machanics Tool Locker w/ tools	1	\$7,400.00	1	\$7,400.00
Supplies	S	Band Saw	1	\$3,000.00	1	\$3,000.00
Supplies	S	Drill Press	1	\$1,000.00	1	\$1,000.00
Supplies	S	Small Engines speciality tool kit	1	\$360.00	1	\$360.00
Supplies	S	Small Engines Upgrade Kit - 10 engines	1	\$3,700.00	1	\$3,700.00

# Agricultural Structures and Engineering Sample Budget

The following sample budget lists most of the allowable expenditures to implement the three (3) credit Agricultural Structures and Engineering, NCCER program of study. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

## Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.</b>						

Please note that the PD attendance will occur during the Summer of 2019, Summer of 2020, and Summer of 2021. In addition, teachers may be required to attend several PD days during the school year.

Professional Development	PD	NCCER Training	1	\$100.00	1	\$100.00
Professional Development	PD	OSHA 10 Training Certification	1	\$80.00	1	\$80.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00

**Below is a list of Reference Materials that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

## Fundamentals of Agricultural Structures and Engineering

Reference Materials	R	NCCER Core Curriculum: Introductory to Craft Skills (5th Edition)	1	\$57.00	20	\$1,140.00
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## Structural Systems in Agriculture and Essential Skills in Agricultural Structures and Engineering

Reference Materials	R	NCCE Construction Technology (4th Edition)	1	\$140.00	20	\$2,800.00
Reference Materials	R	NCCER Welding (5th Edition) Level 1	1	\$69.00	20	\$1,380.00
Reference Materials	R	Brick Industry Association's booklet, <i>Cleaning Brickwork</i> (download: <a href="http://www.gobrick.com/Technical-Notes">http://www.gobrick.com/Technical-Notes</a> )	1	\$0.00	1	\$0.00

Reference Materials	R	National Concrete Masonry Association's booklet, <i>Cleaning Concrete Masonry</i>	1	\$2.15	20	\$43.00
Reference Materials	R	National Concrete Masonry Association's booklet, <i>Steel Reinforcement for Concrete Masonry</i>	1	\$2.15	20	\$43.00
Reference Materials	R	<i>International Building Code</i> ®	1	\$139.00	1	\$139.00
Reference Materials	R	<i>International Residential Code</i> ®	1	\$134.00	1	\$134.00
Reference Materials	R	<i>National Fire Protection Association (NFPA) 13</i>	1	\$106.00	1	\$106.00
Reference Materials	R	<i>NFPA 70E: National Electrical Code</i> ®	1	\$98.00	1	\$98.00
Reference Materials	R	<i>OSHA Electrical Safety Guidelines</i> - pocket guide (download: <a href="https://www.osha.gov/pls/publications/publication.AthruZ?pType=Industry">https://www.osha.gov/pls/publications/publication.AthruZ?pType=Industry</a> )	1	\$0.00	1	\$0.00
Reference Materials	R	Subpart O ( <i>Motor Vehicles, Mechanized Equipment, and Marine Operators</i> ) of OSHA construction regulations (download: <a href="https://www.osha.gov/pls/publications/publication.AthruZ?pType=Industry">https://www.osha.gov/pls/publications/publication.AthruZ?pType=Industry</a> )	1	\$0.00	1	\$0.00

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Supplies	S	25' tape measure	1	\$8.00	20	\$160.00
Supplies	S	4' level	1	\$27.00	5	\$135.00
Supplies	S	6' stepladder	1	\$125.00	4	\$500.00
Supplies	S	6' carpenter's level	1	\$87.00	2	\$174.00
Supplies	S	safety harnesses	1	\$75.00	10	\$750.00
Supplies	S	60 Gallon, 4-5 HP Air compressor	1	\$1,000.00	1	\$1,000.00
Supplies	S	Angle grinder with grinding wheel(s)	1	\$100.00	5	\$500.00
Supplies	S	Architect's scales	1	\$6.00	20	\$120.00
Supplies	S	Aviation snips (3 pack)	1	\$27.00	5	\$135.00
Supplies	S	Bar clamps	1	\$37.00	10	\$370.00
Supplies	S	Base cabinets	1	\$20.00	15	\$300.00
Supplies	S	Basic brick trowels	1	\$8.00	20	\$160.00
Supplies	S	Belt sander	1	\$60.00	5	\$300.00
Supplies	S	Bench grinder	1	\$170.00	3	\$510.00
Supplies	S	Biscuit joiner	1	\$170.00	3	\$510.00
Supplies	S	Block plane	1	\$60.00	10	\$600.00
Supplies	S	Brad gun and brads	1	\$120.00	4	\$480.00
Supplies	S	Brick splitters	1	\$125.00	2	\$250.00
Supplies	S	Electric Chain Hoist	1	\$2,000.00	1	\$2,000.00
Supplies	S	Chalk lines	1	\$16.00	10	\$160.00
Supplies	S	Circular saw with blade(s)	1	\$100.00	5	\$500.00
Supplies	S	Come-along	1	\$42.00	2	\$84.00
Supplies	S	Compound miter saw	1	\$200.00	3	\$600.00
Supplies	S	Cutter designed for plastic tubing	1	\$12.00	5	\$60.00
Supplies	S	Deburring tools	1	\$15.00	5	\$75.00
Supplies	S	Disc sander	1	\$115.00	3	\$345.00
Supplies	S	Drill and drill bits	1	\$100.00	6	\$600.00
Supplies	S	Floor Standing Drill press	1	\$750.00	1	\$750.00
Supplies	S	Duckbill snips	1	\$17.00	5	\$85.00
Supplies	S	Engineer's scales	1	\$5.00	20	\$100.00
Supplies	S	Expander tool	1	\$60.00	3	\$180.00
Supplies	S	Extension ladder	1	\$200.00	3	\$600.00
Supplies	S	Flat-plate compactor	1	\$650.00	1	\$650.00

Supplies	S	Frame scaffold	1	\$200.00	2	\$400.00
Supplies	S	Framing hammer	1	\$35.00	10	\$350.00
Supplies	S	Framing square	1	\$6.00	15	\$90.00
Supplies	S	Ground fault circuit interrupter (GFCI)	1	\$7.00	20	\$140.00
Supplies	S	Hammer drill or rotary hammer	1	\$100.00	2	\$200.00
Supplies	S	Hydraulic jack	1	\$150.00	2	\$300.00
Supplies	S	Impact wrench (pneumatic or electric)	1	\$150.00	3	\$450.00
Supplies	S	Laminate trimmer (or appropriate router bit)	1	\$18.00	4	\$72.00
Supplies	S	Laser level	1	\$725.00	1	\$725.00
Supplies	S	Masonry hammers	1	\$35.00	5	\$175.00
Supplies	S	Mason's chisel	1	\$13.00	5	\$65.00
Supplies	S	Mason's level	1	\$75.00	4	\$300.00
Supplies	S	Mason's lines	1	\$7.00	10	\$70.00
Supplies	S	Mortar boxes	1	\$75.00	5	\$375.00
Supplies	S	Mortarboards (pack of 5)	1	\$110.00	4	\$440.00
Supplies	S	Pneumatic drill	1	\$200.00	1	\$200.00
Supplies	S	Pneumatic impact wrench	1	\$190.00	1	\$190.00
Supplies	S	Pneumatic nail gun	1	\$150.00	1	\$150.00
Supplies	S	Portable band saw with blade(s)	1	\$250.00	1	\$250.00
Supplies	S	10'6" Portable sliding brake	1	\$1,000.00	1	\$1,000.00
Supplies	S	Pneumatic Power shears	1	\$150.00	1	\$150.00
Supplies	S	PPE: Face shields	1		20	\$0.00
Supplies	S	PPE: Fuse pullers	1	\$17.00	5	\$85.00
Supplies	S	PPE: Hard hat	1	\$10.00	20	\$200.00
Supplies	S	PPE: Hearing protection (box of 200 pairs)	1	\$60.00	1	\$60.00
Supplies	S	PPE: Hot sticks	1	\$240.00	1	\$240.00
Supplies	S	PPE: Insulating blankets	1		1	\$0.00
Consumable Supplies	C	PPE: Respirators (box of 20)	1	\$12.00	2	\$24.00
Supplies	S	PPE: Rubber gloves	1		20	\$0.00
Supplies	S	PPE: Safety glasses	1	\$3.00	30	\$90.00
Supplies	S	PPE: Work gloves	1		20	\$0.00
Supplies	S	Radial arm saw	1	\$1,000.00	1	\$1,000.00
Supplies	S	Rafter square	1	\$5.00	10	\$50.00
Supplies	S	Random-orbit sander	1	\$60.00	5	\$300.00
Supplies	S	Reciprocating saw	1	\$60.00	1	\$60.00
Supplies	S	Router table	1	\$70.00	2	\$140.00
Supplies	S	Router with assorted bits	1	\$175.00	2	\$350.00
Supplies	S	Saber saw	1	\$140.00	4	\$560.00
Supplies	S	Snaplock punch	1	\$50.00	1	\$50.00
Supplies	S	Speed Square™	1	\$8.00	15	\$120.00
Supplies	S	Stair gauges	1	\$100.00	4	\$400.00
Supplies	S	Story pole	1	\$175.00	1	\$175.00
Supplies	S	Torpedo level	1	\$15.00	10	\$150.00
Supplies	S	Torque wrenches	1	\$50.00	5	\$250.00
Supplies	S	Transit or builder's level	1	\$235.00	1	\$235.00
Supplies	S	Trowels	1	\$25.00	15	\$375.00
Supplies	S	Wheelbarrows	1	\$50.00	2	\$100.00
Supplies	S	Whip checks	1	\$25.00	2	\$50.00

# Animal Science and Management Sample Budget

The following sample budget lists most of the allowable expenditures to implement the three (3) credit Animal Science and Management program of study. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

## Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.</b>						
Supplies	s	iPad	1	\$329.00	6	\$1,974.00
Software	CD	iPad application - Virtual Dissections (price per 6mos)	1	\$0.99	6	\$5.94
FREE Software	FD	iPad application - Animal Management Program	1	\$0.00	6	\$0.00
Software	CD	VetPDA; calculators including Anion gap, echo values, etc.	1	\$5.00	6	\$30.00
Software	CD	Merck Veterinary Manual	1	\$50.00	6	\$300.00
Software	CD	A Vet Tool; Basic fomulary, hematology reference intervals, calculators, etc.	1	\$10.00	6	\$60.00
FREE Software	FD	Choc Tox; calculator to quickly determine if a dog may have consumed a harmful amount of methvlxanthines	1	\$0.00	6	\$0.00
Software	CD	Vet Cardiology; ECG abnormalities, cardiological concerns, etc.	1	\$20.00	6	\$120.00

**Below is a list of Professional Development activites that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

Please note that the PD attendance will occur during the Summer of 2019, Summer of 2020 , and Summer of 2021. In addition, teachers may be required to attend several PD days during the school year.

Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00

**Below is a list of Reference Materials that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Reference Material	R	The Science of Animal Agriculture: Hard Cover	1	\$129.95	1	\$129.95
Reference Material	R	The Science of Animal Agriculture: eBook	1	\$77.49	1	\$77.49
Reference Material	R	Modern Livestock and Poultry Production: Hard Cover	1	\$123.95	1	\$123.95
Reference	R	Modern Livestock and Poultry Production: eBook	1	\$34.99	1	\$34.99
Reference	R	Small Animal Care and Management: Hard Cover	1	\$156.95	1	\$156.95
Reference Material	R	Small Animal Care and Management: eBook	1	\$37.49	1	\$37.49
Reference Material	R	Veterinary Medical Terminology: Hard Cover	1	\$149.95	1	\$149.95
Reference Material	R	Veterinary Medical Terminology: eBooks	1	\$34.99	1	\$34.99
Reference Material	R	Veterinary Assisting Fundamentals and Applications: Hard Cover	1	\$149.95	1	\$149.95
Reference Material	R	Veterinary Assisting Fundamentals and Applications: eBooks	1	\$34.99	1	\$34.99

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Supplies	S	NASCO Feed Bin w/ Stand	1	\$251.75	2	\$503.50
Supplies	S	Bergan Stack n Store 100lb capacity	1	\$27.99	2	\$55.98
Supplies	S	Bergan Stack n Store 65lb capacity	1	\$23.99	2	\$47.98
Supplies	S	Bergan Stack n Store 40lb capacity	1	\$18.99	2	\$37.98
Supplies	S	Rugged Ranch 4ft Galvanized Sheep/Goat Feeder	1	\$299.99	1	\$299.99
Supplies	S	Foriflex Multipurpose Bucket, 2 gal, 4 pack	1	\$18.99	1	\$18.99
Supplies	S	Fortex Rubber Pan 2 gal capacity	1	\$5.99	4	\$23.96
Supplies	S	Fortex Rubber Pan 1/2 gal capacity	1	\$4.49	4	\$17.96
Supplies	S	Fortex Rubber Pan 1 gal capacity	1	\$5.49	4	\$21.96
Supplies	S	5 gal. pail (white) Tractor Supply Company	1	\$3.29	4	\$13.16
Consumable Supplies	CS	Pine Pet Bedding	1	\$4.49	3	\$13.47
Supplies	S	Pet Safe Muzzle	1	\$11.99	1	\$11.99
Supplies	S	Costwa Large Portable Pet Grooming Table Dog Show w/ Arm, Noose and Mesh Tray	1	\$69.99	1	\$69.99
Supplies	S	Goat/Sheep Halter - Polypropylene	1	\$3.25	2	\$6.50
Supplies	S	Cattle Halter - Heavy Duty Plastic Rope	1	\$8.25	2	\$16.50
Supplies	S	Sullivan's Supply Hybrid Sheep Stand w/ Standard Headpiece	1	\$325.00	1	\$325.00
Supplies	S	8ft Hybrid Chute (Cattle)	1	\$879.50	1	\$879.50
Supplies	S	Lister Shearing Star Clippers	1	\$259.99	1	\$259.99
Supplies	S	Andis Pro Clip Ultra Edge 2-speed Detachable Blade Clipper	1	\$159.99	1	\$159.99
Supplies	S	Producers Pride Burgon & Ball Eze Trim Foot Trimmer w/ Adjustable Tension	1	\$24.99	1	\$24.99
Supplies	S	Retriever Guillotine Nail Clipper	1	\$7.99	2	\$15.98
Consumable Supplies	CS	Kurgo Pet First Aid Kit	1	\$26.99	4	\$107.96
Consumable Supplies	CS	22 Pack (12pcs) Mixed Training Suture Threads w/ Needle plus (10 pcs) Tools for Students Suture Kit	1	\$21.99	20	\$439.80
Supplies	S	Producers Pride 30cc Drench Syringe	1	\$17.99	1	\$17.99
Supplies	S	Balling Gun	1	\$2.49	1	\$2.49
Supplies	S	MSU-1 w/ External Probe Ultrasound Machine	1	\$2,399.00	1	\$2,399.00

Consumable Supplies	CS	NASCO AI Kit for Cattle	1	\$339.99	1	\$339.99
Consumable Supplies	CS	Beginners Swine AI Kit	1	\$198.00	1	\$198.00
Supplies	S	Stethoscope	1	\$8.95	5	\$44.75
Supplies	S	Digital Thermometer	1	\$5.49	5	\$27.45
Supplies	S	Lg. Animal Ring Top Thermometer	1	\$2.65	5	\$13.25
Consumable Supplies	CS	20cc Disposable Syringes - 20ct w/ Luer Lock	1	\$26.00	1	\$26.00
Consumable Supplies	CS	12cc Disposable Syringes - 100ct w/ Luer Lock	1	\$24.50	1	\$24.50
Consumable Supplies	CS	6cc Disposable Syringes - 100ct w/ Luer Lock	1	\$30.00	1	\$30.00
Consumable Supplies	CS	3cc Disposable Syringes - 100ct w/ Luer Lock	1	\$14.50	1	\$14.50
Consumable Supplies	CS	1cc Disposable Syringes - 100ct w/ Luer Lock	1	\$16.50	1	\$16.50
Consumable Supplies	CS	18 ga x 1" Disposable Needles- Polypropylene Hub (100ct)	1	\$13.89	1	\$13.89
Consumable Supplies	CS	20 ga x 1/2" Disposable Needles- Polypropylene Hub (100ct)	1	\$13.89	1	\$13.89
Consumable Supplies	CS	20 ga x 1 1/2" Disposable Needles- Polypropylene Hub (100ct)	1	\$13.89	1	\$13.89
Consumable Supplies	CS	21 ga x 1" Disposable Needles- Polypropylene Hub (100ct)	1	\$13.89	1	\$13.89
Consumable Supplies	CS	22 ga x 1" Disposable Needles- Polypropylene Hub (100ct)	1	\$13.89	1	\$13.89
Consumable Supplies	CS	22 ga x 3/4" Disposable Needles- Polypropylene Hub (100ct)	1	\$13.89	1	\$13.89
Supplies	S	Jiusion 40 to 1000x Magnification Endoscope 18 LED USB 2.0 Digital Microscope Mini Camera OTG Adapter and Metal Stand	1	\$19.99	20	\$399.80
Supplies	S	3050 Series Monocular Microscope	1	\$239.95	1	\$239.95
Supplies	S	Texas Instruments® TI-83 Plus Graphing Calculator	1	\$89.99	20	\$1,799.80
Supplies	S	18 cu. Ft. Top-Freezer Refrigerator	1	\$499.99	1	\$499.99
Supplies	S	Unisex Lab Coat	1	\$15.20	20	\$304.00
Supplies	S	Coveralls	1	\$39.75	20	\$795.00
Supplies	S	Tingley Mens 10 Closure Boot	1	\$27.95	20	\$559.00
Consumable Supplies	CS	Disposable Boots X-lg 25pk	1	\$20.99	30	\$629.70
Supplies	S	Economy Safety Glasses - Class Set	1	\$54.95	1	\$54.95
Supplies	S	Heavy Duty Foot Bath	1	\$101.25	1	\$101.25
Consumable Supplies	CS	Pro Select Foot Bath 1gallon	1	\$45.90	4	\$183.60
Supplies	S	4-qt Electric Ice Cream Maker	1	\$28.00	1	\$28.00
Supplies	S	Elementary Dissecting Kit	1	\$7.35	40	\$294.00
Consumable Supplies	CS	10-13in preserved fetal pigs	1	\$20.25	40	\$810.00
Supplies	S	Ground Work Plastic Scoop w/ hardwood handle	1	\$24.99	2	\$49.98
Supplies	S	Ground Work Round Point Shovel w/ long hardwood handle	1	\$13.99	2	\$27.98
Supplies	S	Ground Work 6-tine Forged Manure Fork	1	\$31.99	2	\$63.98
Supplies	S	Ground Work Pro Poly Wheelbarrow 600 lb capacity	1	\$99.99	2	\$199.98
Supplies	S	Job Smart 24in Indoor/outdoor all purpose broom	1	\$18.99	2	\$37.98

Supplies	S	Job Smart Jumbo Angle Broom w/ dustpan	1	\$9.99	2	\$19.98
Supplies	S	Farm Innovators Pro Series Circulated Air Incubator w/ Automatic Egg Turner	1	\$149.99	1	\$149.99
Supplies	S	Harris Farms Chick Nursery w/ brooder lamp stand	1	\$19.99	1	\$19.99
Supplies	S	Brooder Heat Lamp	1	\$8.99	4	\$35.96
Supplies	S	Heat Lamp Bulbs	1	\$5.49	8	\$43.92
Supplies	S	Job Smart Long Handle Stiff Bristle Scrub Brush	1	\$7.99	6	\$47.94
Supplies	S	Linger Pro 10in Hydro Power Bi-level Scrub Brush	1	\$10.00	6	\$60.00
Supplies	S	Heavy Duty Garden Hose 1/2in flow 75ft	1	\$24.99	4	\$99.96
Supplies	S	Hose Nozzle	1	\$10.99	4	\$43.96
Supplies	S	County Line 36in Barrel Fan	1	\$199.99	2	\$399.98
Supplies	S	County Line 12 in Portable Drum Fan	1	\$39.99	2	\$79.98
Supplies	S	Multi-Stacking Poultry Layer Cage	1	\$257.50	2	\$515.00
Supplies	S	Small Animal Cage w/ Plastic Bottom	1	\$60.75	2	\$121.50
Supplies	S	Premier Pet Products Wrought Iron Flight Cage w/ Stand Chalk	1	\$129.99	2	\$259.98
Supplies	S	32 oz. water bottle	1	\$4.99	4	\$19.96
Supplies	S	Sifter Feeder w/ lid	1	\$11.99	4	\$47.96
Supplies	S	All Living Things Turtle Tank	1	\$99.99	2	\$199.98
Supplies	S	Farm Innovators Egg Candler	1	\$15.99	1	\$15.99
Supplies	S	Calf-Tel Multimax Hutch System- Assembled	1	\$713.45	1	\$713.45
Supplies	S	Calf-Tel Pro II Hutch System Left Door	1	\$269.80	1	\$269.80
Supplies	S	Lancaster Chicken Coops; Quaker 5x8 Chicken Coop (19-27 chickens)	1	\$1,799.00	1	\$1,799.00
Supplies	S	Bovine Breeder Artificial Insemination Simulator	1	\$2,499.00	1	\$2,499.00
Supplies	S	Cow Model	1	\$1,749.00	1	\$1,749.00
Supplies	S	Horse Model	1	\$1,749.00	1	\$1,749.00
Supplies	S	Pig Model	1	\$1,749.00	1	\$1,749.00
Supplies	S	Chicken Model	1	\$599.00	1	\$599.00
Supplies	S	Ruminant Digestive System	1	\$349.00	1	\$349.00
Supplies	S	Horse Digestive System	1	\$299.00	1	\$299.00
Supplies	S	Pig Digestive System	1	\$299.00	1	\$299.00
Supplies	S	Small Dog Model	1	\$749.00	1	\$749.00
Supplies	S	Cat Model	1	\$749.00	1	\$749.00

# Architectural Engineering Technology (AET) Budget

The following sample budget lists most of the allowable expenditures to implement the AET program. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

**Category**

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- F- Furniture
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
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**Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.**

The Delaware Center for Education Technology (DCET) through (Par-Tech) provides a cost effective alternative to new equipment purchases for those schools that need additional computer systems. The computer specs for all CTE programs of study have been shared with Par-Tech staff. To contact Par-Tech staff and/or request computers in increments of 25, please visit: <http://www.dcet.k12.de.us/partech/index.shtml>.

