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**GENERAL INFORMATION
AND
APPLICATION INSTRUCTIONS**

**AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
GRANT
FISCAL YEAR 2024**

Applications (original and four copies) must be received no later than 4:30 p.m. on Friday, October 6, 2023.

MAIL TO:

Dr. Jimmy Hull
Assistant State Superintendent,
Career and Technical Education
Alabama State Department of Education
ATTN: Mr. Jerad Dyess
P. O. Box 302101
Montgomery, AL 36130-2101

HAND DELIVER TO:

Dr. Jimmy Hull
Assistant State Superintendent,
Career and Technical Education
Gordon Persons Building, Room 3307
ATTN: Mr. Jerad Dyess
50 North Ripley Street
Montgomery, AL 36104

NOTE: All Federal Express mail should be delivered to:

Dr. Jimmy Hull
Assistant State Superintendent,
Career and Technical Education
Alabama State Department of Education
ATTN: Mr. Jerad Dyess
50 North Ripley Street
Montgomery, AL 36104

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**AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR GRANT
FISCAL YEAR 2023**

I. GRANT OVERVIEW	
Division/Section	Alabama State Department of Education Career and Technical Education\Workforce Development
Instructions	Complete all pages of the application packet and return by 4:30 p.m. on October 6, 2023. Mail to: Dr. Jimmy Hull, Assistant State Superintendent of Education, Career and Technical Education, ATTN: Mr. Jerad Dyess, Education Specialist, P. O. Box 302101, Montgomery, AL 36130-2101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) or hand-deliver to: Dr. Jimmy Hull, Assistant State Superintendent of Education, Career and Technical Education, ATTN: Mr. Jerad Dyess, Education Specialist, Gordon Persons Building, 3rd Floor, Room 3307, 50 North Ripley Street, Montgomery, AL 36104. <u>Submit the original and four copies. Please use blue ink for Agriscience Education Extended School Year Grant application signatures on the original. Round all dollar values on the budget summary to the nearest whole dollar.</u>
Purpose	To advance agriscience education and FFA opportunities for students by providing stipends, benefits, registration, and travel for agriscience teachers to work beyond the normal school year to develop and maintain a highly effective agriscience program. A highly effective program focuses on three equal parts: classroom instruction, supervised agricultural experience (SAE), and FFA.
Fund Use	The funds for the extended school year may only be spent on stipends, benefits, teacher registration, and the teacher’s travel expenses to approved career and technical education activities related to agriscience classroom instruction, SAEs, or FFA activities. Funds for teacher travel and registrations may only be used for chaperoning students to agriscience or FFA-related events or to workshops that provide professional development and can be verified through a certificate. Funds for out-of-state travel and registration for out-of-state events shall not exceed \$1,800. Funds may not be used to pay for student travel, classroom supplies, equipment, tuition, food for students, meeting supplies, and apparel for teachers and/or students. Supplanting funds is not allowable. Funds may only be used for stipends for working days, not vacation days. Payments for stipends and additional days cannot be made for days the employee is paid under contract. School board approval for payments made to employees should clearly indicate that these payments are for “one time only” and will not add additional days to employee contracts.
Program Goals	To increase student opportunities through improvements in FFA, SAEs, and classroom instruction.
Eligibility	Local Education Agencies (LEAs) are eligible to submit one proposal per agriscience teacher on a 220-day or less contract that supports the purposes of the Agriscience Education Extended School Year Grant. Only agriscience teachers beginning their second consecutive year as an agriscience teacher with an FFA Chapter in good standing as defined by the Alabama FFA Association are eligible. Furthermore, only agriscience teachers that are reported as 100% full-time equivalent in career and technical education on the career and technical program application are eligible to apply unless the agriscience teacher is teaching only science courses outside of his/her career and technical education courses. A minimum Performance-Based Evaluation score of 100, having an FFA chapter in good standing, as well as 100% completion of Section 1 Part A of this application will be required for eligibility. Agriscience teachers that taught agriscience at a different school during the previous school year are also eligible using the previous school data on the performance-based evaluation. Teachers that received the Agriscience Education Extended School Year Grant during the previous school year that scored less than 75 or did not submit the Final Report/Desk Audit are not eligible for award consideration the following year. Any ineligible applications will be returned and not evaluated.
Funding Availability	A maximum of \$18,000 per teacher for stipend, benefits, and approved teacher travel and registration costs. Out-of-state travel and registration for out-of-state events shall not exceed \$1,800.
Type of Award	Competitive
Type of Proposal	Implementation
Funding Period	Funds are available for obligation from date of award through the first day of the teacher’s 2024-2025 contract.

