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## Technical Education Improvement & Innovation Project

Department of Technical and Adult Education  
Office of Technical Education

# GUIDEBOOK

FOR

## Competitive Awards

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July 2002

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

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## **PROJECT OBJECTIVE**

The objective of the Technical Education Improvement & Innovation project (TEIIP) is to provide, via a competitive process, technical colleges and divisions with an opportunity for enhancement through developing, applying, and demonstrating educational improvements and innovations.

## **PROJECT OVERVIEW**

Technical colleges and divisions may compete for both continuation and new improvement and innovation federal Carl Perkins Leadership dollars to engage in a wide variety of projects, which promote program, service, function, and/or college improvements and innovations and are linked to Perkins mandates, permissives and core sub-indicators. Project funds will be awarded through a **competitive project application/evaluation process** overseen by the Office of Technical Education (OTE).

### Estimated Total Funds Available

\$500,000. Actual available funds will be determined after the FY 2002 year-end close.

### Funds Distribution

Colleges may submit two different applications; one application for Continuation funds and one application for New funds.

### **Continuation Funds**

Continuation Funds may be used for longitudinal research, study and analysis of results based on the implementation of the college's FY 2002 improvement and innovation project. Continuation funds may **not** be used to continue the implementation of the college's FY 2002 project.

- I An approximated 20% of total funds available will be in the form of continuation funds.
- I Colleges may compete for up to 30% of their FY 2002 TEIIP. By way of example, a college receiving \$20,000 (\$30,000, \$40,000) of project funds in FY 2002 is eligible to compete for \$6,000 (\$7,000, \$12,000) of Continuation funds in FY 2003.

### **New Funds**

For New funds, colleges are divided into three groups based on FY 2001 FTE enrollment data. The groups are Large, Medium, and Small. New Funds may be used to develop a FY 2003 project.

- I An approximated 80% of total funds available will be in the form of new project funds.
- I A maximum project award of approximately \$55,000 has been established for Large colleges, approximately \$45,000 for Medium colleges, and approximately \$35,000 for Small colleges. Each group of colleges will compete within itself for three project awards at their particular level of funding. A total of nine projects-three in each group-will be funded. Projects may be submitted with a budget less than the project maxim.

### College Size

Colleges have been divided into approximate thirds (i.e. the three size categories) based on FY 2001 FTE data. (See *spreadsheet page four.*)

### **PERKINS OVERVIEW**

The purpose of the 1998 Perkins is fourfold: (1) to build on the efforts of states and localities to develop challenging academic standards; (2) to promote the development of services and activities that integrate academic, vocational and technical instruction and that link secondary and postsecondary education; (3) to increase state and local flexibility to provide services and activities; and (4) to disseminate national research and to provide professional development and technical assistance that will improve vocational and technical education programs.<sup>1</sup>

To help reach these goals, the Technical Education Improvement and Innovation Project is intended as the spark to help our technical colleges develop new, creative, and imaginative ways of delivering improved technical instruction, processes, services, and/or activities to our students.

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<sup>1</sup> One-Stop Guide To The Perkins Act Of 1998, Brustein, M, Mahler, M, 1998.

## TECHNICAL COLLEGES AND DIVISIONS CATEGORIZED BY TOTAL FTEs FOR FY 2001

<b>COLLEGE</b>	<b>Total FTEs</b>
<b>LARGE COLLEGES</b> ?Three Grants of approximately \$55,000 each are available.	
Central Georgia Technical College	3070.91
Augusta Technical College	2607.92
Gwinnett Technical College	2520.30
Atlanta Technical College	2447.75
DeKalb Technical College	2356.89
Chattahoochee Technical College	2036.36
Albany Technical College	1982.00
Valdosta Technical College	1911.05
Griffin Technical College	1872.09
Coosa Valley Technical College	1806.65
Middle Georgia Technical College	1790.64
Savannah Technical College	1697.90
<b>MEDIUM COLLEGES</b> ?Three Grants of approximately \$45,000 each are available.	
Columbus Technical College	1654.61
Lanier Technical College	1433.98
Athens Technical College	1378.80
North Georgia Technical College	1330.78
East Central Technical College	1317.51
Ogeechee Technical College	1207.56
West Central Technical College	1103.60
South Georgia Technical College	1076.78
North Metro Technical College	1054.76
Moultrie Technical College	1038.62
Northwestern Technical College	994.47
Altamaha Technical College	981.32
<b>SMALL COLLEGES</b> ?Three Grants of approximately \$35,000 each are available.	
Southeastern Technical College	882.24
Clayton College & State University	873.60
Southwest Georgia Technical College	843.02
West Georgia Technical College	839.64
Okefenokee Technical College	713.29
Appalachian Technical College	695.75
Dalton State College	668.25
Swainsboro Technical College	654.91
Heart of Georgia Technical College	594.24
Flint River Technical College	586.63
Sandersville Technical College	431.86
Coastal Georgia Community College	291.29
Bainbridge College	167.08

## **PROJECT CATEGORIES**

Technical colleges and divisions must select one of two categories on which to focus their New and/or Continuation project.

