# Middle School Foundation AcademiesRequest for ApplicationsPlanning Grant 2017–18

**Applications due Friday, March 23, 2018**



**Administered by the
High School Innovations and Initiatives Office
Career and College Transition Division
California Department of Education
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## GENERAL INFORMATION

### Introduction

The California Department of Education (CDE) is accepting applications from local educational agencies (LEAs) for the Middle School Foundation Academies (MSFAs) Planning Grant program. The program aims to establish MSFA to prepare students for acceptance into a California Partnership Academies (CPAs) at the local high school.

Specifically, the program provides $250,000 to use as start-up funds for 10 middle school career academies. This one-time funding opportunity offers eligible LEAs $25,000 grants. The funding source for this grant comes from the Proposition 98

Career Technical Education Initiative that was included in the 2017–18 State budget.

## PROGRAM DESCRIPTION

### Grant Information

The MSFA Planning Grant provides one-time funding only.

This application covers the grant period beginning May 1, 2018, and ending June 30, 2019. Programs meeting these requirements may apply for $25,000 in funding. The total grant budget for this Request for Applications (RFA) is $250,000. Based on the total grant funds available, CDE anticipates funding approximately 10 projects.

### Desired Program Outcomes

The MSFA Planning Grant aims to provide middle grade students with career technical education (CTE) and career exploration learning experiences. The program is outlined in the five elements described below.

**Element 1:** To develop the academies at the middle school level, districts will implement the use of the California Career Resource Network (CalCRN) Career and College Readiness Lesson Plans, which align with the CTE Standards for Career Ready Practice, in fifth and sixth grade starting the 2019–20 school year. This will allow the students to develop a career ready skills foundation prior to entering middle school.

The middle school(s) will continue to implement the CalCRN Career and College Readiness Lesson Plans that will develop the students’ soft skills foundation throughout middle school.

The CalCRN Career and College Readiness Lesson Plans are designed for grades five through twelve. Although together they represent a sequence of learning modules, they also can be used individually and modified by the user as desired.

**Element 2:** The CPA staff in coordination with the Light House Academies (LHAs) or CPAs partner(s) will develop a plan for establishing the MSFA model, including industry representation. Regionally, utilize CPA or LHA staff to provide technical assistance to the middle schools.

The LHA staff will support regional Middle Grade Academies by:

* Serving as an in-region contact for schools, teachers, and support staff;
* Coordinating with regional Demonstration sites;
* Hosting regional CTE and Career Awareness activities;
* Serving as a regional coordinator.

**Element 3:** Design a three semester career and self-exploration sequence of courses.

1. One semester mini-CTE or CTE Wheel or modifications on these themes;
2. One semester introductory to CTE content area;
3. One semester combined intermediate content course and development of high school/college/career/10 year plan.

Schools, where appropriate, may integrate course activities into existing courses or advisories.

Schools will select CTE content area(s) that are the best fit for their region and align to the local high schools.

Examples include: Science, Technology, Engineering, and Mathematics (STEM)/STEAM/STHEAM (STEM integrated with Arts, Humanities); Health Careers; Manufacturing; Culinary Arts; Industrial Technology; Arts, Media, and Entertainment; and Robotics, Game Design, and Coding.

**Element 4:** Provide at least four Leadership Seminars offered at various times and various locations throughout the state to teams of district and site educators. The seminars will be developed by the CPA LHA, in collaboration with the Grantee’s MSFA, and will provide information and background on career ready practices and programs for middle level students.

Participants will be selected based on the strength of their application. Participants will be oriented to a planning process for developing strategies, program practices, timelines, marketing strategies, and identify potential inter-dependencies. The intent of the Leadership Seminars is to provide quick start assistance to teams of educators in planning and implementing effective and comprehensive strategies at the middle school level to help middle school students become career ready by the time they leave high school.

**Element 5:** Develop a coalition of industry partner(s) within each region that will assist with providing work-based learning modules that will be used with the MSFAs.