Date of Award	Funds are available for obligation during the funding period upon receipt of award letter and approved budget.
Technical Assistance	Staff from the Alabama State Department of Education, Career and Technical Education/Workforce Development Section, will be available for technical assistance during the planning and implementation process. For more information, contact Mr. Jerad Dyess at 334-694-4765 or by email at jerad.dyess@alsde.edu .
Allowable Activities	Site agrees that funds for the Agriscience Education Extended School Year Grant may only be spent on stipends, benefits, teacher registration, and teacher's travel expenses to approved activities related to agriscience classroom instruction, SAEs, or FFA activities for extended school year days beyond the existing teacher contract period. Funds for teacher travel may only be used for chaperoning students to agriscience or FFA-related events or to workshops that provide professional development and can be verified through a certificate.
Proposal Due Date	Proposals must be received no later than 4:30 p.m. on October 6, 2023.

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II. INTRODUCTION

Activities to increase student participation in FFA, leadership, citizenship, academics, work-based learning, essential skills and technological skills are an integral part of the CTE Agriculture, Food, and Natural Resources cluster curriculum. Funding provided is for use beyond the existing teacher contract up to the equivalent of a 240-day contract period.

III. APPLICATION INSTRUCTIONS

Proposals must address all the statements in the sequence and format provided below and must be based upon the funding purpose and other information as required. The Title Page Application, Performance-Based Evaluation, Proposal Questionnaire, Budget Narrative including the Proposed Detailed Budget and the Proposed Budget Summary, Management Plan, and Assurances must be included in the proposal.

While the information requested for the application is comprehensive, the responses and descriptions should be succinct.

IV. APPLICATION FORMAT (what should be submitted)

- **All applications submitted must adhere to the following format and submission requirements:**

Appendix A:	Title Page Application (must be the first page of the application) Section I Part A: Performance-Based Evaluation: Mandatory Requirements Section I Part B: Performance-Based Evaluation (Minimum Qualifying Score of 100) Section II: Proposal Questionnaire
Appendix B:	Detailed Budget and Budget Summary indicating expenses for the teacher included in the application
Appendix C:	Management Plan for the teacher included in the application
Appendix D:	Assurances
Appendix E:	Do not include in application
Appendix F:	Do not include in application - submission of document is required no later than August 31, 2023
Appendix G:	Do not include in application - submission of document is required no later than August 31, 2023
Appendix H:	Do not include in application
Appendix I:	Do not include in application

- Applications must be typed and in 12-point font, double-spaced on one side of standard (8 ½" x 11"), unruled white paper with minimum one-inch margins.
- Applications may be stapled in the upper left-hand corner but should not be bound or placed in a binder.
- One original set of documents bearing the requested signatures, signed in blue ink, and four (4) copies of the proposal must be submitted.
- Applications may not be faxed or transmitted electronically.
- Applications can be submitted by regular mail, express courier delivery, or hand delivered.
- Applications must be received no later than 4:30 p.m., Friday, October 6, 2023.

Appendix A: Application / Performance-Based Evaluation / Proposal Narrative

Title Page Application

The two-page Agriscience Education Extended School Year Grant application, including title page, must appear as the cover for the grant.

Section I Part A and B: Performance-Based Evaluation

The performance-based evaluation consists of two parts. Part A is a mandatory checklist to be eligible for grant consideration. You must complete 100% of Part A. Part B awards points based on achievement from the previous school year. Each item listed is given a certain point value. A minimum Performance-Based Evaluation score of 100 is required for award eligibility.

Section II: Proposal Questionnaire

Complete the included proposal questionnaire that addresses key items regarding the 3-Circle Model of Agricultural Education and your local program. Using the provided questions, submit a detailed description of the need that exists in your program, describing in detail activities that will support the funding purposes. Include any valid and reliable data that supports the need for an extended school year and how your activities will be used to meet that need. Identify overall goals to be addressed and measurable objectives for each activity. Each question's response should not exceed 350 words.

Appendix B: Detailed Budget and Budget Summary

Complete the proposed detailed budget and budget summary form. All dollar values on the budget summary must be rounded up to the nearest whole dollar. The detailed budget identifies the amount of funds requested and the description of use for each category as well as the total and the daily pay rate of the teacher. The management plan should align with the detailed budget activities. Fund Codes may be found in Appendix B of the Budget Summary page and must be included.

Appendix C: Management Plan (should be a summary of the proposal questionnaire and proposed detailed budget)

The teacher will submit a proposed management plan that outlines the activities and services to be implemented during the performance period. Additionally, the management plan shall include the purpose of the activities and student impact.