1. Improvement- Improvement is defined as a project designed to make a program, system or service better and/or more valuable. An Improvement project produces a process or method of doing things better than before or develops an addition or alternative to an existing program, system, or service that adds to its value.
2. Innovation- Innovation is defined as a project that introduces a new process or way of doing things to a program, system, or service which has not previously been done.

## **PROJECT AREAS**

Technical colleges and divisions must also select one of the five project areas in which their New and/or Continuation project fits best.

1. Institutional Effectiveness
2. Instructional/Curricular Services
3. Special Workforce Services
4. Student Services
5. Workforce Development

## **PROJECT PARAMETERS**

The Project Parameters set forth the administrative, programmatic, and financial requirements of the Technical Education Improvement & Innovation Project.

1. DTAE's OTE oversees the project application and award process.
2. Only projects received by **August 30, 2002** will be reviewed.
3. Participation in the Technical Education Improvement & Innovation Project (TEIIP) is voluntary.
4. Performance Accountability System (PAS) Coordinators are OTE's point of contact within each technical college.
5. Technical college faculty, staff, and departments may submit a project application through their president's office upon his/her selection and signature approval.
6. As indicated on the project application, the completed application, abstract, coversheet, and budget file must be received electronically by DTAE by **August 30, 2002**. Hard copies of signature forms must be postmarked by **August 30, 2002**. *(Reference appropriate Application Section for instructions.)*
7. Technical colleges and divisions may submit only **one New** project application.
8. Technical colleges and divisions awarded project funds in FY 2002 may submit only **one Continuation** project application.
9. Each college may wish to conduct their own internal competitive process to determine which project application is submitted to DTAE.
10. Projects must be designed to reach a logical and fiscal conclusion by the end of FY 2003.

## PROJECT CRITERIA FOR *NEW* PROJECTS

1. The project's subject matter must be selected from the categories and areas listed on page five in the category section of the Guidebook.
2. All projects should focus on processes, programs, and/or services impacting students and student performance/success.
3. The evaluation of New projects will be a two step pre-screening and juried process to determine the award winners. Criteria and rubrics are currently being developed.
4. All project outcomes must demonstrate a clear link to Perkins mandates/permissives and core sub-indicators. These links should be clearly evident in the project plan.
5. The project must be demonstrable through a presentation, in-service or similar setting as determined by OTE and which may include DTAE peer groups and Presidents' Council.
6. Other technical colleges must be able to replicate the project's outcomes. This criterion is important when establishing the project's budget such that cost constraints do not prohibit the project's replication at other technical colleges.
7. The project must result in an end product(s)/service(s) that provides fluid and adaptable content/function/processes for any technical college. (*Reference Final Project Product section for complete details.*)
8. Project funds, in accordance with Perkins costs guidelines, **may not** be used for:
  - a) Advertising/public relations cost that solely promote the educational entity.
  - b) Advertising/public relation costs for promotional items and memorabilia.
  - c) Food and entertainment costs.
  - d) Costs charged to a federal award based on estimates and not actual charges.
  - e) Indirect costs. It is considered the technical college's in-kind contribution to the project to provide all overhead and indirect costs associated with the administration of project activities.
  - f) Fund raising, financial campaigns, or solicitation of gifts to obtain contributions.
  - g) Supplanting cost of any existing or on-going projects, activities, functions, services, programs, personnel, etc.

- h) Personnel costs are allowable if they meet Perkins guidelines. (In order to avoid supplant problems, use federal funds to pay for release time for new task and state funds to pay for the new personnel.<sup>2</sup>)
- i) Losses that should have been covered by insurance.
- j) Renovation or construction of facilities.
- k) Supplanting new and/or existing School-to-Work activities.
- l) Recruitment activities.

10. Additionally, in accordance with DTAE OTE guidelines:

- a) Projects must be Perkins eligible.
- b) Illegal activities will not be funded.
- c) Copywrited materials may not be infringed upon.
- d) Funds may not be used for refurbishing or replacing furniture, carpeting, landscaping, etc.
- e) **Equipment purchases**; including software, text material, and evaluation material (ASSET/Compass tests), must be central to the main thrust and essence of the project and can be up to 50 percent of total Perkins project award funds.
- f) Software, text material, and evaluation material (including ASSET/Compass tests) purchases must be for new products (i.e. that which is not already owned/licensed statewide or by your technical college), must be central to the main thrust or essence of the project, and may not be purchased for “general issue.”

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<sup>2</sup> Supplementing not Supplanting:

There are two instances where it is presumed that supplanting has occurred (OMB A-133 Compliance Supplement):

1. The SEA or LEA used Federal funds to provide services that the SEA or LEA was required to make available under other Federal, State, or local laws.
2. The SEA or LEA used Federal funds to provide services that the SEA or LEA provided with non-Federal funds in the prior year.