**Allied Programs:** Existing models of Middle Grade Programs such as Project Lead the Way, After School Learning, Employer and College and Post-Secondary Field Trips, Career Technical Student Organizations, Student Leadership Training, may supplement the foundation grant funded elements.

### Eligibility Requirements

To be eligible for funds, applicants must meet the following requirements:

1. Be a school or charter school serving middle schools grades based on the configuration at the LEA.
2. Commit to provide career planning and CTE experiences to fifth through eighth grade students, or the middle school grades based on the configuration at the LEA.
3. Provide a three-semester sequence of career exploration and CTE courses that are standards-based and developmentally appropriate for middle grade students. In addition, the CTE pathway must feed into one of the local CPAs.
4. Collect and provide information and data as specified by the CDE.
5. Agree to protect the confidentiality of individual student information, including each student’s identity, consistent with state and federal statutes and regulations.

Agree to participate in disseminating models, lessons, experiences, and other relevant information about the programs and activities funded through this grant.

Participate in networking and sharing of practices with other grantees of the MSFA Planning Grant.

Share practical advice to others regarding the design and implementation of similar programs.

Attend the Educating for Careers Conference in March 2019, and participate in professional development session on how to expeditiously implement a MSFA.

Attend LHA professional development during the grant period.

### Program Requirements

Funds may be received only by California school districts, county offices of education, and charter schools that serve, or oversee schools serving, students in grades five through eight, or the middle school’s grades based on the configuration at the LEA. Each applicant must be able to demonstrate that it is establishing a partnership with a CPA program at the feeder high schools.

Applicants must demonstrate a partnership with a LHA or a CPA. Such partnerships will be clearly addressed in the application itself and confirmed by a letter of commitment.

### Matching Funds

Matching funds 1:1 are required. Any match (in-kind or cash) may be entered on the Budget Form (Appendix D)

### Use of Funds

Funds may be used for materials; subscriptions; workbooks; curricula; wages for release time or substitute staff to enable regular staff release time to work on program activities and objectives; costs directly associated with meetings between different site teachers and staff working on this project; travel; material development; professional development; equipment; computers; software and supports.

Funds awarded shall be used to **supplement—not supplant—**federal and non-federal funds expended to implement the work described in the application.

## APPLICATION PROCESS

### Program Timeline

#### Application Process

February 22, 2018–RFA Released

March 2, 2018–Webinar

March 7, 2018–Notice of Intent to Apply received by CDE must be E-mailed to MiddleGrades@cde.ca.gov

March 23, 2018–Deadline for Applications

April 20, 2018–Grantees Announced

April 27, 2018–Appeals Received at CDE

### Grant Period

May 1, 2018 –Grant Term Begins

December 3, 2018–Midterm Progress Report Due

June 30, 2019–Grant Term Ends

July 12, 2019–Final Project Report Due

August 14, 2019–End of Project Financial Expenditure Report Due

### Application Due Date

The 2017–18 MSFA Planning Grant Application must be postmarked on or before March 23, 2018. Three copies of the application (one with original signatures) must be mailed to:

Middle School Foundation Academies Planning Grant Application

High School Innovations and Initiatives Office

Career and College Transition Division

California Department of Education

1430 N Street, Suite 4202

Sacramento, CA 95814-5901

Staple the application together for submission. Do not use binders, covers, paperclips, flat folders, sleeves, or cover letters. Fax copies of the application will not be accepted.

### Costs of Preparing the Application

The costs of preparing and delivering an application are the sole responsibility of the applicant. The State of California and CDE will not reimburse such costs.

### Application Review

Each application will be read and scored by a minimum of two reviewers. Application review will occur during March 2018.

### Evaluation Criteria

Each application will be evaluated based on its ability to meet the five desired Program Elements. (See **Desired Program Elements** in this RFA.)

Each application must address the topics identified as outlined in the **Narrative – Instructions** section of this RFA.

### Format Requirements

Applicants should use forms provided in the appendices of this RFA where specified in the Instructions for Completing Your Application section of this RFA. The application Narrative should not exceed 10 pages, double-spaced. Type must be a minimum of 12 font size; pages should have a minimum of one-inch margins.