Appendix D: Assurances

All pages of assurances must be completed, signed, and submitted. Original signatures in blue ink of the superintendent, chief school financial officer, career and technical administrator, and the applying teacher are required.

Appendix E: Resources

This section of the document includes resources for the completion and implementation of the Agriscience Education Extended School Year Grant which may be utilized by the teacher and/or local system. This section will not be turned in with the application.

V. SITE REVIEWS, DESK AUDITS, AND FINAL BUDGET REPORTS

Appendix F: Final Report – Desk Audit

Teachers will submit to the ALSDE Agriscience Education Administrator an annual performance report and associated documentation (Agriscience Education Program Final Report – Desk Audit) that is based on the components of the management plan that outline the activities and services that were implemented during the performance period as well as copies of the applicants time sheets and certificates earned during the award period no later than August 31, 2024. Teachers should maintain a binder composed of documentation that verifies the accomplishment of the given items. This binder will be reviewed by the LEA CTE administrator and ALSDE staff if selected for a site review.

Appendix G: Final Budget Report

A Final Budget Report, with appropriate signatures in blue ink, documenting actual dollars spent during the Agriscience Education Extended School Year period and a refund check for any remaining funds (if any) must be submitted by August 31, 2024, to Mr. Jerad Dyess, Agriscience Education Specialist or LEA accounting. A memorandum from the chief school financial officer (CSFO) of the LEA briefly explaining why funds are being returned should accompany the refund check.

Appendix H: Sample Timesheet

A sample timesheet is provided as a reference for the applicant or local system use. A timesheet along with the Agriscience Education Extended School Year Grant Final Report Desk Audit, Final Budget Report, and copies of professional development certificates will be submitted by August 31, 2024.

Appendix I: Scoring Sheet and Rubric

The Scoring Sheet and Rubric will be used to evaluate and calculate the application score based upon outside reader scores and Alabama Agriscience State Staff verification of the application. This section will not be turned in with the application.

APPENDIX A

Agriscience Education Extended School Year Grant Application

**AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
 Grant—Fiscal Year 2024
 Career and Technical Education State Funds**

Instructions: Complete all pages of the application packet and return by 4:30 p.m. on October 6, 2023. Mail to: Dr. Jimmy Hull, Assistant State Superintendent of Education, Career and Technical Education, ATTN: Mr. Jerad Dyess, Education Specialist, P. O. Box 302101, Montgomery, AL 36130-2101 (for Federal Express: 50 North Ripley Street, Montgomery, AL 36104) or hand-deliver to: Dr. Jimmy Hull, Assistant State Superintendent of Education, Career and Technical Education, ATTN: Mr. Jerad Dyess, Education Specialist, Gordon Persons Building, 3rd Floor, Room 3307, 50 North Ripley Street, Montgomery, AL 36104. No faxed or electronic copies will be accepted. Submit original and four copies. Please **use blue ink** for Agriscience Education Extended School Year Grant application signatures on the original application.

School District: _____ System Code: _____ Rounded Request Amount: \$ _____

Career and Technical Administrator	Teacher
Name:	Name:
Address:	School:
Telephone:	Alabama FFA District:
Fax:	Alabama State Board of Education District:
Email:	E-mail:

Purpose: To advance agriscience education and FFA opportunities for students by providing stipends, benefits, registration, and travel for agriscience teachers to work beyond the normal school year to develop and maintain a highly effective agriscience program. A highly effective program focuses on three equal parts: classroom instruction, supervised agricultural experience (SAE), and FFA.

Funding Availability: A maximum of \$18,000 per teacher for stipend, benefits, and approved teacher travel and registration costs. Out-of-state travel and registration for out-of-state events shall not exceed \$1,800.

Date of the Award: Funds are available for obligation from date of award through the first day of teacher’s contract 2022-2023.

Allowable Costs: Sites agree to use funds to pay for stipends, benefits, chaperoning students to agriscience or FFA-related events and registration and travel expenses for approved professional development.

CERTIFICATION:
 I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA systemwide budget.

Chief School Financial Officer Signature _____
Date

I certify that I am authorized by the governing board of the above-named school system to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the Program Application and Accountability Plans for Career and Technical Education will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including the resolution of any audit exceptions.

Local Superintendent Original Signature _____
Date

PROGRAM SUPPORT:
 The goals, objectives, and activities detailed in this proposed project of the Agriscience Education Extended School Year Grant are designed to increase student opportunities through improvements in FFA, SAEs, and classroom instruction.