Computer Hardware Requirements	S	Recommended: Intel® Xeon®, i7 processor-4790 CPU @ 3.60 GHz for 64 bit processor, 500 GB + Hard Drive, 16 GB recommended dedicated RAM or greater DirectX (Direct3D) Capable graphics card supporting 1280 x 1024 screen resolution*, Windows 7 or Windows 8.1, Must have network connectivity (wireless and/or wired). *Note: Computer hardware will need to meet or exceed minimum system requirements for Autodesk® Education Master Suite: (AutoCAD®, Inventor®, and Revit®)	1	\$1,000.00	25	\$25,000.00
Computer Hardware Requirements	S	12 x 17 Large format Scanner	1	\$395.00	1	\$395.00
Software	FD	Autodesk Design the Future software suite. (AutoCAD®, Inventor®, and Revit®)	1	\$0.00	1	\$0.00
Software		SketchUp	1	\$0.00	1	\$0.00
Software	FD	Recommended Microsoft Office Suite and/or Typical School Computer Image	1	\$0.00	1	\$0.00

**Below is a list of reference materials that must be purchased to establish the AET curriculum (levels I -III). Prices are subject to change. Shipping and handling are not included.**

**Level I-Foundations of Technology (FOT)**

Reference Material	R	Engineering byDesign (EbD™) Network Agreement. Contact Mike Fitzgerald for details	1	\$0.00	1	\$0.00
		<b>Level II-Processes of Architecture &amp; Construction (PAC)</b>				
Reference Material	R	No Referene Required - Content is digitally developed by DTCC for course delivery.	1	\$0.00	25	\$0.00
		<b>Level III-Architectural CAD Applications (ACA)</b>				
Reference Material	R	Design Integration Using Autodesk Revit 2017 ISBN: 9781630570194	1	\$56.00	25	\$1,400.00

Reference Material	R	Autodesk Revit 2017 Architecture Certification Exam Study Guide ISBN: 9781630570859	1	\$102.00	25	\$2,550.00
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**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

Delaware Department of Education in partnership with ITEEA and Delaware Technical Community College will sponsor a mandatory five-day training for AET teachers in July 2019 for AET-Level I. A five day training will be required for Level II in August 2020. The training for level III will occur in August 2021. The training dates and location will be published.

Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Level I-III AET						
Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
Consumable Supplies	C	Solid Wires (6-8 inches) 14g speaker wre, 50 ft.	1	\$9.75	1	\$9.75
Consumable Supplies	C	7" Adjustable Pitch Propeller	1	\$5.00	13	\$65.00
Consumable Supplies	C	Electric motor 1V - 6V , 120m electric project moto	1	\$2.25	13	\$29.25
Supplies	S	1V - 6V , 120m electric project motor	1	\$2.25	26	\$58.50
Supplies	S	Small Gear Package Advanced Gear Set	1	\$2.00	13	\$26.00
Supplies	S	Small Gear Package Advanced Gear Set	1	\$2.00	13	\$26.00
Supplies	S	Transistor NPN-2N3904	1	\$1.75	15	\$26.25
Supplies	S	Alligator Clips, 24"	1	\$1.50	26	\$39.00
Supplies	S	Small plastic funnel, set of 3	1	\$1.50	5	\$7.50
Supplies	S	Alligator Clips, 24"	1	\$1.50	26	\$39.00
Supplies	S	Push Button Switch	1	\$1.50	15	\$22.50
Supplies	S	CDS photocell /photoresistor	1	\$1.25	15	\$18.75
Supplies	S	Speaker 1.4" speak, 8ohm, 2W	1	\$1.10	15	\$16.50
Supplies	S	9V Batteries 50 pack	1	\$1.00	50	\$50.00
Supplies	S	Linear potentioAETer	1	\$1.00	15	\$15.00
Supplies	S	Silicon Coated Rectifier 1.5V, 50 PIV	1	\$1.00	15	\$15.00
Supplies	S	9-volt battery lead 2 for \$1.00, 9V battery clip, 1 typ	1	\$1.00	8	\$8.00
Supplies	S	Transistor PNP - 2n3906	1	\$1.00	15	\$15.00
Supplies	S	Capacitors: 1 @ 1000uF (can style) 5 for \$1.00	5	\$1.00	3	\$3.00
Supplies	S	Capacitors: 2 @ 100uF (can style) 5 for \$1.00	5	\$1.00	6	\$6.00
Supplies	S	Capacitors: 1 @ 10uF (can style) 5 for \$1.00	5	\$1.00	3	\$3.00
Supplies	S	Diode 5 for \$1.00	5	\$1.00	3	\$3.00
Supplies	S	Resistor: 1 @ 10 ohm (brown, black, black, gold) 10	10	\$0.65	2	\$1.30
Supplies	S	Resistor: 2 @ 47 ohm (yellow, violet, black, gold) 1	10	\$0.65	3	\$1.95
Supplies	S	Resistor: 2 @ 100 ohm (brown, black, brown, gold)	10	\$0.65	3	\$1.95
Supplies	S	Resistor: 3 @ 220 ohm (red, red, brown, gold) 10 f	10	\$0.65	5	\$3.25
Supplies	S	Resistor: 3 @ 330 ohm (orange, orange, brown, go	10	\$0.65	5	\$3.25
Supplies	S	Resistor: 1 @ 470 ohm (yellow, violet, brown, gold)	10	\$0.65	2	\$1.30
Supplies	S	Resistor: 4 @ 1K ohm (brown, black, red, gold) 10 f	10	\$0.65	6	\$3.90
Supplies	S	Resistor: 1 @ 2.2K ohm (red, red, red, gold) 10 for	10	\$0.65	2	\$1.30
Supplies	S	Resistor: 1 @ 3.3K ohm, (orange, orange, red, gold)	10	\$0.65	2	\$1.30
Supplies	S	Resistor: 2 @ 6.8K ohm (blue, gray, red, gold) 10 f	10	\$0.65	3	\$1.95
Supplies	S	Resistor: 3 @ 10K ohm (brown, black, orange, gold)	10	\$0.65	5	\$3.25
Supplies	S	Resistor: 1 @16K ohm (brown, blue, orange, gold)	10	\$0.65	2	\$1.30
Supplies	S	Resistor: 2 @ 33K ohm (orange, orange, orange, gc	10	\$0.65	3	\$1.95
Supplies	S	Resistor: 1 @ 120K ohm (brown, red, yellow, gold)	10	\$0.65	2	\$1.30

Supplies	S	Resistor: 1 @ 470K ohm (yellow, violet, yellow, gold)	10	\$0.65	2	\$1.30
Supplies	S	Capacitors: 2 @ 0.01uF (#103 on ceramic disc) 10 f	10	\$0.60	3	\$1.80
Supplies	S	Capacitors: 2 @ 0.1uF (#104 on ceramic disc) 10 fo	10	\$0.60	3	\$1.80
Supplies	S	Engineering Design Journals 1/4" Bound Notebook	1	\$0.50	25	\$12.50
Supplies	S	2 leg, dual color LED	1	\$0.25	26	\$6.50
Supplies	S	LED (Light Emitting Diode) 2 leg, dual color LED	1	\$0.25	26	\$6.50
Supplies	S	Hydraulic Cylinders @ 10cc or 12cc Box of 100, 10c	1	\$0.20	100	\$20.00
Supplies	S	Shop Vac	1	\$65.00	1	\$65.00
Supplies	S	Cordless Drill	3	\$99.00	3	\$297.00
Supplies	S	Cordless Sander	2	\$79.00	2	\$158.00
Supplies	S	Dremel kit with various attachments	2	\$79.00	2	\$158.00
Supplies	S	Hammer	5	\$8.35	5	\$41.75
Supplies	S	Rubber Mallet	2	\$4.98	2	\$9.96
Supplies	S	Tape Measure	5	\$2.80	5	\$14.00
Supplies	S	AETal Ruler 36"	5	\$7.98	5	\$39.90
Supplies	S	Wood Ruler 12"	20	\$1.25	20	\$25.00
Supplies	S	Caliper (dial or digital)	2	\$34.98	2	\$69.96
Supplies	S	Layout Square or Combination Square	4	\$9.98	4	\$39.92
Supplies	S	Utility Knife	4	\$6.98	4	\$27.92
Supplies	S	Long Nose Pliers	2	\$7.98	2	\$15.96
Supplies	S	Combination Slip Joint Pliers	3	\$5.98	3	\$17.94
Supplies	S	Diagonal Pliers	2	\$8.38	2	\$16.76
Supplies	S	Level	1	\$9.98	1	\$9.98
Supplies	S	Flathead Screwdriver Set	1	\$14.98	1	\$14.98
Supplies	S	Phillips Screwdriver Set	1	\$14.98	1	\$14.98
Supplies	S	Quick Clamp (small or 6")	10	\$16.98	10	\$169.80
Supplies	S	Quick Clamp (large or 12")	10	\$27.98	10	\$279.80
Supplies	S	Carpenter Handsaw or Backsaw	1	\$19.87	1	\$19.87
Supplies	S	Coping Saw	5	\$7.98	5	\$39.90
Supplies	S	Hacksaw	2	\$9.58	2	\$19.16
Supplies	S	Holesaw (various sizes 1", 2", 4" as needed)	1	\$18.98	1	\$18.98
Supplies	S	Exacto Knife Set	12	\$3.98	12	\$47.76
Supplies	S	Wood File Set	1	\$19.98	1	\$19.98
Supplies	S	AETal File Set	1	\$19.98	1	\$19.98
Supplies	S	Hole File Set	1	\$19.98	1	\$19.98
Supplies	S	Sandpaper (various grades)	5	\$6.49	5	\$32.45
Supplies	S	Hand Drill	2	\$99.00	2	\$198.00
Supplies	S	Standard Drill Index	2	\$21.97	2	\$43.94
Supplies	S	AETric Drill Index	2	\$21.97	2	\$43.94
Supplies	S	Easy Cutter	10	\$16.37	10	\$163.70
Supplies	S	Scissors	20	\$1.69	20	\$33.80
Supplies	S	Glue Gun	10	\$2.97	10	\$29.70
Supplies	S	Compass	10	\$6.29	10	\$62.90
Supplies	S	Protractors	10	\$3.49	10	\$34.90
Supplies	S	Digital Scale	2	\$18.99	2	\$37.98
Supplies	S	MultiAETER with leads	10	\$17.98	10	\$179.80
Supplies	S	Scroll Saw	2	\$399.00	2	\$798.00
Supplies	S	Band Saw	1	\$749.00	1	\$749.00
Supplies	S	Drill Press	1	\$1,049.00	1	\$1,049.00
Supplies	S	Dust Collection System	1	\$549.00	1	\$549.00
Supplies	S	Sterile Safety Glasses Cabinet with Glasses	1	\$827.00	1	\$827.00
Supplies	S	Wire Stripper/Cutter	2	\$9.19	2	\$18.38
Supplies	S	Soldering Iron	6	\$11.39	6	\$68.34
Supplies	S	Solderless Circuit Board	15	\$3.75	15	\$56.25
Supplies	S	3D Rapid Prototyper	1	\$2,899.00	1	\$2,899.00
Supplies	S	Drafting Brush	1	\$3.00	25	\$75.00
Supplies	S	Circle Template	1	\$4.00	25	\$100.00
Supplies	S	Irregular Curve Tool	1	\$3.00	25	\$75.00
Supplies	S	6" adjustable, screw-operated convertible compass/divider with universal attachment to hold drawing pencils/pens. Break-leg design preferred.	1	\$18.00	25	\$450.00
Supplies	S	Adjustable Triangle 10"	1	\$15.00	25	\$375.00
Supplies	S	0.7 Mechanical Pencil	1	\$4.00	25	\$100.00
Supplies	S	0.7 H Leads	1	\$2.00	25	\$50.00
Supplies	S	White Vinyl Eraser	1	\$1.00	25	\$25.00
Supplies	S	Metal Erasing Shield	1	\$1.00	25	\$25.00
Supplies	S	Architects Scale	1	\$4.00	25	\$100.00
Supplies	S	Engineering Scale	1	\$4.00	25	\$100.00