### Technical Assistance

A Webinar will be conducted on March 2, 2018, from 10:00 a.m. to 12:00 p.m. The Webinar will provide an overview of the RFA and offer potential applicants an opportunity to ask clarifying questions.

Applicants who are unable to join the Webinar may contact:

Program Contacts:

Teri Alves

916-322-0374

talves@cde.ca.gov

David Militzer

916-323-5146

dmilitzer@cde.ca.gov

Fiscal Analyst:

Cindy Rose

916-319-0475

crose@cde.ca.gov

### Incomplete and Late Applications

Incomplete applications will not be considered. Late applications will not be accepted.

#### Appeals Process

Should a district not receiving a grant wish to file an appeal, it must do so by submitting a letter explaining specifically why the district believes their application should be reconsidered for funding. Appeal letters must be received by the California Department of Education no later than April 27, 2018. Appeal letters should be sent to:

Donna Wyatt, Director

Career and College Transition Division

California Department of Education

1430 N Street, Suite 4202

Sacramento, CA 95814

The CDE must **receive** the letter of appeal, with an original signature of the authorized person who signed the application, no later than 5:00 p.m. on April 27, 2018.

### Intent to Submit (Appendix A)

Please e-mail the Intent to Submit to theCDEat [MiddleGrades@cde.ca.gov](MiddleGrades%40cde.ca.gov%20) by March 7, 2018.Submitting this page does not obligate the school or district to submit an application. LEAs may apply for this grant without completing the Intent to Submit.

## INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

All interested applicants must complete the MSFAs grant program application for
2017–18 funding. This RFA and the application forms are available on the funding profile for this program posted on the CDE Web site at <https://www.cde.ca.gov/fg/fo/>.

Applicants should download the application forms and fill in all sections completely.

### Application Components

A complete application consists of the following components:

* Cover Sheet
* Narrative
* Budget and Budget Narrative
* Key Personnel
* Supporting Documents

Letters of commitment from LHA or CPA, school district superintendent school principal, and business partner(s) are required of all applicants.

### Cover Sheet – Instructions

A completed Cover Sheet (see Appendix C) must appear as the first page of the application.

The authorized agent must sign the Cover Sheet to affirm the applicant is aware of the assurances, certifications, terms, and conditions related to the grant program.

Applicants should print out a completed Cover Sheet; then obtain an original signature of the person who certifies that the application is correct and complete, and the application must be dated.

### Narrative – Instructions

Applicants should review the **Desired Program Outcomes** in this RFA prior to completing the Narrative. There is a ten-page limit to the narrative, double-spaced, one inch margins, using a minimum of 12 font size.

Forms provided as appendices to this RFA should be used where noted. Forms do not count toward the 10 page maximum length. Supporting documentation, such as letters of commitment, do not count toward the 10 page maximum length.

The application must address the following Desired Programs Outcomes:

1. **Element 1 (5 points)**: Describe how the grantee’s fifth and sixth grade teachers will implement the CalCRN Career and College Readiness Lesson Plans into their existing curriculum. <http://www.californiacareers.info/#Lessons>
	1. What schools will be utilizing the CalCRN Career and College Readiness Lessons Plans in the fifth and sixth grades?
	2. How many students will be utilizing the CalCRN Career and College Readiness lessons in the fifth and sixth grades?
2. **Element 2 (30 points):** State the LHA or CPA with which your school site be partnering.
	1. Name the LHA or CPA lead coordinator(s) partnering with your school site.
	2. Name the industry partner(s) and describe their participation with the MSFA.
	3. Describe the plan for the regional CTE and Career Awareness activities.
3. **Element** 3 (30 points): Describe the three-semester career and self-exploration sequence of courses
	1. One semester of mini-CTE or CTE Wheel;
	2. One semester of introductory to CTE content area, that include industry sector standards that align with partnering LHA or CPA;
	3. One semester combined intermediate content course that include industry sector standards that align with partnering LHA or CPA, and the development of high school/college/career/10 year plan.