LEA CTE Administrator’s Signature _____
Date

FOR ALSDE USE ONLY

Approved: _____
 Eric G. Mackey, State Superintendent of Education

**AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Grant
Fiscal Year 2024
Statements of Agreement**

Grant recipients agree to (absolute priorities):

1. Participate in the state-approved activities as outlined in “Career and Technical Education State Initiative Manual AGRICULTURE, FOOD, AND NATURAL RESOURCES: Program Standards Requirements for Participation in the Alabama Career and Technical Education Initiative: Agriscience Extended School Year” (Appendix E).
2. **Submit the “Agriscience Education Program Final Report-Desk Audit” to the ALSDE Agriscience Specialist before August 31, 2024.** A minimum of 75% of the Desk Audit items must be completed.
3. **Submit the “Final Budget Report” to the ALSDE Agriscience Specialist before August 31, 2024.**
4. **Submit copies of timesheets and professional development certificate(s) before August 31, 2024.**
5. Participate in Alabama State Department of Education-sponsored networking/sharing conferences, including the annual state FFA convention.
6. Ensure that FFA chapter maintains good standing with the Alabama FFA Association.
7. Maintain documentation as outlined in the Agriscience Education Extended School Year Grant.

Superintendent (*Signature*) Date

LEA CTE Administrator (*Signature*) Date

Applying Teacher (*Signature*) Date

Chief School Financial Officer (*Signature*) Date

Section 1 – Part A: Performance-Based Evaluation- Mandatory Requirements
(All data based on the 2022-2023 school year- August 1, 2022-July 31, 2023)

Part A – Mandatory Requirements - You must answer yes to all the following to be eligible		
Check if yes	Professional Development	ALSDE Verified
<input type="checkbox"/>	I have attended eight hours of summer workshops to obtain professional development training in the area of agriscience education. Does not include ALCTE Summer Conference. These trainings must be listed on the state FFA calendar or approved by state staff prior to the training for credit. List the name and date of training you participated in. 1. _____	
Contest Participation		
<input type="checkbox"/>	Actively help/run a district or state contest. List the name of the contest you ran. 1. _____	
<input type="checkbox"/>	Minimum of one district or state contest team. List the event your Chapter participated in. Career development event (CDE), Leadership development event (LDE), or Talent development event (TDE) 1. _____	
Supervised Agricultural Experience (SAE)/Agricultural Experience Tracker (AET) Participation		
<input type="checkbox"/>	Evidence that students are actively utilizing AET with profiles completed and SAE data entered.	
Chapter in Good Standing		
<input type="checkbox"/>	All Ag Ed Students enrolled in agriscience education are submitted to state level via AET or FFA.org.	
<input type="checkbox"/>	National Chapter Form 1 Submitted	
<input type="checkbox"/>	Teacher Profile in AET w/ Basic Info, Demography, History, and Certifications tabs complete	
<input type="checkbox"/>	Chapter Fee Paid	
<input type="checkbox"/>	Membership Paid –Required if State legislative funds for State affiliation are no longer approved.	
<input type="checkbox"/>	Annual Report	
FFA Participation		
<input type="checkbox"/>	State FFA Convention attendance with student (s) from your chapter- minimum 1 day not including contests	
TAPE/EQUIP		
<input type="checkbox"/>	Program is Compliant with SDE requirements for Program Certification and Compliance Monitoring - (with regard to the last review cycle)	
<input type="checkbox"/>	Program declared by the LEA. Director Initials here _____	

Section 1: Part B - Performance-Based Evaluation- 300 Points Possible
(All data based on the 2022-2023 school year- August 1, 2022-July 31, 2023)

Complete the performance evaluation below in accordance with each component's instruction. Any item found to be inaccurate may result in loss of points or disqualification of the application. A minimum Performance-Based Evaluation Score of 100 is required for award eligibility.