Supplies	S	10" - 30-60-90 Drafting Triangle	1	\$3.00	25	\$75.00
Supplies	S	10" - 45-45-90 Drafting Triangle	1	\$3.00	25	\$75.00
Supplies	S	Drawing Cleaning Pad	1	\$3.00	25	\$75.00
Supplies	S	Drafting Tape	1	\$4.00	25	\$100.00
Supplies	S	Storage bag for Drafting Supplies	1	\$3.00	25	\$75.00
Supplies	S	11'X17" Vellum Drawing Paper - Unlined 100% rag paper, no pre-printed titleblock	1	\$20.00	25	\$500.00
Supplies	S	18" x 20yd Roll Sketch Layout Paper	1	\$12.00	25	\$300.00
Furniture	f	Alvin - WorkMaster Drafting Table (36" x 48")	1	\$350.00	25	\$8,750.00
Furniture	f	Alvin - Paral-Liner Mobile Parallel Straightedge (42")	1	\$120.00	25	\$3,000.00
Furniture	f	Alvin - VYCO Board Cover Sheet (36" X 48")	1	\$45.00	25	\$1,125.00
Furniture	f	Table for Computer/monitors - Series A 48" Laptop Desk (Bush Furniture)	1	\$200.00	25	\$5,000.00
Furniture	f	Chair - Offex Plastic Classroom Chair Model: OF-RUT-A103-BK-GG	1	\$90.00	25	\$2,250.00

# Automotive Technology Sample Budget

The following sample budget lists most of the allowable expenditures to implement the six (6) credit and four (4) credit Automotive Technology Pre-Apprenticeship Program of Study. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

## Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.</b>						
Supplies	S	Recommended - Core i5, 6300U, 4GB RAM, 500 GB HDD	1	\$1,350.00	25	\$33,750.00
Software	CD	CDX Online Software (Fat Version)	1	\$108.00	25	\$2,700.00
Supplies	S	Shop Key - Shop Management Software	1	\$1,000.00	1	\$1,000.00

**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

Please note that the PD attendance will occur during the Fall of 2019, during the school year.

Professional Development	PD	CDX Online Software (Fat Version) Training	1	\$0.00	1	\$0.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00

**Below is a list of Reference Materials that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

## Automotive Reference Materials

Reference Materials	R	Alldata Pro (online resource)	1	\$1,000	1	\$1,000.00
Reference Materials	R	ShopKey Pro	1	\$1,200.00	1	\$1,200.00
Reference Materials	R	Identifix	1	\$2,500.00	1	\$2,500.00
Reference Materials	R	G-1 ASE Study Guide (Delmar ASE Test Prep Book)	1	\$29.95	25	\$748.75

Reference Materials	R	Hard Back Text Books (CDX)	1	\$72.00	25	\$1,800.00
Reference Materials	R	Paperback Workbooks	1	\$70.00	25	\$1,750.00
Reference Materials	R	Trade Magazines	1	\$25.00	3	\$75.00
<b>Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.</b>						
Supplies	S	Sanp-On Scanner	1	\$8,000.00	1	\$8,000.00
Supplies	S	Snap-On Scanner Software Updates/2 Years	1	\$800.00	1	\$800.00
Supplies	S	Tire Pressure Monitor (TPMS)	1	\$800.00	1	\$800.00
Supplies	S	TPMS Software Updates/2 Years	1	\$200.00	1	\$200.00
Supplies	S	Wheel Alignment Machine	1	\$40,000.00	1	\$40,000.00
Supplies	S	Wheel Alignment Machine Updates/2 Years	1	\$800.00	1	\$800.00
Supplies	S	Tire Balancer	1			\$0.00
Supplies	S	Tire Machine	1			\$0.00
Supplies	S	AMMCO Brake Lathe	1			\$0.00
Supplies	S	Tourque Angle Digital Wrench (1/4", 3/8", and 1/2")				\$0.00
Supplies	S	Fluke 88 Automotive Digital Multimeters	1		6	\$0.00
Supplies	S	Midtronics Battery Equipment	1			\$0.00
Supplies	S	Portable Drum Brake Washer	1			\$0.00
Supplies	S	Milwaukee Cordless Impact Drill & Driver Combination				\$0.00
Supplies	S	CO2 Detectors				\$0.00
Supplies	S	Floor Cleaning Machine				\$0.00
Supplies	S	One Zip Coveralls	1		25	\$0.00
Supplies	S	Cuda Parts Cleaner	1			\$0.00
Supplies	S	Bench Grinder	1	\$700.00	1	\$700.00
Supplies	S	Drill Press	1	\$1,000.00	1	\$1,000.00
Supplies	S	Work Benches				\$0.00
Supplies	S	Vehicle Lifts	2	\$2,000.00	2	\$4,000.00
Supplies	S	Welder				\$0.00
Supplies	S	Floor Jacks				\$0.00
Supplies	S	Jack Stands				\$0.00
Supplies	S	Engine Hoist				\$0.00
Supplies	S	Tool Box				\$0.00
Supplies	S	Hand Tools				\$0.00
Supplies	S	Floor Brooms				\$0.00
Supplies	S	Dust Pans				\$0.00
Supplies	S	Floor Squeegees				\$0.00
Supplies	S	Floor Brushes				\$0.00
Supplies	S	Floor Mops				\$0.00
Supplies	S	Mop Buckets				\$0.00
Supplies	S	Drop Lights				\$0.00
Consumable Supplies	CS	Lube Stickers				\$0.00
Consumable Supplies	CS	Seat Covers				\$0.00
Consumable Supplies	CS	Floor Mats				\$0.00
Consumable Supplies	CS	Shop Towels				\$0.00
Consumable Supplies	CS	Hand Soap (Waterless)				\$0.00
Consumable Supplies	CS	Oil Dry				\$0.00

<b>Consumable Supplies</b>	CS	Concentrated Floor Cleaner				\$0.00
<b>Consumable Supplies</b>	CS	Welding Gas				\$0.00
<b>Consumable Supplies</b>	CS	Welding Wire				\$0.00
<b>Consumable Supplies</b>	CS	Wheel Weights				\$0.00
<b>Consumable Supplies</b>	CS	Tire Lube (for tire machine)				\$0.00
<b>Consumable Supplies</b>	CS	Electrical Tape				\$0.00
<b>Consumable Supplies</b>	CS	Spray Nine Cleaner				\$0.00
<b>Consumable Supplies</b>	CS	Glass Cleaner				\$0.00
<b>Consumable Supplies</b>	CS	Tire Plugs and Patches				\$0.00
<b>Consumable Supplies</b>	CS	Drop Light Bulbs				\$0.00
<b>Consumable Supplies</b>	CS	Fuses				\$0.00
<b>Consumable Supplies</b>	CS	Automotive Wire				\$0.00
<b>Consumable Supplies</b>	CS	Wire Electrical Connectors				\$0.00
<b>Consumable Supplies</b>	CS	WD-40				\$0.00
<b>Consumable Supplies</b>	CS	Brake Clean				\$0.00
<b>Consumable Supplies</b>	CS	Carb Cleaner				\$0.00
<b>Consumable Supplies</b>	CS	Throttle Body Cleaner				\$0.00
<b>Consumable Supplies</b>	CS	Multi-Purpose Cleaner				\$0.00
<b>Consumable Supplies</b>	CS	Lithium Grease				\$0.00
<b>Consumable Supplies</b>	CS	Dielectric Grease				\$0.00
<b>Consumable Supplies</b>	CS	Brake Lube				\$0.00
<b>Consumable Supplies</b>	CS	RTV and Anaerobic Sealers				\$0.00
<b>Consumable Supplies</b>	CS	Hydraulic Fluids (Lifts, Floor Jacks, and Hydraulic Equipment)				\$0.00
<b>Consumable Supplies</b>	CS	Brake Fluids				\$0.00
<b>Consumable Supplies</b>	CS	Power Steering Fluid				\$0.00
<b>Consumable Supplies</b>	CS	Transmission Fluid				\$0.00
<b>Consumable Supplies</b>	CS	Washer Solvent				\$0.00
<b>Consumable Supplies</b>	CS	Engine Assembly Lube				\$0.00
<b>Consumable Supplies</b>	CS	Anti-Seize Compound				\$0.00

**APPENDIX 7**

# Computer Science A, PLTW Sample Budget

The following sample budget lists most of the allowable expenditures to implement the Computer Science Principles, Project Lead The Way course. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

**Category**

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
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**Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.**

The PLTW course materials list can be investigated using the PLTW Investment Tool for details on related equipment, supplies, participation fees, and professional development investments. Additionally, computer specifications are available for all programs.

The PLTW software downloads, updates and troubleshooting documents are available online at: <https://www.pltw.org/get-involved/register-pltw/program-support/software>. Access to all software and the learning management system are included as part of the annual PLTW participation fee.

The Delaware Center for Education Technology (DCET) through (Par-Tech) provides a cost effective alternative to new equipment purchases for those schools that need additional computer systems. The computer specs for all CTE programs of study have been shared with Par-Tech staff. To contact Par-Tech staff and/or request computers in increments of 25, please visit: <http://www.dcet.k12.de.us/partech/index.shtml>.

Computer Hardware Requirements	S	Recommended: Intel® Xeon®, i5 or i7 processor, 8 GB min for 64 bit processor, 500 GB + Hard Drive, 512 MB min, 1 GB recommended dedicated RAM or greater DirectX (Direct3D) Capable graphics card supporting 1280 x 1024 screen resolution*, Windows 7 or Windows 8.1, Must have network connectivity (wireless and/or wired)	1	\$1,000.00	10	\$10,000.00
Software	CD	Access to all software and the learning management system are included as part of the annual PLTW participation fee.	1	\$0.00	1	\$0.00

**Below is a list of reference materials that may be purchased to establish a reference library. Prices are subject to change. Shipping and handling are not included.**

The PLTW Store and Investment tool are available online at: <https://www.pltw.org/our-programs/investment-tool>

Reference Material	R	Installation guide for Computer Science A: <a href="https://s3.amazonaws.com/support-downloads.pltw.org/2017-18/CSA/Installation/CSA+Installation+Guide+2017-18.pdf">https://s3.amazonaws.com/support-downloads.pltw.org/2017-18/CSA/Installation/CSA+Installation+Guide+2017-18.pdf</a>	1	\$0.00	1	\$0.00
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**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

The PLTW professional development is available online at: <https://www.pltw.org/our-programs/professional-development> and includes the enrollment instructions for professional development. Opportunities for professional development typically open in March of each calendar year. Prior to enrolling in professional development the LEA will need to determine the district administrator and the school administrator who is supporting PLTW by completing the registration process at: <https://participation.pltw.org/contact>.