Examples include: Science, Technology, Engineering, and Mathematics (STEM)/STEAM/STHEAM (STEM integrated with Arts, Humanities) Health Careers; Manufacturing; Culinary Arts; Industrial Technology; Arts, Media, and Entertainment; Robotics, Game Design, and coding.

1. **Element 4 (20 points):** Describe the plan for at least four Leadership Seminars given to districts and site educators. Seminars should provide information and background on career ready practices for middle grade students. Seminars will also provide quick start information regarding the implementation of effective and comprehensive strategies at the middle school level to facilitate students to become career ready by the time they leave high school.
	1. How many seminars will be conducted?
	2. Provide outlines of the planned seminars.
2. **Element 5 (5 points):** Name the industry partner(s) that will facilitate work-based learning modules at the MSFA. Attach letter of support from business partner(s).

**Allied Programs**: Existing models of Middle Grade Programs such as Project Lead the Way, After School Learning, Employer and College and Post-Secondary Field Trips, Career Technical Student Organizations, Student Leadership Training, may supplement the foundation grant funded elements.

### Budget and Budget Narrative Instructions—Budget (10 points):

The Application Budget must be signed by the authorized district official who has reviewed the Application Budget form. Expenditure Code Descriptions and Budget Narrative Examples (Appendix E) are provided to assist applicants.

### Key Personnel – Instructions

Using the Key Personnel form (Appendix F), provide the name, title, school submitting application, and school contact information of key personnel involved in the project. List the roles and responsibilities, as well as the qualifications and experience of each person.

### Supporting Documents – Instructions

Attach additional documents that support your application. Supporting documents include:

* Letters of commitment from middle grades school district superintendent, school’s principal, business partner(s), and LHA or CPA are required of all applicants (at least four letters should be attached).

## GRANT AWARDS

### Grant Award Notification

Grantees will receive a Grant Award Notification (CDE form AO-400), the official CDE document that awards funds to local projects. Each grantee must sign and return the notification to CDE before project work may begin and disbursement of funds can be made.

### Assurances, Certifications, Terms, and Conditions

Assurances, certifications, terms, and conditions are requirements of applicants and grantees as a condition of receiving funds. The signed grant application submitted to CDE is a commitment to comply with the assurances, certifications, terms, and conditions associated with the grant.

### Assurances and Certifications

Applicants do not need to sign and return the general assurances and certifications with the application. Instead, applicants must download assurances and certifications and keep them on file and available for compliance reviews, complaint investigations, or audits. Applicants that participate in the Consolidated Application should already have a copy of the general assurances and certifications on file and do not need to keep a separate copy. Assurances and certifications are available on the CDE Funding Forms Web site at<https://www.cde.ca.gov/fg/fo/fm/ff.asp>.

### Terms and Conditions

The grant award will be processed upon receipt of the signed Grant Award Notification (GAN). The GAN must be signed by the authorized agent and returned to the CDE within 10 working days.

Funds awarded shall be used to **supplement—not supplant—**federal and non-federal funds expended to implement the work described in the application.

All funds must be expended within the dates designated and for not more than the maximum amount indicated on the AO-400. Encumbrances may be made at any time after the beginning date of the grant stated on the AO-400.

A budget revision is required if expenditures for any budget category exceed 25 percent of the authorized budget category total in the approved budget. The budget revision must be approved by a CDE fiscal analyst before expenditures are made.

### Reporting Requirements

As specified by the CDE, grantees will submit a Midterm Progress Report by

December 3, 2018. A Final Project Report is due July 12, 2019. The End of Project Financial Expenditure Report due within 45 days after the completion of the grant term, August 14, 2019. Final disbursement is contingent upon receipt of Midterm Progress Report. If all reports are not submitted timely, districts may be invoiced for the grant award.

### Payment Procedure

Funds will be remitted on the following schedule:

* Ninety percent of the total grant funds will be disbursed upon receiving the signed AO–400 Form.
* Ten percent of the total grant funds will be disbursed upon receipt of the Midterm Progress Report due December 3, 2018.