Critical Component: Classroom Instruction					
	Activity	Yes	No	Points Earned-Completed by Teacher	Verification - Documentation
1.	The teacher attends the ALACTE Summer Conference. ✓ 10 pts				ALSDE
2.	The teacher is a member of their professional organization (Alabama Association of Agricultural Educators-AAAE). ✓ 10 pts				ALSDE
3.	The teacher attended AAAE district meetings during the previous school year. ✓ 5 pts				ALSDE
4.	The teacher manages greenhouse, aquaculture, and/or school farm/garden (at least ½ acre) equipment and facilities as part of the instructional program. <u>This is in addition to the agriscience shop facility.</u> ✓ 10 pts				TAPE/EQIP DESK AUDIT
5.	The agriscience program offers student credentialing. (A list of approved Career Readiness Indicators may be found on the AFNR program guide.) https://www.alsde.edu/sec/cte/Pages/generalag-all.aspx ✓ 10 pts Credential(s) offered:				TAPE/EQIP DESK AUDIT Copies of partnership letters should be kept in folder for desk audit
6.	The teacher developed agreements or partnerships with state and local business/industry and agencies for the purpose of improving the instructional program. ✓ 2 pt. per partner ✓ 10 pts. Possible List Partners 1. 2. 3. 4. 5.				TAPE/EQIP DESK AUDIT Copies of partnership letters should be kept in folder for desk audit
Critical Component: Supervised Agricultural Experience (SAE)					
7.	The teacher submitted to the state level for judging FFA proficiency award application(s) that scored a minimum of 50 or higher or submitted an entry or entries in the Agriscience Fair from the previous school year. ✓ 10 pts. per application/entry ✓ 40 pts possible • Number of proficiency applications submitted _____ • Number of Agriscience Fair entries _____				AET Reports

		Total pts this page		
8.	<p>The teacher uses the AET work-based learning software to track student record keeping and progress in the growth of the student's SAE.</p> <ul style="list-style-type: none"> ✓ 0-50% of students enrolled - 0 pts. ✓ 51-75% of students enrolled - 10 pts. ✓ 76-100% of students enrolled - 20pts. ✓ 20 pts. Possible. <p><u>Complete based on previous school year:</u></p> <ul style="list-style-type: none"> • Number of unduplicated students enrolled = _____ • Number of students with approved SAE's in AET = _____ • _____% of students with SAE's 			AET Reports
9.	<p>The teacher submitted one or more State FFA or American degree applications based on the student's SAE program from the previous school year to the State FFA Office.</p> <ul style="list-style-type: none"> ✓ 5 pt. per State FFA Degree application ✓ 10 pts. per American FFA Degree application ✓ 40 pts. possible <ul style="list-style-type: none"> • Number of State FFA degrees _____ • Number of American degrees: _____ <p>OR</p> <p>Middle School (grades 6-8 only programs) may substitute these points by awarding discovery or greenhand degrees during an awards program.</p> <ul style="list-style-type: none"> ✓ 1/2 pt. per degree. ✓ 40 points possible. <ul style="list-style-type: none"> • Number members receiving discovery: _____ • Number members receiving greenhand: _____ 			AET Reports
10.	<p>The teacher had a student(s)* that participated as an FFA member in at least one open and/or FFA sanctioned livestock/horse/sheep/goat event (example: AL National Fair, State Market Hog Show, etc.).</p> <ul style="list-style-type: none"> ✓ 5 pts. per student, up to three students. ✓ 15 pts. possible <p><i>* Student must have had an agriscience course and be an FFA member. Membership verified by Chapter membership roster submission.</i></p> <ul style="list-style-type: none"> • List student that showed and his/her species: • Name of student/ Species/ Name of Show / Show date <p>1.</p> <p>2.</p> <p>3.</p>			Registration and photos should be placed in folder for desk audit

		Total pts this page																	
15.	<p>The FFA Chapter submitted an Alabama FFA Crime Prevention Award or BOAC application during the previous school year. One of the two applications must have been submitted to the state association.</p> <p>✓ 5 pts. possible</p> <p>Please mark one:</p> <p>✓ Crime Prevention _____</p> <p>✓ BOAC Award _____</p>				ALSDE and AET														
16.	<p>The FFA Chapter had a district or state officer candidate during the previous school year.</p> <p>✓ 5 pts. for district or state candidate</p> <p>Name of candidate: _____</p> <p>OR</p> <p>*Middle school (grades 6-8 only programs) may substitute a officer visit to a chapter function.</p> <p>✓ 5 pts. for visit</p> <p>Name of Officer who visited: _____</p>				ALSDE and AET														
17.	<p>The FFA Chapter held meetings throughout the previous school year.</p> <p>✓ 1 pt. per meeting</p> <p>✓ 5 pts. Possible</p> <table border="1" data-bbox="215 903 862 1209"> <thead> <tr> <th colspan="2">List FFA Chapter meeting date and number in attendance:</th> </tr> <tr> <th>Date:</th> <th>Number of students</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> <tr> <td>5</td> <td></td> </tr> </tbody> </table>	List FFA Chapter meeting date and number in attendance:		Date:	Number of students	1		2		3		4		5					<p>AET</p> <p>Agenda, minutes, and sign-in sheet should be recorded in AET or filed in the folder for desk audit</p>
List FFA Chapter meeting date and number in attendance:																			
Date:	Number of students																		
1																			
2																			
3																			
4																			
5																			
18.	<p>The FFA Chapter held an award recognition event.</p> <p>✓ 10 pts. possible</p>				<p>Pictures should be placed in the folder for desk audit</p>														
19.	<p>FFA Chapter had an active FFA Alumni Chapter and/or Young and Adult Farmers Education Association Chapter during previous school year.</p> <p>✓ 5 pts. possible</p>				<p>ALSDE verifies through National Alumni or National Young Farmers.</p>														
20.	<p>FFA Chapter actively participates in the promoting of FFA through social media accounts, webpages including AET, or other media outlets to make community aware of how FFA impacts students.</p> <p>✓ 10 pts. Possible</p> <p>List the link to your social media, webpage, or other media article below.</p> <p>1.</p> <p>2.</p>				<p>Will check link to see activities</p>														
21.	<p>FFA Chapter has sent an article to Alabama FFA to be published in Alabama Farmers' Cooperative magazine, Alabama FFA website, Monday Message, etc.</p> <p>✓ 5 pts</p>				<p>Submitted to State Staff</p>														