Professional Development	PD	PLTW Summer Training Institute	1	\$2,400.00	1	\$2,400.00
Professional Development (Optional)	PD	Lodging (@ rate to be determined by PLTW)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

The PLTW investment tool is available online at: <https://www.pltw.org/our-programs/investment-tool>. Each course materials list can be investigated using the PLTW Investment Tool for details on related equipment, supplies, participation fees, and professional development investments. The specific program and course investment workbook should be used by the LEA to determine and finalize the budget and budget narrative. The LEA will need to determine the appropriate materials to be purchased for the grant application. Prices below are estimates and subject to change periodically.

Materials, Equipment, and Supplies	S	PLTW Annual Registration Fee	1	\$2,000.00	1	\$2,000.00
Materials, Equipment, and Supplies	S	PLTW Computer Science A Materials Kit	1	\$146.00	1	\$146.00

# Digital Communication Technology (DCT) Budget

The following sample budget lists most of the allowable expenditures to implement the DCT program. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. It is **strongly recommended** that the sample budget be used to develop the budget and budget details for the Innovation Grant.

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

**Category**

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- F- Furniture
- CD- Software
- FD- FREE Software

**Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.**

The Delaware Center for Education Technology (DCET) through (Par-Tech) provides a cost effective alternative to new equipment purchases for those schools that need additional computer systems. The computer specs for all CTE programs of study have been shared with Par-Tech staff. To contact Par-Tech staff and/or request computers in increments of 25, please visit: <http://www.dcet.k12.de.us/partech/index.shtml>.

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
Computer Hardware Requirements	S	Computers (Classroom set): iMac 21.5": \$1499 Retina 4K Display 3.0GHz Processor 1TB Storage 3.0GHz quad-core 7th-generation Intel Core i5 processor Turbo Boost up to 3.5GHz 16GB 2400MHz memory, configurable to 8GB (16 recommended due to student work) 1TB hard drive Radeon Pro 555 with 2GB video memory Two Thunderbolt 3 ports Retina 4K 4096-by-2304 P3 display With final cut: \$1798.99 (mandatory if Adobe suite is not purchased) With logic pro: \$1698.99 With final cut and logic pro: \$1998.98	1	\$1,998.98	25	\$49,974.50
Software	CD	Adobe CC Full Suite \$29.99 per month/per student (9 month) Includes all 20+ Adobe design programs except Stock	1	\$29.99	25	\$6,747.75
Software	FD	Recommended Microsoft Office Suite and/or Typical School Computer Image	1	\$0.00	25	\$0.00

**Below is a list of reference materials that must be purchased to establish the DCT curriculum (levels I -III). Prices are subject to change. Shipping and handling are not included.**

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Level I-Foundations of Digital Design (FDD)</b>						
Reference Material	R	Learn Adobe Photoshop CC for Visual Communications ISBN-13: 978-0-13-439777-1 ISBN-10: 0-13-439777-0	1	\$49.99	25	\$1,249.75
<b>Level II-Processes of Digital Production (PDP)</b>						

Reference Material	R	Learn Adobe Photoshop CC for Visual Communications ISBN-13: 978-0-13-439777-1 ISBN-10: 0-13-439777-0	1	\$0.00	25	\$0.00
<b>Level III-Applications of Digital Design (ADD)</b>						
Reference Material	R	Learn Adobe Illustrator CC for Graphic Design & Illustration ISBN-13: 978-0-13-439778-8 ISBN-10: 0-13-439778-9	1	\$49.99	25	\$1,249.75

**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

Delaware Department of Education in partnership with Delaware Technical Community College will sponsor a mandatory five-day training for DCT teachers in Summer 2019 for DCT-Level I. A five day training will be required for Level II in Summer 2020. The training for level III will occur in Summer 2021. The training dates and location will be published.

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
Professional Development	PD	Registration (@ rate to be determined)	1	\$600.00	1	\$600.00
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - Unless if breakfast & lunch are included in the PD registration.	1	\$41.00	1	\$41.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile, per day)	1	\$0.40	1	\$0.40

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Level I-III DCT</b>						
Supplies	S	Canon Pixma Pro-10 Printer	1	\$699.00	1	\$699.00
Supplies	S	EOS Rebel T7 EF-S 18-55mm IS II Kit Camera	1	\$549.00	5	\$2,745.00
Supplies	S	PowerShot SX620 HS	1	\$279.00	10	\$2,790.00
Supplies	S	Panasonic HC-WXF991K 4K Ultra HD Camcorder with Twin Camera	1	\$847.99	10	\$8,479.90
Supplies	S	Magnus - VT-300 Video Tripod with Fluid Head	1	\$79.95	5	\$399.75
Supplies	S	Sennheiser MKE 400 Compact Video Camera Shotgun Microphone	1	\$199.95	10	\$1,999.50
Supplies	S	SanDisk Extreme Pro 128GB SDXC UHS-I Card (SDSDXXG-128G-GN4IN)	1	\$57.99	25	\$1,449.75

# Early Childhood Teacher Academy Sample Budget

The following sample budget lists most of the allowable expenditures to implement the Early Childhood Teacher Academy program. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

**Category**

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

**Below is a list of reference materials that may be purchased to establish the Early Childhood Teacher Academy . Prices are subject to change. Shipping and handling are not included.**

Subscription	PD	NAEYC Comprehensive membership	1 year	\$105.00	1 year	\$105.00
Subscription	R	Teaching Young Children	1 year	\$33.00	5 issues	\$33.00
Book	R	<u>A Child Called It</u>	1	\$7.50	25 or class set	\$187.50
Resource	R	Curriculum Resource Kit (ex. Creative Curriculum)	1			up to \$3,200.00
Textbook	R	<u>Lifespan Development</u>	1	\$104.20	25 or class set	\$2,606.25
Textbook	R	<u>Working With Young Children</u>		\$74.97	25 or class set	\$1,874.25
Textbook	R	<u>The Developing Child</u>	1	\$62.70	25 or class set	\$1,567.50
Supplies	S	Children's Furniture/Equipment to establish/enhance in-school lab setting that would meet licensing requirements.				up to \$6,000.00
Supplies	S	Manipulatives, games, toys to establish/enhance in-school setting that would meet licensing requirements.				up to \$2,000.00
Supplies	S	Children's Books/Shelving				up to \$1,000.00

**Below is the Professional Development that is required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

The Early Childhood Teacher Academy Professional Development is sponsored by the Delaware Department of Education. There is no cost for teachers to attend this required Teacher Academy Professional Development which includes registration, lodging, meals, and materials. This **mandatory** training will be held in June, 2019, at the Virden Center in Lewes, Delaware. In addition, teachers may be required to attend professional development days during the school year and to be part of the Teacher Academy Schoology group.

Professional Development (required)	PD	Teacher Academy Summer Institute - see details above	1	\$0.00	1	\$0.00
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Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	4	\$400.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
<b>Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.</b>						
Materials and Equipment	S	Interactive Whiteboard	1	\$6,000.00	1	\$6,000.00
Materials and Equipment	S	LCD Projector	1	\$1,000.00	1	\$1,000.00
Materials and Equipment	S	Swivel Robotic Platform for tablet	1	\$499.00	1	\$499.00
Materials and Equipment	S	tablet	1	\$799.00	1	\$799.00

# Hospitality & Tourism Management Sample Budget

The following sample budget lists most of the allowable expenditures to implement the Hospitality & Tourism Management program. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

## Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

**Below is a list of reference materials that may be purchased to establish the Hospitality & Tourism Management program of study. Prices are subject to change. Shipping and handling are not included.**

Textbook - level 1	R/C	Hospitality & Tourism Management Program; American Hotel & Lodging Educational Institute, ISBN: 978-0-86612-403-4	1	130.00/set includes textbook, workbook, and exam	25 or classroom set	
Textbook - level 2	R/C	Hospitality & Tourism Management Program; American Hotel & Lodging Educational Institute, ISBN: 978-0-86612-422-5	1	132.00/set includes textbook, workbook, and exam	25 or classroom set	
Teacher Resource	R	Instructor Resource Kit - year 1; American Hotel & Lodging Educational Institute	1	\$450.00	1	\$450.00
Teacher Resource	R	Instructor Resource Kit - year 2; American Hotel & Lodging Educational Institute	1	\$450.00	1	\$450.00
Teacher Resource	R	Certified Guest Services Professional Instructor Classroom Kit; American Hotel & Lodging Educational Institute	1	\$179.95	1	\$179.95
Subscription	CD	Property Management System - InnRoads University	1	\$15/user/6 months	one per student	
Subscription	CD	Knowledge Matters Hotel Simulator	1	\$1295/30 users/5 years	1	\$1,295.00

**Below is the Professional Development that is required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

The Hospitality & Tourism Management Professional Development is sponsored by the Delaware Department of Education. There is no cost for teachers to attend this required Hospitality & Tourism Management Professional Development which includes registration, lodging, meals, and materials. This **mandatory** training will be held during the summer of 2019. In addition, teachers may be required to attend professional development days during the school year and to be part of the Hospitality & Tourism Schoology group.

Professional Development (required)	PD	ServSafe Manager (class & exam); Delaware Restaurant Association	1	\$180.00	1	\$180.00
Professional Development (Optional)	PD	Certified hospitality Instructor Certification; American Hotel & Lodging Educational Institute	1	\$750.00	1	\$750.00

Professional Development (Optional)	PD	Teacher Stipend @ \$100/day	1	\$100.00	4	\$400.00
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
<b>Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.</b>						
Materials and Equipment	S	Front Desk Simulation to include check-in desk, computer w/online access and mouse, 2 phones	1	\$4,000.00	1	\$4,000.00

# Natural Resource Management Sample Budget

The following sample budget lists most of the allowable expenditures to implement the three (3) credit Natural Resource Management program of study. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

**Category**

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.</b>						
Software	CD	Vernier Logger Pro 3	1	\$249.00	1	\$249.00
FREE Software	FD	ArcGIS software: <a href="https://www.esri.com/en-us/industries/education/schools/schools-mapping-software-bundle">https://www.esri.com/en-us/industries/education/schools/schools-mapping-software-bundle</a> : Ed Community: <a href="https://community.esri.com/community/education">https://community.esri.com/community/education</a>	1	\$0.00	1	\$0.00

**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

Please note that the PD attendance will occur during the Summer of 2019, Summer of 2020 , and Summer of 2021. In addition, teachers may be required to attend several PD days during the school year.

Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00
						\$0.00
						\$0.00
						\$0.00

**Below is a list of Reference Materials that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

**Introduction to Natural Resources**

Reference Material	R	Withgott – Environmental Science your world your turn	1	\$150.00	20	\$3,000.00
Reference Material	R	Freidland and Relyea –Environmental Science for AP	1	\$150.00	20	\$3,000.00

Reference Material	R	Miller –Environmental Science, 16th ed.	1	\$150.00	20	\$3,000.00
						\$0.00
						\$0.00

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Supplies	S	Vernier GoDirect CO2 sensor	1	\$200.00	10	\$2,000.00
Supplies	S	Vernier GoDirect temperature probe -	1	\$80.00	10	\$800.00
Supplies	S	Vernier GoDirect Optical Dissolved Oxygen Probe	1	\$300.00	10	\$3,000.00
Supplies	S	Vernier GoDirect Glass-Body pH sensor - GDX-GPH	1	\$150.00	10	\$1,500.00
Supplies	S	Vernier GoDirect O2 Gas sensor - GDX-O2	1	\$200.00	10	\$2,000.00
Supplies	S	Vernier GoDirect Light and Color sensor - GDX-LC	1	\$100.00	10	\$1,000.00
Supplies	S	Labquest 2 interface	1	\$329.00	5	\$1,645.00
Supplies	S	Vernier GoDirect Colorimeter	1	\$119.00	10	\$1,190.00
Supplies	S	Vernier Turbidity Sensor	1	\$112.00	10	\$1,120.00
Supplies	S	Vernier Soil Moisture Sensor	1	\$99.00	10	\$990.00
Supplies	S	Vernier Labquest Viewer Sitelicense	1	\$79.00	1	\$79.00
Supplies	S	VWR Analytical Balance	1	\$1,606.79	1	\$1,606.79
Supplies	S	Laboratory Hotplate	1	\$530.65	3	\$1,591.95
Supplies	S	Economy Lab Oven	1	\$551.05	1	\$551.05
Supplies	S	10 cm ring (4" support ring)	1	\$9.15	10	\$91.50
Supplies	S	10 ml graduated cylinder	1	\$8.70	20	\$174.00
Supplies	S	100 ml Beaker	1	\$4.27	30	\$128.10
Supplies	S	100 ml graduated cylinder	1	\$11.64	20	\$232.80
Supplies	S	1000 ml beaker	1	\$6.49	5	\$32.45
Supplies	S	250 ml beaker	1	\$4.38	30	\$131.40
Supplies	S	250 ml Erlenmeyer flask	1	\$3.35	10	\$33.50
Supplies	S	50 ml Erlenmeyer flask	case	\$48.82	2	\$97.64
Supplies	S	250 ml widemouth bottle	1	\$2.32	5	\$11.60
Supplies	S	400 ml beaker	1	\$4.43	15	\$66.45
Supplies	S	600 ml beaker	1	\$4.53	20	\$90.60
Supplies	S	Pyrex Vista Test Tubes, 13 x 100 mm, Pk of 50	1	\$17.40	2	\$34.80
Supplies	S	Double hole stoppers	lb	\$18.80	1	\$18.80
Supplies	S	heat resistant gloves	pair	\$12.69	5	\$63.45
Supplies	S	lab aprons	1	\$385.45	25	\$9,636.25
Supplies	S	long handled water dipper	1	\$53.60	3	\$160.80
Supplies	S	Magnifying glass	1	\$4.55	10	\$45.50
Supplies	S	Ring stand	1	\$25.05	10	\$250.50
Supplies	S	Rinse Bottles	1	\$5.82	10	\$58.20
Supplies	S	Rubber stopper	1	\$18.80	1	\$18.80
Supplies	S	Safety glasses	1	\$9.01	20	\$180.20
Supplies	S	Weigh dishes pk 500	1	\$38.49	1	\$38.49
Supplies	S	Utility clamp	1	\$17.06	20	\$341.20
Supplies	S	Specimen jar	Case	\$30.39	1	\$30.39
Supplies	S	specimen jar cap	Case	\$33.63	1	\$33.63
Consumable Supplies	CS	3ml plastic pipet	Pack	\$5.70	1	\$5.70
Consumable Supplies	CS	Cheesecloth, 5 yards	Pack	\$7.20	1	\$7.20
Supplies	S	Rigid Plastic tubing- 6"	1	\$1.04	12	\$12.48
Supplies	S	Flexible plastic tubing 3/16" interior diameter, 10 foot piece	1	\$13.50	2	\$27.00
Consumable Supplies	CS	Disposable gloves, small pk 100	Box	\$24.69	1	\$24.69

Consumable Supplies	CS	Disposable gloves, medium pk 100	Box	\$24.69	1	\$24.69
Consumable Supplies	CS	Disposable gloves, large pk 100	Box	\$24.69	1	\$24.69
Consumable Supplies	CS	Lens paper pk 50	1	\$2.17	3	\$6.51
Supplies	S	The Lorax Book	1		10	\$0.00
Consumable Supplies	CS	Phosphate Standard 10.0 ml/L PO4 (Hach)	1		1	\$0.00
Consumable Supplies	CS	PhosVer 3 Phosphate Powder Pillows (Hach)	1		1	\$0.00
Supplies	S	Biltmore Stick	1	\$15.00	7	\$105.00
Supplies	S	Diameter Tape	1	\$89.15	7	\$624.05
Supplies	S	Play Money	1	\$36.09	10	\$360.90
Supplies	S	Mini Stream Table (Lab-Aids)	1		5	\$0.00
Supplies	S	30 mL graduated cup (Lab-Aids)	1		5	\$0.00
Supplies	S	Ecological Succession (Lab-Aids)	1		1	\$0.00
Supplies	S	Ecological Succession expansion kit (Lab-Aids)	1		1	\$0.00
Consumable Supplies	CS	Mixed Acid Regent (Lamotte)	1		1	\$0.00
Supplies	S	0.1 g spoon (Lamotte)	1		10	\$0.00
Consumable Supplies	CS	Nitrate Standard Solution (Hach)	1	\$500.00	1	\$500.00
Consumable Supplies	CS	Nitrate Reducing agent (Lamotte)	1		1	\$0.00
Consumable Supplies	CS	Coliscan Easygel (micrologylabs.com)	kit		1	\$0.00
Consumable Supplies	CS	Coliscan Dropper (micrologylabs.com)	pack	\$20.25	1	\$20.25
Consumable Supplies	CS	Sterile Sample Tubes (micrologylabs.com)	1		100	\$0.00
Consumable Supplies	CS	25 % Liquid Soap Solution	1	\$27.37		\$0.00
Supplies	S	Calculators	1	\$2.80	20	\$56.00
Supplies	S	Scissors	1	\$33.00	20	\$660.00
Supplies	S	Clipboards	1		10	\$0.00
Consumable Supplies	CS	4 X 6 inch index cards	pack		3	\$0.00
Consumable Supplies	CS	Assorted Markers	1			\$0.00
Consumable Supplies	CS	Blue Paper	pack		1	\$0.00
Consumable Supplies	CS	12 x 18 inch blue paper	pack		1	\$0.00
Consumable Supplies	CS	12 x 18 inch red paper	pack		1	\$0.00
Consumable Supplies	CS	Graph Paper	pack		1	\$0.00
Consumable Supplies	CS	18 x 24 inch paper	sheets		20	\$0.00
Consumable Supplies	CS	Surface cleaner or sanitizer	1			\$0.00
Consumable Supplies	CS	Brown Paper	pack		1	\$0.00
Consumable Supplies	CS	Card stock paper	pack		1	\$0.00
Consumable Supplies	CS	Colored pencils	boxes		10	\$0.00

Consumable Supplies	CS	Glue sticks/bottles	1		10	\$0.00
Consumable Supplies	CS	Green paper	pack		1	\$0.00
Consumable Supplies	CS	Lined notebook paper	sheets		200	\$0.00
Consumable Supplies	CS	masking tape	rolls		5	\$0.00
Consumable Supplies	CS	permanent marker	1		10	\$0.00
Consumable Supplies	CS	poster board	sheets		15	\$0.00
Consumable Supplies	CS	Printer paper	1			\$0.00
Consumable Supplies	CS	Small rubber bands	1			\$0.00
Consumable Supplies	CS	Tape	1			\$0.00
Consumable Supplies	CS	unlined paper	1			\$0.00
Consumable Supplies	CS	100 foot tape	1		6	\$0.00
Supplies	S	hammer	1		7	\$0.00
Supplies	S	long handled tongs	1		5	\$0.00
Supplies	S	pliers	1		5	\$0.00
Supplies	S	short handled tongs	1		5	\$0.00
Supplies	S	tweezers	1		20	\$0.00
Consumable Supplies	CS	3 hole report cover	1		20	\$0.00
Consumable Supplies	CS	4 inch cotton yarn	1		5	\$0.00
Consumable Supplies	CS	4 inch long leaf, grass, or plant material	1		5	\$0.00
Consumable Supplies	CS	4 inch long paper strips	1		5	\$0.00
Consumable Supplies	CS	4 inch long plastic bag strips	1		5	\$0.00
Consumable Supplies	CS	4 inch synthetic yarn	1		5	\$0.00
Consumable Supplies	CS	8 oz plastic cups	1		10	\$0.00
Consumable Supplies	CS	Aluminum foil	1		2	\$0.00
Consumable Supplies	CS	Assorted small aluminum trays or bowls or plates	1		21	\$0.00
Supplies	S	awl or skewer	1		5	\$0.00
Consumable Supplies	CS	baking soda	1		1	\$0.00
Consumable Supplies	CS	black water soluble marker	1		10	\$0.00
Consumable Supplies	CS	blue permanent marker	1		10	\$0.00
Consumable Supplies	CS	box or airtight container	1		10	\$0.00
Consumable Supplies	CS	bread or other organic material	1		1	\$0.00
Consumable Supplies	CS	brown water soluble marker	1		10	\$0.00

Consumable Supplies	CS	clear packing tape	1		1	\$0.00
Consumable Supplies	CS	clear plastic cups 9oz	1		25	\$0.00
Consumable Supplies	CS	coffee filters	1		30	\$0.00
Consumable Supplies	CS	cooking oil	1		1	\$0.00
Supplies	S	Dice	1		20	\$0.00
Consumable Supplies	CS	Distilled water		gallons	10	\$0.00
Supplies	S	electronic kitchen scale	1		7	\$0.00
Supplies	S	eye dropper	1		5	\$0.00
Consumable Supplies	CS	foam cups or plastic cups	1		56	\$0.00
Consumable Supplies	CS	green food coloring	1		1	\$0.00
Consumable Supplies	CS	green permanent marker	1		10	\$0.00
Supplies	S	hummingbird feeder	1		1	\$0.00
Supplies	S	ice chest	1		1	\$0.00
Consumable Supplies	CS	index sticky tabs	1		20	\$0.00
Supplies	S	Lamp with 100W bulb	1		10	\$0.00
Supplies	S	large funnel	1		10	\$0.00
Consumable Supplies	CS	large plastic garbage bags	1		1	\$0.00
Supplies	S	lightweight aluminum baking sheets	1		7	\$0.00
Supplies	S	marbles	1		10	\$0.00
Consumable Supplies	CS	medium white beads		package	1	\$0.00
Consumable Supplies	CS	one gallon plastic bags		box	1	\$0.00
Supplies	S	one gallon water bottles- square	1		5	\$0.00
Consumable Supplies	CS	paper bowls	1		21	\$0.00
Consumable Supplies	CS	paper plates	1		30	\$0.00
Consumable Supplies	CS	paper towels	1		14	\$0.00
Consumable Supplies	CS	plastic tub	1		5	\$0.00
Consumable Supplies	CS	plastic wrap		rolls	5	\$0.00
Consumable Supplies	CS	popcorn	1		1	\$0.00
Consumable Supplies	CS	red food dye	1		1	\$0.00
Consumable Supplies	CS	red permanent marker	1		10	\$0.00
Consumable Supplies	CS	rice		pack	1	\$0.00
Consumable Supplies	CS	shallow pans	1		10	\$0.00
Consumable Supplies	CS	small blue beads		pack	1	\$0.00
Consumable Supplies	CS	small gold beads		pack	1	\$0.00