### CDE Program and Fiscal Contacts

If you have any questions regarding this RFA, please contact Teri Alves, Education Programs Consultant (EPC), High School Innovations and Initiatives Office (HSIIO), by phone at 916-322-0374 or by e-mail at talves@cde.ca.gov and David Militzer, EPC, HSIIO, by phone at 916-323-5146 or by e-mail at dmilitzer@cde.ca.gov. If you have questions regarding the fiscal requirements of the grant, please contact Cindy Rose, Associate Governmental Program Analyst, HSIIO, by phone at 916-319-0475 or by e-mail at crose@cde.ca.gov.

## Appendix AIntent to Submit

Please e-mail this document to the California Department of Educationat MiddleGrades@cde.ca.gov by March 7, 2018**.** Submitting this page does not obligate the school or district to submit an application.

Career Focus of Proposed Academy

[Enter Sector and Pathway of Proposed Academy]

School Submitting Application

[Enter Name of School Applying for Grant]

Grantee School Address

[Enter School Address of Submitting School]

School Mailing Address and Phone Number

[Enter Submitting School Mailing Address and Phone Number]

Submitting School Site Contact Person and Email

[Enter Submitting School Contact Person and Email]

District Name and County

[Enter District Name and County of Submitting School]

Name of Superintendent

[Enter Name of Superintendent of Submitting School]

District Address

[Enter District Address of Submitting School]

District Contact Person, Telephone Number, and Email Address

[Enter District Contact Person, Telephone Number, and Email Address]

On behalf of the above district, I hereby formally submit to the California Department of Education, this “Intent to Submit” form. It **must be received** by March 7, 2018.

Superintendent’s Signature

[Enter Superintendent Signature]

## Appendix BScoring Rubric Criteria

The information provided in the Middle School Foundation Academies Planning Grant

Application will be scored using the rubric below.

Applications will be rated on a 100-point scale, weighted according to the percentages listed by each of the five topics. Grant selection will be made based on region, and highest total scores. Responses will be assessed on the completeness and the quality in which they address each of the topics, including the questions outlined in **Narrative – Instructions** of this RFA

Scores will be established based on the following five elements:

**Element 1**: Integrating CalCRN Career and College Readiness Lesson Plans beginning in fifth grade, and continuing through secondary. Students will develop a career ready skills foundation prior to entering middle school. **(5 points)**

**Element 2**: Develop partnership with a LHA or CPA that LEA’s students feed into LEA. Middle School Foundation Academy will also develop industry representation to assist with work based learning opportunities for students. Grantee’s Middle School Academy teachers will attend CTE and Career activities at the demonstration sites, LHA, or the CPAs. **(30 points)**

**Element 3**: Middle School will develop a three semester career and self-exploration sequence of courses.

1. One semester mini-CTE class or CTE Wheel
2. One semester introductory to CTE Industry Sector Standards that align with LHA or CPA sector.
3. One semester combined intermediate CTE Industry Sector Standards that align with LHA or CPA sector. Grantee’s middle school students will development of high school/college/career/10 year plan. **(30 points**)

**Element 4**: Provide four to eight, one-day Leadership Seminars offered at various times and various locations throughout the state to teams of District and site educators to assist on comprehensive strategies at the middle school to become career ready by the time they leave high school. **(20 points)**

**Element 5**: Develop industry partner(s) within the LEA’s region that will assist with providing work-based learning modules to be used at the Middle School Foundation Academy. **(5 points)**

**Budget—Appendix D (10 points)**

## Appendix CCover Sheet

Career Focus of Proposed Academy

[Enter Sector and Pathway of Proposed Academy]

School Submitting Application

[Enter Name of School Applying for Grant]

Grantee School Address

[Enter School Address of Submitting School]

School Mailing Address and Phone Number

[Enter Submitting School Mailing Address and Phone Number]

Submitting School Site Contact Person and Email

[Enter Submitting School Contact Person and Email]

District Name and County

[Enter District Name and County of Submitting School]

Name of Superintendent

[Enter Name of Superintendent of Submitting School]

District Address

[Enter District Address of Submitting School]

District Contact Person, Telephone Number, and Email Address

[Enter District Contact Person, Telephone Number, and Email Address]

As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the Middle School Foundations Academies, and I agree to comply with all requirements as a condition of funding.