		Total Points:		
--	--	----------------------	--	--

**ALSDE Staff will verify

By signing below, I verify that the agriscience instructor has met the 100-point required minimum to submit this application and the indicated components above are true and accurate. I understand that providing inaccurate information or answers may result in disqualification. Signatures are to be in blue ink.

LEA CTE Administrator Signature

Date

Applying Teacher Signature

Date

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Section II: Proposal Questionnaire 100 points possible

Complete the included proposal questionnaire, which addresses key items regarding the 3-Circle Model of Agricultural Education and your local program. Using the provided questions, submit a detailed description of the need that exists in your program, describing in detail activities that will support the funding purposes. Include any valid and reliable data that supports the need for an extended school year and how your activities will be used to meet that need. Identify overall goals to be addressed and measurable objectives for each activity. Each question’s response should not exceed 350 words. You will need to answer each of the five questions below in 350 words or less, describing how each of the components listed below will be addressed. Points will be deducted if above 350 words. All components of the proposal must be addressed in detail. Applications must be in 10-point font single spaced.

School Demographics	
<p>1. School System: _____</p> <p>2. What grades are taught at your school? _____</p> <p>3. School Enrollment: _____</p>	<p>4. % Free and Reduced lunch? _____</p> <p>5. Unduplicated Ag Enrollment? _____</p> <p>6. List FFA membership for the last 3 years.</p> <p>20-21: _____</p> <p>21-22: _____</p> <p>22-23: _____</p>
<p>Describe in detail activities that this grant will provide that will improve the quality of your Classroom/Lab Instruction Activities. (350-word maximum–20 points. Points will be deducted for surpassing the word limit. One [1] point for every word over)</p>	
<div style="text-align: center; font-size: 48px; opacity: 0.2; transform: rotate(-30deg); pointer-events: none;"> DRAFT </div>	

Describe in detail activities that this grant will provide that will improve the quality of your Supervised Agricultural Experience-Work Based Learning Program. (350-word maximum– 20 points. Points will be deducted for surpassing the word limit. One [1] point for every word over)

Describe in detail activities that this grant will provide that will improve the quality of your FFA Chapter. (350-word maximum–20 points. Points will be deducted for surpassing the word limit. One [1] point for every word over)

Please give us a short overview of your agricultural education program, including your history with the program and what you have done to grow the program. (350-word maximum– 20 points. Points will be deducted for surpassing the word limit. One [1] point for every word over)

Have you received this grant before? If yes, please describe how the funds have benefited your program. If no, please elaborate on how it will help you achieve the goals of the program. (350-word maximum– 20 points. Points will be deducted for surpassing the word limit. One [1] point for every word over)



Appendix B

Budget Forms

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**AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
 Grant**

Fiscal Year 2024

PROPOSED DETAILED BUDGET (USE TOTALS TO COMPLETE BUDGET SUMMARY)

STIPEND

Annual Salary	Contract Length (No. of days)	Daily Rate of Pay: (Annual salary divided by no. of contracted days)	Proposed No. of Working Days:	Total Stipend Amount: (No. of working days multiplied by daily rate of pay)

IN-STATE TRAVEL (USE LOCAL TRAVEL REIMBURSEMENT POLICIES)

Activity Name (activities must be on management plan)	Estimated Lodging Cost (nightly hotel rate multiplied by no. of nights)	Estimated Mileage Cost (miles multiplied by local mileage reimbursement rate)	Estimated Meal Cost (following local policies for daily limits)	Total Activity Cost (sum of lodging, mileage, & meals)
Total In-State Travel Requested:				