Consumable Supplies	CS	small silver beads	pack		1	\$0.00
Supplies	S	spray bottle	1		10	\$0.00
Consumable Supplies	CS	straws	1		42	\$0.00
Consumable Supplies	CS	string	roll		1	\$0.00
Consumable Supplies	CS	sunflower seeds	pack		1	\$0.00
Consumable Supplies	CS	syringes, 30cc	1		40	\$0.00
Consumable Supplies	CS	Tab dividers	1		40	\$0.00
Consumable Supplies	CS	three inch, three ring binder	1		40	\$0.00
Consumable Supplies	CS	toothpicks	box		1	\$0.00
Consumable Supplies	CS	tray or container	1		10	\$0.00
Consumable Supplies	CS	2L bottles	1		15	\$0.00
Consumable Supplies	CS	vinegar	bottle		1	\$0.00
Consumable Supplies	CS	water bottles	1		30	\$0.00
Consumable Supplies	CS	wild birdseed	lbs		10	\$0.00
Consumable Supplies	CS	yellow food color	1		1	\$0.00
Consumable Supplies	CS	yellow water soluble marker	1		10	\$0.00
Consumable Supplies	CS	1.5 , metal rod	1		10	\$0.00
Supplies	S	100' tape measure	1		7	\$0.00
Supplies	S	2 inch nails	pack		1	\$0.00
Supplies	S	5 gallon plastic buckets	1		10	\$0.00
Supplies	S	Duct tape	rolls		2	\$0.00
Supplies	S	heat lamps	1		5	\$0.00
Supplies	S	line level	1		7	\$0.00
Supplies	S	meter stick	1		7	\$0.00
Supplies	S	right angle clamps	1		7	\$0.00
Supplies	S	metric tape measure	1		7	\$0.00
Supplies	S	surveyor's marking tape	1		5	\$0.00
Supplies	S	trowels	1		7	\$0.00
Supplies	S	wooden stakes or marker flags	1		40	\$0.00

## Plant Science Sample Budget

The following sample budget lists most of the allowable expenditures to implement the three (3) credit Plant Science program of study. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

### Category

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
<b>Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.</b>						
Software	CD	Landscape Pro Software, 19th Edition	license	\$40.00	20	\$800.00
						\$0.00

**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

Please note that the PD attendance will occur during the Summer of 2019, Summer of 2020, and Summer of 2021. In addition, teachers may be required to attend several PD days during the school year.

Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	\$0.40
Professional Development (Optional)	PD	Lodging (@ rate to be determined)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Teacher Stipend (@ \$100 per day)	1	\$100.00	1	\$100.00
Professional Development (Optional)	PD	Meals (@ \$5 per breakfast, \$16 per lunch, \$20 per dinner) - note that lunch is typically included in the PD registration.	1	\$41.00	1	\$41.00
						\$0.00

**Below is a list of Reference Materials that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Reference Material	R	Horticulture Today Textbooks	1	\$93.00	20	\$1,860.00
Reference Material	R	Horticulture Today Workbooks	1	\$24.00	20	\$480.00
Reference Material	R	Horticulture Today Teacher Support Materials	set	\$200.00	1	\$200.00
Reference Material	R	Principles of Floral Design Textbook	1	\$75.00	1	\$75.00
Reference Material	R	Principles of Floral Design Workbook	1	\$17.00	1	\$17.00
Reference Material	R	Principles of Floral Design Teacher Support Materials	set	\$200.00	1	\$200.00

Reference Material	R	Plant & Soil Science Textbook	1	\$162.00	1	\$162.00
Reference Material	R	Plant & Soil Science Teacher Support Materials	set		1	\$0.00
Reference Material	R	Landscaping Principles & Practices Textbook	1	\$250.00	1	\$250.00
Reference Material	R	Landscaping Principles & Practices Teacher Support Materials	set		1	\$0.00
Reference Material	R	John Deere Farm & Ranch Management Textbook	1	\$51.00	20	\$1,020.00
Reference Material	R	John Deere Farm & Ranch Management Workbooks	1	\$30.00	20	\$600.00
Reference Material	R	John Deere Farm & Ranch Management Teacher Support Materials	1	\$43.00	1	\$43.00
Reference Material	R	Agribusiness Decisions & Dollars Textbook, 2nd Edition	1	\$220.00	1	\$220.00
Reference Material	R	Nursery Landscape Identification Field Guides	1	\$35.00	20	\$700.00
Reference Material	R	Nursery Landscape Identification Instructor Pack	1	\$270.00	1	\$270.00
Reference Material	R	Floriculture Identification Field Guides	1	\$35.00	20	\$700.00
Reference Material	R	Floriculture Identification Instructor Pack	1	\$270.00	1	\$270.00
Reference Material	R	National FFA Student Handbook	1	\$8.00	20	\$160.00

**Below is a list of Materials and Equipment that are required for program implementation. Prices are subject to change. Shipping and handling are not included.**

Supplies	S	Safety Goggles	pair	\$5.00	20	\$100.00
Supplies	S	Chemical Resistant Gloves	pair	\$7.00	15	\$105.00
Consumable Supplies	C	Nitrile Exam Gloves, Box of 1000 Medium	box	\$56.00	1	\$56.00
Consumable Supplies	C	Nitrile Exam Gloves, Box of 1000 Large	box	\$50.00	1	\$50.00
Supplies	S	Multipurpose Work Gloves, Size Medium	pair	\$13.00	18	\$234.00
Supplies	S	Multipurpose Work Gloves, Size Large	pair	\$13.00	12	\$156.00
Supplies	S	Chemical Resistant Apron, Set of 12	pack	\$126.00	1	\$126.00
Supplies	S	First Aid Kit	1	\$35.00	1	\$35.00
Supplies	S	Respirator	1	\$32.00	3	\$96.00
Consumable Supplies	C	Particle Masks, Pack of 20	pack	\$11.00	1	\$11.00
Supplies	S	Tyvek Suits, Pack of 6 Medium	pack	\$27.00	1	\$27.00
Supplies	S	Tyvek Suits, Pack of 6 Large	pack	\$37.00	1	\$37.00
Supplies	S	Tyvek Suits, Pack of 6 X-Large	pack	\$32.00	1	\$32.00
Supplies	S	Pesticide Storage Area Warning Sign	1	\$13.00	1	\$13.00
Supplies	S	Pesticide Application Warning Sign	1	\$13.00	1	\$13.00
Supplies	S	Shower & Eyewash Station	1	\$1,750.00	1	\$1,750.00
Supplies	S	Hand Pruning Shears	1	\$13.00	15	\$195.00
Supplies	S	Garden Hand Trowel	1	\$4.00	15	\$60.00
Supplies	S	Loppers	1	\$25.00	3	\$75.00
Supplies	S	Scoop Shovel	1	\$33.00	1	\$33.00
Supplies	S	Long-Handled Round Point Shovel	1	\$23.00	3	\$69.00
Supplies	S	Short-Handled Garden Spade	1	\$25.00	3	\$75.00
Supplies	S	Long-Handled Square Point Shovel	1	\$27.00	3	\$81.00
Supplies	S	Short-Handled Digging Shovel	1	\$25.00	3	\$75.00
Supplies	S	Leaf Rake	1	\$15.00	3	\$45.00
Supplies	S	Garden Rake	1	\$10.00	3	\$30.00
Supplies	S	Garden Hose	1	\$40.00	1	\$40.00

Supplies	S	Pitchfork	1	\$26.00	1	\$26.00
Supplies	S	Hose Wand	1	\$13.00	1	\$13.00
Supplies	S	Hose Repair Kit	1	\$5.00	1	\$5.00
Supplies	S	5 Gallon Buckets	1	\$4.00	10	\$40.00
Supplies	S	2 Gallon Watering Cans	1	\$5.00	10	\$50.00
Supplies	S	Hand Scoops	1	\$11.00	6	\$66.00
Supplies	S	Wheelbarrows	1	\$50.00	2	\$100.00
Supplies	S	Rooting Hormone	1	\$6.00	1	\$6.00
Supplies	S	String Trimmer (add-on compatible)	1	\$170.00	1	\$170.00
Supplies	S	ST Edger Attachment	1	\$70.00	1	\$70.00
Supplies	S	ST Cultivator Attachment	1	\$100.00	1	\$100.00
Supplies	S	ST Pole Saw Attachment	1	\$100.00	1	\$100.00
Supplies	S	Push Gas Mower	1	\$330.00	1	\$330.00
Supplies	S	Broadcast Spreader	1	\$35.00	1	\$35.00
Supplies	S	Bulb Planter	1	\$4.00	2	\$8.00
Supplies	S	Standard 1020 Flat w/ holes	1	\$1.60	100	\$160.00
Supplies	S	Standard Cell Insert - 72 Cells	1	\$1.15	100	\$115.00
Supplies	S	Clear Humidity Domes	1	\$3.00	50	\$150.00
Supplies	S	Traditional 6" Round Pots	1	\$0.40	500	\$200.00
Supplies	S	Traditional 4" Square Pots	1	\$0.40	500	\$200.00
Supplies	S	Traditional 8" Hanging Baskets (includes hangers)	1	\$1.40	50	\$70.00
Supplies	S	Traditional 12" Hanging Baskets (includes hangers)	1	\$3.60	50	\$180.00
Supplies	S	Hanging Basket Extenders	1	\$5.00	10	\$50.00
Consumable Supplies	C	ProMix Soil Bales	bale	\$38.00	5	\$190.00
Consumable Supplies	C	Jiffy Seed Starting Pellets	case	\$153.00	1	\$153.00
Supplies	S	Seedling Heat Mats	1	\$54.00	3	\$162.00
Consumable Supplies	C	Plastic Bedding Pot Labels, Case of 1000	case	\$39.00	1	\$39.00
Consumable Supplies	C	Garden Marking Pen (for labels)	1	\$4.50	12	\$54.00
Supplies	S	Soil Testing Kit	1	\$35.00	1	\$35.00
Supplies	S	Soil pH Meter	1	\$35.00	1	\$35.00
Supplies	S	Soil Thermometer	1	\$57.00	1	\$57.00
Supplies	S	Soil Moisture Meter	1	\$31.00	1	\$31.00
Supplies	S	Pump Sprayer	1	\$37.00	1	\$37.00
Supplies	S	Dosatron Fertilizer Injector	1	\$450.00	1	\$450.00
Supplies	S	Drip Irrigation (drip nozzles, pipes, etc.)				\$0.00
Supplies	S	Circulation Greenhouse Fans	1	\$160.00	4	\$640.00
Supplies	S	Greenhouse Exhaust Fans	1	\$855.00	1	\$855.00
Supplies	S	Alumnium Greenhouse Shutters (work w/ exhaust fans), Set of 2	1	\$136.00	1	\$136.00
Supplies	S	Digital Temperature & Humidity Meter	1	\$33.00	1	\$33.00
Supplies	S	Modine Hot Dawg Natural Gas Heater (# depends on size of structure)	1	\$1,000.00	1	\$1,000.00
Supplies	S	Shade System Components for Greenhouse				\$0.00
Supplies	S	Flip Top Coldframe	1	\$790.00	1	\$790.00
Supplies	S	Raised Bed Kits	1	\$680.00	1	\$680.00
Supplies	S	Weed Block/Ground Cover Standard Roll	1	\$280.00	1	\$280.00
Supplies	S	Grow Light Cart	1	\$900.00	1	\$900.00
Supplies	S	Hydroponic Center	1	\$1,600.00	1	\$1,600.00
Supplies	S	Biltmore Sticks	1	\$71.00	10	\$710.00
Supplies	S	25 ft. Measuring Tape	1	\$5.00	5	\$25.00
Supplies	S	8 ft. Aluminum Ladder	1	\$146.00	1	\$146.00
Supplies	S	Trashcans	1	\$45.00	3	\$135.00