## **PROJECT CRITERIA FOR CONTINUATION PROJECTS**

1. All projects must focus on “proving” the previously FY 2002 implemented project.
2. All projects must be of a longitudinal research/studies nature.
3. All projects will be pre-screened (application materials) and pre-evaluated (budget file) utilizing all FY 2002 previously submitted materials to make sure it is in line with FY 2002 project prior to moving into the juried process.
4. The project’s longitudinal, research, study and analysis data must be reported through a presentation, in-service or similar setting which may include DTAE peer groups and Presidents’ Council.
5. Other technical colleges must be able to replicate the project’s evaluation methodology.
6. The project must result in an end report that provides evidence of proof/disproof of the original projects’ thesis. (*Reference Final Project Product section for complete details.*)
7. Project funds, in accordance with Perkins cost guidelines, may not be used for:
  - a) Advertising/public relations cost that solely promote the educational entity.
  - b) Advertising/public relation costs for promotional items and memorabilia.
  - c) Food and entertainment costs.
  - d) Costs charged to a federal award based on estimates and not actual charges.
  - e) Indirect costs. It is considered the technical college’s in-kind contribution to the project to provide all overhead and indirect costs associated with the administration of project activities.
  - f) Fund raising, financial campaigns, or solicitation of gifts to obtain contribution.
  - g) Supplanting costs of any existing or on-going projects, activities, functions, services, programs, personnel, etc.
  - h) Personnel costs are allowable if they meet Perkins guidelines. (In order to avoid supplant problems, use federal funds to pay for release time for new task and state funds to pay for the new personnel.<sup>3</sup>)

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<sup>3</sup> Supplementing not Supplanting:

There are two instances where it is presumed that supplanting has occurred (OMB A-133 Compliance Supplement):

1. The SEA or LEA used Federal funds to provide services that the SEA or LEA was required to make available under other Federal, State, or local laws.
2. The SEA or LEA used Federal funds to provide services that the SEA or LEA provided with non-Federal funds in the prior year.

- i) Losses that should have been covered by insurance.
- j) Renovation or construction of facilities.
- k) Supplanting new and/or existing School-to-Work activities.
- l) Recruitment activities.

11. Additionally, in accordance with DTAE OTE guidelines:

- a) Projects must be Perkins eligible.
- b) Illegal activities will not be funded.
- c) Copywrited materials may not be infringed upon.
- d) Funds may not be used for refurbishing or replacing furniture, carpeting, landscaping, etc.
- e) **Equipment purchases** are not allowable, with the exception of software, text material, and evaluation material (including ASSET/Compass tests) purchases and can be up to 25 percent of total Perkins project award funds.
- f) Software, text material, and evaluation material (including ASSET/Compass tests) purchases must be for new products (i.e. that which is not already owned/licensed statewide or by your technical college), must be central to the main thrust or essence of the longitudinal study, and may not be purchased for “general issue.”

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**APPLICATION**

**FOR *NEW* PROJECTS**

**INSTRUCTIONS**

1. The project application is composed of **seven** components. Applicants for the Technical Education Improvement and Innovation Project must submit the following application materials by **August 30, 2002**.

- Ø Coversheet
- Ø Application
- Ø Signature Page
- Ø Guarantee
- Ø Statement of Assurances
- Ø Abstract<sup>4</sup>
- Ø Budget File

2. The Coversheet, Application, Abstract, and Budget file must be sent electronically by **August 30, 2002** to <emiller@dtae.org.>

3. The original hardcopy of the Signature Page, Statement of Assurance, and Guarantee must be postmarked no later than **August 30, 2002** and sent all together to:

Elizabeth Miller  
Georgia Department of Technical and Adult Education  
3103B Clairmont Road  
Atlanta, Georgia 30329

4. A written notice via email will be sent to the PAS Coordinator and Project Coordinator confirming receipt of application materials.

5. Additional copies of application materials may be downloaded from the Technical Education Improvement & Innovation Project website at:  
<http://www.dtae.org/teched/techimprovement.html>.

6. Technical college or division names or any other identifying information is **not** to be used anywhere in the application questions or abstract.

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<sup>4</sup> Selected project abstracts will be posted on the Technical Education Improvement & Innovation website.

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**APPLICATION COVERSHEET**

**DATE SUBMITTED:** \_\_\_\_\_ **DATE RECEIVED BY OTE:** \_\_\_\_\_

**TECHNICAL COLLEGE NAME:** \_\_\_\_\_

**TECHNICAL COLLEGE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAS COORDINATOR:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**PROJECT COORDINATOR:** \_\_\_\_\_

*(NAME OF THE PRIMARY CONTACT PERSON WHO CAN PROVIDE FURTHER INFORMATION ABOUT THE PROJECT AS A WHOLE INCLUDING PROVIDING CLARITY TO ANY PART OF THE NARRATIVE SECTION OF THE APPLICATION QUESTIONS.)*

**PROJECT COORDINATOR'S TITLE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**TYPE OF APPLICATION:**                      **NEW**                       **CONTINUATION**

**PROJECT CATEGORY:**                      **INNOVATION**                       **IMPROVEMENT**

**PROJECT AREA:**

- |   |   |
|---|---|
| <input type="radio"/> INSTITUTIONAL EFFECTIVENESS       | <input type="radio"/> STUDENT SERVICES      |
| <input type="radio"/> INSTRUCTIONAL/CURRICULAR SERVICES | <input type="radio"/> WORKFORCE DEVELOPMENT |
| <input type="radio"/> SPECIAL WORKFORCE SERVICES        |   |