OUT-OF-STATE TRAVEL (USE LOCAL TRAVEL REIMBURSEMENT POLICIES)

Activity Name (activities must be on management plan)	Estimated Lodging Cost (nightly hotel rate multiplied by no. of nights)	Estimated Mileage Cost (miles multiplied by local mileage reimbursement rate)	Estimated Meal Cost (following local policies for daily limits)	Total Activity Cost (sum of lodging, mileage, and meals)
Total Out-of-State Travel Requested:				

Proposed Detailed Budget Continued

REGISTRATION FEES (TEACHER FOR PROFESSIONAL DEVELOPMENT ONLY)

Activity: (activities must be on management plan)	In-State Registration: (Use total in-state registration total on budget summary.)	Out-of-State Registration: (TOTAL OUT-OF-STATE TRAVEL AND REGISTRATION FOR OUT-OF-STATE EVENTS SHALL NOT EXCEED \$1,800)
TOTAL:		

When transferring the dollar amounts from the Detailed Budget to the Budget Summary, round all dollar values up to the nearest whole dollar.

- NOTES:**
1. SAE visits should be entered as an activity, only mileage should be claimed.
 2. All activities on budget must also be on management plan.
 3. Follow all local policies for claiming travel and registration reimbursements.
 4. Total request for out-of-state travel and registration for out-of-state events shall not exceed \$1,800.
 5. Round all dollar values up to the nearest whole dollar when transferring amounts to the Budget Summary.

**AGRISCIENCE EXTENDED SCHOOL YEAR
 Grant
 Fiscal Year 2024**

PROPOSED BUDGET SUMMARY

Revenue Code = 1280; Program Code = 3800; Fund Source = 1280

Function Code	Object Code	Description	Budget (Round to whole dollars.)
_____	191	Supplements (See note below)	\$ _____
_____	192	Stipends (See note below.)	_____
_____		Benefits: (As applicable)	_____
_____	230	Social Security (6.2%)	_____
_____	240	Medicare (1.45%)	_____
_____	220	Retirement (Tier I, 12.59%; Tier II, 11.44%)	_____
_____	250	Unemployment Compensation (LEA individual rate)	_____
_____	382	In-State Travel <u>(FOR TEACHER EXPENSE ONLY)</u>	_____
_____	383	Out-of-State Travel <u>(FOR TEACHER EXPENSE ONLY, total of out of state travel and out-of-state registration shall not exceed \$1,800)</u>	_____
_____	623	In-State Registration Fees <u>(FOR TEACHER EXPENSE ONLY)</u>	_____
_____	623	Out-of-State Registration Fees <u>(FOR TEACHER EXPENSE ONLY, total of out-of-state travel and out-of-state registration shall not exceed \$1,800)</u>	_____
NOTES:			
1. NO ADDITIONAL BUDGET ITEMS MAY BE ADDED			
2. FUNDS MAY NOT BE MOVED FROM ONE LINE OR OBJECT CODE TO ANOTHER WITHOUT SUBMISSION OF AN AMENDMENT			
TOTAL (round all dollar values up to the nearest whole dollar)			\$ _____

Note: The benefits that must be budgeted for stipends are social security, Medicare, retirement, and unemployment compensation. Round all dollar values up to the nearest whole dollar.

The function codes in this document must be filled in by the LEA.

No additional budget items may be included other than those listed above. Funds for teacher travel may only be used for chaperoning students to agriscience or FFA-related events or to workshops that provide professional development and can be verified through a certificate. Funds may not be used to pay for student travel, classroom supplies, equipment, tuition, and apparel for teachers and/or students. Supplanting is not allowable. An application may be disqualified for modifying the budget or listing non-approved items.

Appendix C

Management Plan

Management Plan

The teacher will submit a proposed management plan that outlines the activities and services to be implemented during the performance period. Additionally, the management plan shall include the purpose and number of students impacted by each activity.

Activity	Purpose	No. of Days	No. of students impacted
Please list the name of the planned activity	Explain the benefits of activity	3	

Management Plan

The teacher will submit a proposed management plan that outlines the activities and services to be implemented during the performance period. Additionally, the management plan shall include the purpose and number of students impacted by each activity.