I certify that all applicable state and federal rules and regulations will be observed and that to the best of my knowledge, the information contained in this application is correct and complete.

Superintendent’s Signature

[Enter Superintendent Signature]

## Appendix D (Page 1 of 2)Budget

Each applicant must submit this Budget Page along with a budget narrative that explains all expenditures under each category. Matching of funds (cash or in-kind) are required for this application.

Grantee District and Middle School Name

[Enter District and Middle School Name]

Grantee CDS Code

[Enter CDS Code]

Grantee’s Principal

[Enter Principal Name, Last Name, First Name]

Grantee’s Fiscal Contact

[Enter District Fiscal Contact, Last Name, First Name]

Certificate Salaries Expenditure Code 1000

[Enter dollar amount for expenditure code 1000 Certificated Salaries Grant Funds, and narrative explaining use]

[Enter dollar amount for expenditure code 1000 Certificated Salaries District Match Funds, and narrative explaining use]

[Enter expenditure code 1000 Certificated Salaries Budget Total Funds amount]

Employee Benefit Grant Funds Expenditure Code 3000

[Enter dollar amount for expenditure code 3000 Employee Benefit Grant Funds]

[Enter dollar amount for expenditure 3000 Employee Benefit District Match Funds]

[Enter Expenditure Code 3000 Employee Benefit Budget Total Funds amount]

Books and Supplies Expenditure Code 4000

[Enter dollar amount for expenditure code 4000 Books and Supplies Grant Funds, and narrative explaining use]

[Enter dollar amount for expenditure code 4000 Books and Supplies District Match Funds, and narrative explaining use]

[Enter Expenditure Code 4000 Books and Supplies Total Funds amount]

## Appendix D (Page 2 of 2)Budget

Expenditure Code 5000 Services other than Travel

[Enter dollar amount for expenditure code 5000 Services other than Travel Grant Funds, and narrative explaining use]

[Enter dollar amount for expenditure code 5000 Services other than Travel District Match Funds, and narrative explaining use]

[Enter Expenditure Code 5000 Services other than Travel Total Funds amount]

Expenditure Code 5200 Travel and Conferences

[Enter dollar amount for expenditure code 5200 Travel and Conferences Grant Funds, and narrative explaining use]

[Enter dollar amount for expenditure code 5200 Travel and Conferences District Match Funds, and narrative explaining use]

[Enter Expenditure Code 5200 Travel and Conferences Total Funds amount]

Expenditure Code 6000 Capital Outlay

[Enter dollar amount for expenditure code 6000 Capital Outlay Grant Funds, and narrative explaining use]

[Enter dollar amount for expenditure code 6000 Capital Outlay District Match Funds, and narrative explaining use]

[Enter Expenditure Code 6000 Capital Outlay Total Funds amount]

Expenditure Code 7000 Indirect

[Enter Expenditure Code 7000 Indirect (CDE approved rates apply) Grant Funds]

[Enter Expenditure Code 7000 Indirect (CDE approved rates apply) District Match Funds]

[Enter Expenditure Code 7000 Indirect (CDE approved rates apply) Total Funds amount]

Principal’s Signature

[Enter Principal Signature]

Superintendent’s Signature

[Enter Superintendent Signature]

## Appendix EExpenditure Code Descriptions and Budget Narrative Examples

Each expenditure code is described below followed by an example of a budget expenditure narrative. The descriptions and line items may or may not apply to your specific project; they are simply examples.