**DESCRIPTIVE TITLE OF PROJECT:** \_\_\_\_\_

**PROPOSED PROJECT BUDGET AMOUNT:** \$ \_\_\_\_\_

**FOR INTERNAL USE ONLY- PROJECT NUMBER ASSIGNED:** \_\_\_\_\_

## **APPLICATION QUESTIONS FOR NEW PROJECTS**

1. (max 1.5 pages) State the purpose and need for the project. Applicants should discuss the particular needs that the project addresses; why those needs are not being met through the use of existing materials, programs, procedures, services, or other resources; and the benefits that would be realized from the project by their technical college or division. *(point value 10)*
2. (max 1.5 pages) In detail state the goal(s) of the project and the final project outcome(s). How will this project contribute to overall improvement at your technical college and in particular to improvement or innovation? In addition, include a summary description of how the project will be evaluated, including the criteria that will be used to measure its success or impact. *(point value 25)*
3. (max 2 pages) Outline your project "Plan of Action" (with a start-up point, mid-point, and ending) including timelines and deadlines for planning, implementing, concluding, and evaluating each of the activities, processes, services, and /or products that your project will achieve. Applicants must include an Abstract of the project to be conducted. *(See Abstract Form on page 18.)* The plan must show the project ending no later than June 30, 2003. *(point value 30 for question and 5 for Abstract for a total of 35)*
4. (max 1 page) Describe the specific ways your project will focus on one or more Carl Perkins core sub-indicators (academic/vocational attainment, graduation rate, graduate placement rate, retention in employment, and non-traditional participation/graduation) to achieve improved performance at your technical college or division. *(point value 15)*
5. (max 1 page) Explain the proposed line item expenditures stated in your budget, based on your stated goal(s) and objective(s) and in particular based on the stated activities, processes, services, and/or products described in your project "Plan of Action." *(point value 15 for both this narrative response and the electronic budget submission)*

**Technical college or division names or any other identifying information is not to be used anywhere in the application questions or abstract.**

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**SIGNATURE PAGE**

**FY 2003**

<b>TYPE OF APPLICATION:</b>	<b>NEW 0</b>	<b>CONTINUATION 0</b>
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Submitted for: \_\_\_\_\_  
**College Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State ZIP Code**

Submitted to:	Elizabeth Miller Georgia Department of Technical and Adult Education 3103B Clairmont Road Atlanta, Georgia, 30329
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Signature of submission of this application for Carl Perkins Leadership funds, upon selection by the Office of Technical Education, constitutes an agreement to operate, maintain, and fund the improvement and innovation projects as identified herein. This agreement becomes effective upon formal approval by the Office of Technical and Adult Education and upon execution by the Assistance Commissioner for Technical Education pursuant to authorization by the State Board of Technical and Adult Education.

**SUBMITTED BY:** \_\_\_\_\_  
President of Technical College/Director of Technical Division

**APPROVED BY:** \_\_\_\_\_  
Chair, Local Board of Directors/System Superintendent/College President (USG)

**APPROVED BY:** \_\_\_\_\_  
Assistant Commissioner, Office of Technical Education  
Georgia Department of Technical and Adult Education

**Date** \_\_\_\_\_

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**GUARANTEE**

<b>TYPE OF APPLICATION:</b>	<b>NEW    0</b>	<b>CONTINUATION    0</b>
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To the best of my knowledge and belief, all data in this application are true and correct; the document has been duly authorized by the president of my (technical) college and by the chair of my local board of directors. The applicant agrees to comply with the attached assurances if the project funding is awarded.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Title

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date Signed

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT**  
**DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**  
**STATEMENT OF ASSURANCES**

<b>TYPE OF APPLICATION:</b>	<b>NEW   0</b>	<b>CONTINUATION   0</b>
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By the official signing and approval of the Technical College Improvement and Innovation Project application, for federal vocational education funds, the Local Board of Directors, Local Board of Education, or Local Advisory Council assures the Georgia Board of Technical and Adult Education of the following:

Each recipient that receives assistance under the Carl D. Perkins Act of 1998 shall provide the following assurances through the project application. State monitoring activities will evaluate compliance by local recipients.

1. Federal funds will be used to provide vocational education in programs that are of such size, scope, and quality as to be effective; to integrate academic and vocational education in such programs through coherent sequences of courses so that students achieve both academic and occupational competencies; and to provide equitable participation in such programs for members of special populations.
2. Each public announcement, bulletin, catalog, and all application forms will contain notice to publicly attest that the institution does not discriminate on the basis of sex, race, color, national origin or disability. An annual public announcement is made in reference to publicizing the programs of vocational education, and the announcement is made understandable to all communities within the area to be served. Effective strategies will be developed and implemented to eliminate sex discrimination and sex role stereotyping in vocational education.
3. The applicant assures that programs of staff development shall be funded to further the goals identified in the project application.
4. The applicant assures that none of the funds expended under this Act will be used to acquire equipment (including computer software), in any instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization. Vocational personnel authorized to purchase equipment shall be advised of this requirement. State vocational personnel authorized to purchase equipment shall be advised of this requirement. Each approved project application shall contain this assurance and shall be monitored by the State.
5. The applicant assures that State and local funds will be used in the schools of each local educational agency that are receiving funds under this Act to provide services which, taken as a whole, are at least comparable to services being provided in schools in such agency which are not receiving such funds.
6. The applicant assures that it will provide for such fiscal control and fund accounting procedures as may be necessary to assure that proper disbursement of, and accounting for, vocational funds will be provided. Expenditures must be in compliance

with standard accounting procedures established by the Georgia Department of Education.