Supplies	S	Tumbler Composter	1	\$158.00	1	\$158.00
Supplies	S	Utility Cart	1	\$179.00	1	\$179.00
Supplies	S	Cordless Drill & Tool Kit (hammer, pliers, screwdrivers, etc.)	1	\$90.00	1	\$90.00
Supplies	S	Air Compressor	1	\$130.00	1	\$130.00
Supplies	S	Pipe Cutter	1	\$17.00	1	\$17.00
Consumable Supplies	C	PVC Cement & Primer	1	\$10.00	1	\$10.00
Consumable Supplies	C	100 Pack of Zip Ties	1	\$8.00	1	\$8.00
Consumable Supplies	C	Rags, Bag of 50	1	\$12.00	1	\$12.00
Supplies	S	Upright Broom	1	\$10.00	4	\$40.00
Supplies	S	Push Broom	1	\$22.00	4	\$88.00
Supplies	S	Dustpans	1	\$12.00	8	\$96.00
Supplies	S	Plastic Handbrooms & Dustpans	1	\$5.00	4	\$20.00
Supplies	S	Label Maker	1	\$80.00	1	\$80.00
Supplies	S	Cordless Leaf Blower	1	\$150.00	1	\$150.00
Supplies	S	16 Gallon Shop Vac	1	\$150.00	1	\$150.00
Supplies	S	Wire Cutters	1	\$10.00	1	\$10.00
Supplies	S	Measuring Wheel	1	\$60.00	1	\$60.00
Supplies	S	Storage Shed				\$0.00
Supplies	S	Sink/Handwashing Station				\$0.00
Supplies	S	Greenhouse Structure				\$0.00
Supplies	S	Chemical Storage Unit/Cabinet, Large Capacity	1	\$1,500.00	1	\$1,500.00
Supplies	S	Liquid Measure Set	1	\$5.00	1	\$5.00
Supplies	S	Measuring Cups & Spoons Set	1	\$10.00	1	\$10.00
Supplies	S	Water Quality Lab Kit	1	\$80.00	1	\$80.00
Supplies	S	Soil Probes	1	\$68.00	6	\$408.00
Supplies	S	Microscopes	1	\$203.00	10	\$2,030.00
Supplies	S	Glass Beaker Set	1	\$32.00	5	\$160.00
Supplies	S	Glass Flask Set	1	\$30.00	5	\$150.00
Supplies	S	Ring Stand Sets	1	\$30.00	5	\$150.00
Supplies	S	Case of Petri Dishes	1	\$7.00	1	\$7.00
Supplies	S	Glass Test Tubes	1	\$8.00	24	\$192.00
Supplies	S	Plastic Test Tubes	1	\$19.00	15	\$285.00
Supplies	S	Test Tube Rack	1	\$11.00	1	\$11.00
Supplies	S	Forceps	1	\$1.00	20	\$20.00
Consumable Supplies	C	Glass Microscope Slides, Box of 72	1	\$5.00	1	\$5.00
Supplies	S	Lab Aids - Plant Science Bundle #1	1	\$182.00	1	\$182.00
Supplies	S	Lab Aids - Genetics Bundle #1	1	\$255.00	1	\$255.00
Supplies	S	Lab Aids - Investigating Macronutrients	1	\$117.00	1	\$117.00
Supplies	S	Carolina Physical & Chem. Properties of Soil Kit	1	\$154.00	1	\$154.00
Supplies	S	Digital Electronic Scale	1	\$170.00	6	\$1,020.00
Supplies	S	Hot Plates	1	\$170.00	6	\$1,020.00
Supplies	S	Architect Scales	1	\$4.00	20	\$80.00
Supplies	S	T Squares	1	\$3.00	20	\$60.00
Supplies	S	Drawing Boards, set of 12	set	\$108.00	2	\$216.00
Supplies	S	Drawing Compass	1	\$2.25	20	\$45.00
Supplies	S	Drawing Triangles,(2 per package)	pack	\$4.00	18	\$72.00
Supplies	S	Landscape Templates	1	\$10.00	12	\$120.00
Consumable Supplies	C	Vellum Sheets	1	\$40.00	1	\$40.00
Consumable Supplies	C	Drafting Tape	1	\$5.50	1	\$5.50
Supplies	S	Calculators	1	\$3.00	20	\$60.00

Supplies	S	Rulers	1	\$0.50	20	\$10.00
Supplies	S	Floral Shears	1	\$15.00	15	\$225.00
Supplies	S	Floral Knives, Box of 10	box	\$17.00	1	\$17.00
Consumable Supplies	C	Corsage Boxes, Case of 100	case	\$98.00	1	\$98.00
Consumable Supplies	C	Card Holder, Case of 1020	case	\$23.00	1	\$23.00
Consumable Supplies	C	Water Tubes, Case of 1000	case	\$55.00	1	\$55.00
Supplies	S	Cooler Buckets, Case of 6	case	\$9.00	1	\$9.00
Consumable Supplies	C	Oasis Design Bowls, Case of 100	1	\$0.45	100	\$45.00
Consumable Supplies	C	Assorted Ribbon (curling, chiffon, wired, etc.)	1			\$0.00
Consumable Supplies	C	Corsage Wristlet, Bag of 20	bag	\$6.00	1	\$6.00
Consumable Supplies	C	White Corsage Pins, Box of 144	box	\$2.00	1	\$2.00
Consumable Supplies	C	Black Boutonniere Pins, Box of 144	box	\$2.00	1	\$2.00
Consumable Supplies	C	Oasis Floral Foam, 1 Case (36 pack)	pack	\$28.00	1	\$28.00
Consumable Supplies	C	Oasis Floral Wire (various sizes)	1	\$24.00	1	\$24.00
Consumable Supplies	C	Silk Flowers (various types)				\$0.00
Supplies	S	Wire Cutters	1	\$4.00	15	\$60.00
Supplies	S	Floral Scissors	1	\$5.50	6	\$33.00
Supplies	S	Ribbon Scissors	1	\$9.00	6	\$54.00
Consumable Supplies	C	Waterproof Container Tape	1	\$4.50	1	\$4.50
Supplies	S	Glue Guns	1	\$16.00	4	\$64.00
Consumable Supplies	C	Glue Sticks, 5lb Box	box	\$30.00	1	\$30.00
Consumable Supplies	C	Chenielle Stems, 100pc Box	box	\$2.50	1	\$2.50
Consumable Supplies	C	Floral Adhesive	1	\$5.00	1	\$5.00
Consumable Supplies	C	Floral Tape Stem Wrap (Green, Box of 24 Rolls)	box	\$31.00	1	\$31.00
Supplies	S	3 Door Floral Cooler	1	\$4,505.00	1	\$4,505.00

# Public & Community Health Sample Budget

The following sample budget lists most of the allowable expenditures to implement the Public & Community Health program. LEAs should use this form to help identify the equipment, supplies, software, textbooks, and professional development needed to implement the specific courses for the program of study. **It is strongly recommended that the sample budget be used to develop the budget and budget details for the Innovation Grant.**

The LEA should select only the items needed. The total should be calculated based on the selected items. **Funds may not be used for equipment, supplies, and consumables for courses within the program of study that were implemented in previous years.**

**Category**

- C - Consumable Supplies
- S - Supplies
- R - Reference Material
- PD - Professional Development
- CD- Software
- FD- FREE Software

Item	CAT	Item Specification	Unit	Unit Cost	Qty	Extended Price
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**Below is a listing of Computer, Software, Hardware that may be purchased to establish the program of study. Prices are subject to change. Shipping and handling are not included.**

The Delaware Center for Education Technology (DCET) through (Par-Tech) provides a cost effective alternative to new equipment purchases for those schools that need additional computer systems. The computer specs for all CTE programs of study have been shared with Par-Tech staff. To contact Par-Tech staff and/or request computers in increments of 25, please visit: <http://www.dcet.k12.de.us/partech/index.shtml>.

Computer Hardware Requirements	S	Recommended: Core 2 Duo, E8400, 3GHz, 1 or 2 GB RAM, 250 GB + Hard Drive, Integrated Graphics, Windows 7 or Windows 8.1, Must have network connectivity (wireless and/or wired)	1	\$500.00	5	\$2,500.00
Software	FD	No specific software required, recommended Microsoft Office Suite and/or Typical School Computer Image	1	\$0.00	1	\$0.00

**Below is a list of reference materials that must be purchased to establish the Public & Community Health curriculum (levels I-III). Prices are subject to change. Shipping and handling are not included.**

Level I-Medical Terminology						
Textbook	R	Medical Terminology: A Living Language (6th Ed.) Level 1 Fremgen & Frucht ISBN: 13: 978-013407-025-4	1	\$106.65	25 or class set	\$2,666.25
Level II-Essentials of Public & Community Health						
Textbook	R	An Introduction to Community & Public Health (9th Ed.) Level 2 McKenzie, Pinger, & Seabert ISBN-13: 978-1-28410-841-5	1	\$102.16	25 or class set	\$2,554.00
Level III-Personal Wellness						
Textbook	R	Gifts of Imperfection Level I Brene Brown ISBN: 978-1-59285-849-1	1	\$10.99	25 or class set	\$274.75

**Below is a list of Professional Development activities that are required for program implementation. Costs for travel, meal rates, lodging, and teacher stipend are capped at the state rate. LEA rates may vary and the difference will need to be absorbed using local funds.**

The Delaware Department of Education will sponsor mandatory five-day trainings for all Public & Community Health teachers. A four-day training in August and one follow-up day in February will be required for Public & Community Health-Level I for programs being implemented in the 18-19 school year. Training will be required for Level II in July 2019 for Public & Community Health programs for the 19-20 school year. Training will be offered for Level III in July 2020 for Public & Community Health programs for the 20-21 school year. Professional learning sessions will take place at DTCC-Terry Campus. The training dates and locations will be published.

Professional Development	PD	Delaware Technical Community College AND DDOE	1		1	
Professional Development (Optional)	PD	Lodging	1		1	
Professional Development (Optional)	PD	Substitute Reimbursement (@ \$100 per day)	1		1	
Professional Development (Optional)	PD	Mileage (@ \$0.40 per mile)	1	\$0.40	1	