| **Object Code** | **Description** | **Narrative Example** |
| --- | --- | --- |
| **1000** | **Certificated Salaries**Certificated salaries are salaries that require a credential issued by the Commission on Teacher Credentialing. List all certificated project employees, including percentage or fraction of full time equivalent (FTE) and rate of pay per day, month, and/or annual salary. Note: Funds in this category are not intended to supplant current fixed costs. | **Certificated Salaries:****$6,000** = Planning time for team to meet and develop the major components of the academy, i.e., develop curriculum; coordinate business/community partners; recruitment process for students; other activities and events. 200 hours X $30 hr. = **$6,000** |
| **2000** | **Classified Salaries N/A**  | **Classified Salaries**: $0  |
| **3000** | **Certificated Benefits**Record employer’s contributions to retirement plans and health and welfare benefits. List and include the percentage and dollar amount for each employee benefit being claimed. | **Certificated Benefits** Certificated time @25%=**$1,500** |
| **4000** | **Books and Supplies**Record expenditures for books, supplies, and other non-capitalized property/equipment (movable personal property of a relatively permanent nature that has an estimated useful life greater than one year and an acquisition cost less than the local educational agencies [LEAs] capitalization threshold but greater than the LEA’s inventory threshold). This category includes expenditures for books and supplies (e.g., textbooks, other books, instructional materials). This category also includes supplies used in support services and auxiliary programs, publications, and subscriptions necessary to operate a project office. A listing of all equipment, including the serial and model numbers, purchased with any portion of these grant funds, must be recorded and maintained in the file. | **Books and Supplies****$3,500** = Seventh or eighth grade supplemental workbooks directly related to Industry Sector Standards. **$1,500** = Supplies needed for career area. Industry Sector Specific software =**$2,000** |
| **5000** | **Services and Other Operating Expenditures**Record expenditures for services, rents, leases, maintenance contracts, dues, travel, insurance, utilities, legal, and other operating expenditures.**Travel and Conference**: Include expenditures incurred by and/or for employees and other representatives of the LEA for travel and conferences, including lodging, mileage, parking, bridge tolls, shuttles, and taxis and conference registration expenses necessary to meet the objectives of the program. Receipts are required to be kept on file by your agency for audit purposes. Bus transportation for students should be listed here.**Contracting Services**: Services provided to the school by outside contractors appear under this category. Identify what, when, and where services will be provided. Appropriate activities include conducting workshops, training, and technical assistance activities. | **Services and Other Operating Expenditures**$4,000 = Academy team to attend Annual Conference, in Sacramento, California.$4,000 = Academy team to attend Lighthouse Convening, in Sacramento, California.**$1,309.52*****=*** Career Area or Professional Development |
| **6000** | **Capital Outlay**Record expenditures for sites, buildings, and equipment, including leases with option to purchase that meet the LEA’s threshold for capitalization. (Equipment is movable personal property that has both an estimated useful life over one year and an acquisition cost that meets the LEA’s threshold for capitalization. Refer to the district’s threshold amount for capitalization, anything less than this amount should be posted in Object Code 4000). A listing of all equipment, including the serial and model numbers, purchased with any portion of these grant funds, must be recorded and maintained in the file. This category also covers sites, improvement of sites, buildings, and improvement of buildings. | **Capital Outlay**(indirect is not charged on object code 6000) |
| **7000** | **Indirect** if applicable (not to exceed CDE approved rate). Indirect costs are not assessed on expenditures for capital outlay.[https://www.cde.ca.gov/fg/ac/ic/](http://www.cde.ca.gov/fg/ac/ic/%22%20%5Co%20%22CDE%20Website%20for%20indirect) | **Indirect**: check with district for approved rate [https://www.cde.ca.gov/fg/ac/ic/](https://www.cde.ca.gov/fg/ac/ic/%20%20%20%20)  3%= **$1,190.48** |

## Appendix FKey Personnel

Key Personnel

[Enter Last Name, First Name]

Title of Key Personnel

[Enter Title of Key Personnel Above]

Grantee School

[Enter School Submitting Application]

School Mailing Address

[Enter School Mailing Address]

Grantee School Telephone Number, Email, and FAX

[Enter School Telephone/ E-mail/ FAX]

Qualifications of Key Personnel

[Enter Qualifications and Experience of the Key Personnel Named for this Grant]