7. Federal vocational funds made available will be used to supplement and to the extent practical, increase the amount of local/state funds for vocational education and in no case to supplant such local/state funds.
8. Local recipients, in accordance with 134(b)(7)(A)(B) and (8) will review vocational and technical education programs and identify and adopt strategies to overcome barriers that result in lowering success in the programs, for special populations; will provide programs that are designed to enable the special populations to meet the State adjusted levels of performance; and will not discriminate against individuals who are members of the special populations on the basis of their status as members of the special populations. In accordance with 135(b)(5) local recipients will develop and implement evaluations of the vocational and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
9. The projected programs, services and activities identified in this project application were planned with the participation of representatives of business, industry, labor and other respective agencies, with an appropriate representation of the sexes and racial and ethnic minorities found in the community or region which the local education agency serves.
10. The local board/advisory council has reviewed and officially approved this local project application, and official minutes to this effect are recorded.
11. Appropriate vocational administration and supervision at the state and college level will be provided for the proper and efficient operation of programs funded under the Georgia Quality Basic Education Act and the Carl Perkins Vocational and Applied Technology Education Act of 1998.
12. All occupational programs of vocational education funded under the Carl Perkins Vocational and Applied Technology Education Act of 1998 can be demonstrated to prepare students for paid employment, prepare individuals for successful completion of such programs or be of significant assistance to individuals enrolled in making an informed and meaningful occupational choice as an integral part of a program of orientation and preparation.
13. All programs, services and activities covered by this project application will be operated in accordance with state and federal laws, regulations and approved rules as established by the Georgia Board of Education and the State Plan for Vocational and Technical Education,
14. Appropriate facilities and qualified personnel will be provided for the programs, services and activities proposed in this project application.
15. Each college receiving federal vocational grant funds shall use these funds to improve vocational and technical education programs.

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*Technical College Name*

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*President's Signature*

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*Date*

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**ABSTRACT**

PROJECT NUMBER ASSIGNED: \_\_\_\_\_  
(FOR INTERNAL USE ONLY)

PROJECT CATEGORY:    INNOVATION    0                    IMPROVEMENT    0

PROJECT AREA: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

**PURPOSE**

**NEED**

**GOAL/OBJECTIVE(S)**

**FINAL PROJECTED PROJECT OUTCOME(S)**

# STOP



## **WHAT COULD STOP YOUR APPLICATION FROM BEING PROCESSED?**

- Ø NOT COMPLETING ALL APPLICATION MATERIALS
- Ø SUBMITTAL OF APPLICATION MATERIALS AFTER THE AUGUST 30, 2002 DEADLINE
- Ø NEW PROJECT IS DUPLICATION OF PREVIOUSLY AWARDED PROJECT
- Ø BUDGET DOES NOT CONFORM TO FEDERAL REGULATIONS AND PROJECT RULES
- Ø COLLEGE NAME OR OTHER IDENTIFYING INFORMATION SUCH AS LOCAL CHAMBERS OF COMMERCE NAMES, ETC. IS PRESENT IN ANY OF THE APPLICATION QUESTIONS OR BUDGET DETAILS
- Ø NOT SUBMITTING ALL APPLICATION MATERIALS TO DESIGNATED DTAE CONTACT PERSON, ELIZABETH MILLER <emiller@dtae.org>

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**APPLICATION**

**FOR *CONTINUATION* PROJECTS**

**INSTRUCTIONS**

1. The project application is composed of **seven** components. Applicants for the Technical Education Improvement and Innovation Project must submit the following application materials by **August 30, 2002**.

- Ø Coversheet
- Ø Application
- Ø Signature Page
- Ø Guarantee
- Ø Statement of Assurances
- Ø Abstract<sup>5</sup>
- Ø Budget File

2. The Coversheet, Application, Abstract, and Budget file must be sent electronically by **August 30, 2002** to <emiller@dtae.org.>
3. The original hardcopy of the Signature Page, Statement of Assurance, and Guarantee must be postmarked no later than **August 30, 2002** and sent all together to:

Elizabeth Miller  
Georgia Department of Technical and Adult Education  
3103B Clairmont Road  
Atlanta, Georgia 30329

4. A written notice via email will be sent to the PAS Coordinator and Project Coordinator confirming receipt of application materials.
5. Additional copies of application materials may be downloaded from the Technical Education Improvement & Innovation Project website at:  
<http://www.dtae.org/teched/techimprovement.html>.
6. Technical college or division names or any other identifying information is **not** to be used anywhere in the application questions or abstract.

---

<sup>5</sup> Selected project abstracts will be posted on the Technical Education Improvement & Innovation website.

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**APPLICATION COVERSHEET**

**DATE SUBMITTED:** \_\_\_\_\_ **DATE RECEIVED BY OTE:** \_\_\_\_\_

<b>TECHNICAL COLLEGE NAME:</b>	_____
<b>TECHNICAL COLLEGE ADDRESS:</b>	_____ _____ _____

<b>PAS COORDINATOR:</b>	_____
<b>EMAIL ADDRESS:</b>	_____
<b>TELEPHONE NUMBER:</b>	_____
<b>PROJECT COORDINATOR:</b>	_____
<small>(NAME OF THE PRIMARY CONTACT PERSON WHO CAN PROVIDE FURTHER INFORMATION ABOUT THE PROJECT AS A WHOLE INCLUDING PROVIDING CLARITY TO ANY PART OF THE NARRATIVE SECTION OF THE APPLICATION QUESTIONS.)</small>	
<b>PROJECT COORDINATOR'S TITLE:</b>	_____
<b>EMAIL ADDRESS:</b>	_____
<b>TELEPHONE NUMBER:</b>	_____

<b>TYPE OF APPLICATION:</b>	<b>NEW</b> <input type="checkbox"/>	<b>CONTINUATION</b> <input type="checkbox"/>
<b>IF CONTINUATION, DESCRIPTIVE TITLE OF FY 2002 PROJECT:</b> _____		
<b>PROJECT CATEGORY:</b>	<b>INNOVATION</b> <input type="checkbox"/>	<b>IMPROVEMENT</b> <input type="checkbox"/>
<b>PROJECT AREA:</b>		
<input type="checkbox"/> INSTITUTIONAL EFFECTIVENESS	<input type="checkbox"/> STUDENT SERVICES	
<input type="checkbox"/> INSTRUCTIONAL/CURRICULAR SERVICES	<input type="checkbox"/> WORKFORCE DEVELOPMENT	
<input type="checkbox"/> SPECIAL WORKFORCE SERVICES		
<b>DESCRIPTIVE TITLE OF PROJECT:</b> _____		
<b>PROPOSED PROJECT BUDGET AMOUNT: \$</b> _____ <small>(30% OF FY 2002 AWARD)</small>		

<b>FOR INTERNAL USE ONLY- PROJECT NUMBER ASSIGNED:</b> _____
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**APPLICATION QUESTIONS FOR CONTINUATION PROJECTS:**

1. (max 1.5 pages) Describe the continuation project, including its purpose. Must show how your continuation project will provide for longitudinal research and analysis to prove/disprove the thesis of your college's FY 2002 project. *(point value 30)*
2. (max 1.5 pages) In detail state the goal(s) of the Continuation project and the final project longitudinal research/studies outcome(s). How will the longitudinal research/studies findings project contribute to overall improvement at your college? In addition, include a summary description the research and evaluation methods that will be used and the criteria that will be used to measure its success or impact. *(point value 30).*
3. (max 2 pages) Outline your project "Plan of Action" (with a start-up point, mid-point, and ending) including timelines and deadlines for planning, engaging, and concluding in the longitudinal research/studies activities. Applicants must include an Abstract of the project to be conducted. *(See Abstract on page 26.)* The plan must show the project ending no later than June 30, 2003. *(point value 30 for question and 5 for abstract for a total of 35)*
4. (max 1 page) Explain the proposed line item expenditures stated in your budget, based on your stated goal(s) and objective(s) and in particular based on the evaluation design and methodology described in the project's your "Plan of Action." *(point value 15 for both this narrative response and the electronic budget submission)*

**Technical college or division names or any other identifying information is not to be used anywhere in the application questions or abstract.**

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**SIGNATURE PAGE**

**FY 2003**

<b>TYPE OF APPLICATION:</b>	<b>NEW 0</b>	<b>CONTINUATION 0</b>
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Submitted for: \_\_\_\_\_  
**Name of College**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State ZIP Code**

Submitted to:	Elizabeth Miller Georgia Department of Technical and Adult Education 3103B Clairmont Road Atlanta, Georgia, 30329
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Signature of submission of this application for Carl Perkins Leadership funds, upon selection by the Office of Technical Education, constitutes an agreement to operate, maintain, and fund the improvement and innovation projects as identified herein. This agreement becomes effective upon formal approval by the Office of Technical and Adult Education and upon execution by the Assistant Commissioner for Technical Education pursuant to authorization by the State Board of Technical and Adult Education.

**SUBMITTED BY:** \_\_\_\_\_  
President of Technical College/Director of Technical Division

**APPROVED BY:** \_\_\_\_\_  
Chair, Local Board of Directors/System Superintendent/College  
President (USG)

**APPROVED BY:** \_\_\_\_\_  
Assistant Commissioner, Office of Technical Education  
Georgia Department of Technical and Adult Education

**Date** \_\_\_\_\_

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**GUARANTEE**

<b>TYPE OF APPLICATION:</b>	<b>NEW 0</b>	<b>CONTINUATION 0</b>
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To the best of my knowledge and belief, all data in this application are true and correct; the document has been duly authorized by the president of my (technical) college and by the chair of my local board of directors. The applicant agrees to comply with the attached assurances if the project funding is awarded.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Title

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date Signed

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT**  
**DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**  
**STATEMENT OF ASSURANCES**

<b>TYPE OF APPLICATION:</b>	<b>NEW 0</b>	<b>CONTINUATION 0</b>
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By the official signing and approval of the Technical College Improvement and Innovation Project application, for federal vocational education funds, the Local Board of Directors, Local Board of Education, or Local Advisory Council assures the Georgia Board of Technical and Adult Education of the following:

Each recipient that receives assistance under the Carl D. Perkins Act of 1998 shall provide the following assurances through the project application. State monitoring activities will evaluate compliance by local recipients.

1. Federal funds will be used to provide vocational education in programs that are of such size, scope, and quality as to be effective; to integrate academic and vocational education in such programs through coherent sequences of courses so that students achieve both academic and occupational competencies; and to provide equitable participation in such programs for members of special populations.
2. Each public announcement, bulletin, catalog, and all application forms will contain notice to publicly attest that the institution does not discriminate on the basis of sex, race, color, national origin or disability. An annual public announcement is made in reference to publicizing the programs of vocational education, and the announcement is made understandable to all communities within the area to be served. Effective strategies will be developed and implemented to eliminate sex discrimination and sex role stereotyping in vocational education.
3. The applicant assures that programs of staff development shall be funded to further the goals identified in the project application.
4. The applicant assures that none of the funds expended under this Act will be used to acquire equipment (including computer software), in any instance in which such acquisition results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization. Vocational personnel authorized to purchase equipment shall be advised of this requirement. State vocational personnel authorized to purchase equipment shall be advised of this requirement. Each approved project application shall contain this assurance and shall be monitored by the State.
5. The applicant assures that State and local funds will be used in the schools of each local educational agency that are receiving funds under this Act to provide services which, taken as a whole, are at least comparable to services being provided in schools in such agency which are not receiving such funds.
6. The applicant assures that it will provide for such fiscal control and fund accounting procedures as may be necessary to assure that proper disbursement of, and accounting for, vocational funds will be provided. Expenditures must be in compliance

with standard accounting procedures established by the Georgia Department of Education.

7. Federal vocational funds made available will be used to supplement and to the extent practical, increase the amount of local/state funds for vocational education and in no case to supplant such local/state funds.
8. Local recipients, in accordance with 134(b)(7)(A)(B) and (8) will review vocational and technical education programs and identify and adopt strategies to overcome barriers that result in lowering success in the programs, for special populations; will provide programs that are designed to enable the special populations to meet the State adjusted levels of performance; and will not discriminate against individuals who are members of the special populations on the basis of their status as members of the special populations. In accordance with 135(b)(5) local recipients will develop and implement evaluations of the vocational and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
9. The projected programs, services and activities identified in this project application were planned with the participation of representatives of business, industry, labor and other respective agencies, with an appropriate representation of the sexes and racial and ethnic minorities found in the community or region which the local education agency serves.
10. The local board/advisory council has reviewed and officially approved this local project application, and official minutes to this effect are recorded.
11. Appropriate vocational administration and supervision at the state and college level will be provided for the proper and efficient operation of programs funded under the Georgia Quality Basic Education Act and the Carl Perkins Vocational and Applied Technology Education Act of 1998.
12. All occupational programs of vocational education funded under the Carl Perkins Vocational and Applied Technology Education Act of 1998 can be demonstrated to prepare students for paid employment, prepare individuals for successful completion of such programs or be of significant assistance to individuals enrolled in making an informed and meaningful occupational choice as an integral part of a program of orientation and preparation.
13. All programs, services and activities covered by this project application will be operated in accordance with state and federal laws, regulations and approved rules as established by the Georgia Board of Education and the State Plan for Vocational and Technical Education,
14. Appropriate facilities and qualified personnel will be provided for the programs, services and activities proposed in this project application.
15. Each college receiving federal vocational grant funds shall use these funds to improve vocational and technical education programs.

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Technical College Name

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President's Signature

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Date

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**ABSTRACT**

**PROJECT NUMBER ASSIGNED:** \_\_\_\_\_  
(FOR INTERNAL USE ONLY)

**PROJECT CATEGORY:**    **INNOVATION 0**                    **IMPROVEMENT 0**

**PROJECT AREA:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**PURPOSE**

**NEED**

**GOAL/OBJECTIVE(S)**

**FINAL PROJECTED PROJECT OUTCOME(S)**

# STOP



## **WHAT COULD STOP YOUR APPLICATION FROM BEING PROCESSED?**

- Ø NOT COMPLETING ALL APPLICATION MATERIALS
- Ø SUBMITTAL OF APPLICATION MATERIALS AFTER THE AUGUST 30, 2002 DEADLINE
- Ø BUDGET DOES NOT CONFORM TO FEDERAL REGULATIONS AND PROJECT RULES
- Ø CONTINUATION PROJECT IS NOT OF A LONGITUDINAL RESEARCH/STUDIES NATURE
- Ø COLLEGE NAME OR OTHER IDENTIFYING INFORMATION SUCH AS LOCAL CHAMBERS OF COMMERCE NAMES, ETC. IS PRESENT IN ANY OF THE APPLICATION QUESTIONS OR BUDGET DETAILS
- Ø NOT SUBMITTING ALL APPLICATION MATERIALS TO DESIGNATED DTAE CONTACT PERSON, ELIZABETH MILLER <emiller@dtae.org>

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**BUDGET**

**INSTRUCTIONS**

The project budget is your line-item justification and description of how each purchase promotes the outcome of the project and how each purchase links to Perkins mandates, permissives, and core sub-indicators.

Periodic fiscal and programmatic reporting will be required, at least quarterly, during the term of the project. Quarterly budget & progress reporting will include funds reimbursement based on meeting the criteria.

Although most budget loading will be completed by the PAS coordinators, instructions and print screens for budget entry follow for purposes of organizing project work prior to meeting with the PAS coordinator at your technical college. All budget information must be entered into the Technical Education Improvement & Innovation Project Software.

All project budgets must be submitted electronically by **August 30, 2002** to [<emiller@dtae.org.>](mailto:emiller@dtae.org) The budget software and manual is provided in the TEIIP Guidebook. It is imperative that only one copy of the software exists at your technical college; multiple copies cannot be used.

For a project to be eligible for review/scoring, the project budget will be pre-screened using the criteria below.

**Criteria for Acceptable Budget:**

1. The budget conforms to federal regulations and TEIIP project rules;
2. The budget is complete with all types, descriptions, justifications, etc;
3. The budget is not over the allowable equipment percentage;
4. The needs for the purchases are demonstrated;
5. The justifications of the purchases are sound;
6. The benefits to be derived from the purchase are clearly stated;
7. The proposed budget is reasonable.

A written notice via email will be sent to the PAS Coordinator and Project Coordinator when the budget has been approved or disapproved for review/scoring.

**TECHNICAL EDUCATION IMPROVEMENT & INNOVATION PROJECT  
DEPARTMENT OF TECHNICAL AND ADULT EDUCATION**

**ATTACHMENT:  
BUDGET SOFTWARE MANUAL**

## **FINAL PROJECT PRODUCT**

All projects must have a Final Project Product. All project products will become Department of Technical and Adult Education (DTAE) property.

1. All **New** projects must have a guidebook that describes in detail the process(es) to be followed to replicate the project (such as what is needed, who should be involved, estimated costs, timeline, suggestions, reference material, and forms originally created by technical college). The technical college must print one bound copy of the guidebook to submit to OTE and be prepared to post the guidebook electronically in a standard Microsoft Office Suite format, and/or provide a copy of the guidebook on a CD to all technical colleges requesting one.
2. Acceptable **New** project end products include: processes, services, activities, and/or products (such as a training or instruction manual, video, or software application).
  - a) If the project product is software or a software application based on a commercial software program, distribution of the software and/or application is prohibited unless appropriate licenses are secured. Purchasing information for the software may be given. All project-delivered software source codes created as a result of this project activity are the property of DTAE. The technical college must submit one copy of the software or software application to OTE.
  - b) If the project product is a training or instruction manual, then the technical college must print one bound copy of the manual to submit to OTE and be prepared to post the manual electronically in a standard Microsoft Office Suite format, provide a copy of the manual on a CD, and/or provide a bound copy of the manual to all technical colleges requesting one.
3. All **Continuation** projects must have a report that describes in detail the longitudinal research/studies methodology and analysis results and how they were conducted. The report must include graphs, charts, and/or diagrams. Reports must also include a narrative summary of the reasons/opinions that the Continuation project was proved/disproved. The technical college must print one bound copy of the report to submit to OTE.
4. It is OTE policy to produce publications of consistently high quality. All manuals or other publications must be clearly written in a style that unites proper grammar and balanced syntax with correct spelling and punctuation. Consistent use of professional style manuals can guarantee readability and understanding.
  - a) Use the *Associated Press Style Manual*, the *Washington Post Desk Book Style Manual*, the *Chicago Manual of Style* or *Strunk and White* as appropriate. When they do vary, the *Associated Press Style Manual* governs **News** style; **Publications** style follows the *Chicago Manual of Style*. The link to the Chicago Manual of Style is <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq.html>. If you can't find the answer to your question of style in any of these manuals, at least be consistent in usage.

- b) Before submission, review the document for syntax, understanding, design, and conformity. It is the responsibility of each project leader to provide OTE/your audience with the appropriate number of copies of each publication when performing the project demonstration. A single copy of each publication must be sent to OTE at the same time.
  - c) Document covers will list only the name of the technical college, publication, and "*OTE Technical Education Improvement and Innovation Project.*" Title pages will show the name of the technical college, the project title, and date of publication. Title pages may list the name of the department; division, section or program; technical college president; and/or principal author(s).
  - d) On brochures, pamphlets, and similar promotion/education materials, the name of the technical college, the project title and category, date of publication, and nondiscrimination disclaimer should, generally, appear on the back panel.
4. All copywrited material must be properly documented and credited.
5. Project projects are not to be showcased or otherwise disseminated prior to coordination with OTE. The dissemination of these project products will be one coordinated, fluid effort organized by OTE, rather than by each college individually. Details of the project showcases will be forthcoming.