Activity	Purpose	No. of Days	No. of students impacted

Appendix D

Assurances

ASSURANCES/AGREEMENTS FOR FISCAL YEAR 2024

This Local Education Agency hereby assures the Alabama State Department of Education, Career and Technical Education/Workforce Development Section, that:

1. This application has been developed in consultation with the local advisory council for career and technical education and will be made available for review and comment by interested parties including, as appropriate, representatives from other workforce development partners.
2. Equal opportunities in Career and Technical Education programs will be provided to persons without regard to race, sex, religious preference, national origin, or disability.
3. The findings of evaluations of programs operated by this applicant during previous years were considered when planning the programs proposed in this application.
4. The activities proposed in this application take into consideration all facets of workforce development in order to ensure a coordinated approach to meeting the training and education needs of the area.
5. To avoid duplication, consideration has been given to other occupational training programs being conducted by other agencies in the area.
6. Federal funds received will be used to supplement and to increase the amount of state and local funds that would, in the absence of those federal funds, be made available for the uses specified in the State Plan and the local applications. In no case will federal funds supplant state or local funds.
7. Funds will be used to link secondary and postsecondary Career and Technical Education programs, including offering the relevant elements of not less than one career and technical program of study described in the state plan. *[Section 135(b)(2)]*
8. The applicant will provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers.
9. The applicant will provide guidance, counseling, and career development activities for students in nontraditional populations.
10. The applicant will provide counseling and instructional services designed to facilitate the transition from secondary to postsecondary education and/or employment.
11. Statistical, financial, and descriptive reports required by the Alabama State Department of Education will be submitted.
12. The applicant will make provisions for leadership training for all students enrolled in Career and Technical Education programs.
13. Funds expended under this Act will not be used to acquire equipment (including computer software) in an 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.

14. The LEA will comply with the requirements of the Alabama Competitive Bid Law. The bid law requires that purchases over \$15,000 be made under contractual agreement entered into by free and open competitive bidding or sealed bids.
15. State and local funds will be used in the schools of each local education agency that is receiving funds under this Act to provide services which, taken as a whole, are at least comparable to services being provided in schools that are not receiving such funds.
16. Fiscal control and fund accounting procedures will be used that will ensure proper disbursement and accounting for federal Career and Technical Education funds in accordance with “OMB Circular A-87” and the Education Department General Administrative Regulations (EDGAR).
17. Records will be retained for three years after the close of the fiscal year in which funds are expended and until all pending audits have been completed and the exceptions resolved.
18. The LEA will keep cash on hand at a minimum.
19. The LEA will obtain an audit that will meet the requirements as outlined in the “Audit Standards for Alabama School Boards” and “OMB Circular A-133.”
20. The LEA will abide by the approved LEA Restricted Indirect Cost Plan.
21. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing a project, the LEA shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentage of the total cost of the project that will be financed with federal funds; and (3) the percentage and dollar amount of the total cost of the project that will be financed by non-government sources (Section 511 of the 1990 Department of Education Appropriation Act).
22. The LEA will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) that limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
23. Maintenance of local effort for Career and Technical Education programs will be provided to the extent that **all** Career and Technical Education programs shall be provided local financial support for maintenance in an amount not less than \$300 per teacher, plus \$3 per student based upon average enrollment.
24. The local advisory council on Career and Technical Education meets the requirements of the Alabama State Board of Education.

Additional Assurances for Special Populations

Funds are to provide activities to prepare special populations including single parents and disabled homemakers who are enrolled in Career and Technical Education programs for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency. [Section 135(b)(9)]

25. Programs using federal funds shall be carried out according to the criteria for programs for each special population. The term “special populations” includes individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers; individuals with other barriers to educational achievement, including academically disadvantaged; and individuals with limited-English proficiency.
26. Special needs of students will be assessed with respect to their successful completion of the Career and Technical Education program in the most integrated setting possible.

27. Supplementary aids and services will be provided to students who are members of special populations, when appropriate. These aids and services may include, but are not limited to, curriculum modification, equipment modification, classroom modification, supportive personnel, instructional aids and devices, etc.
28. The applicant will provide Career and Technical Education programs that encourage students to pursue coherent sequences of courses and that assist special population students to succeed in such programs.
29. The applicant will maintain documentation to verify the eligibility of students who are members of special populations enrolled in programs supported by federal funds.
30. The applicant will make provisions for including appropriate representation of career and technical education personnel on Individualized Education Program (IEP) committees for students with disabilities.
31. Students who are members of special populations will be assisted in entering Career and Technical Education programs and, with respect to students with disabilities, will be assisted in fulfilling the transitional service requirements of the *Individuals with Disabilities Education Act* (IDEA) when appropriate.
32. The applicant will make provisions for disabled students enrolled in private secondary schools that are approved by the Alabama State Department of Education to participate in Career and Technical Education programs receiving federal funds.
33. The applicant shall provide:
 - a. Students who are members of special populations and parents of such students the following information at least one year before the students enter or are of an appropriate age for the grade level in which Career and Technical Education programs are first generally available, but in no event later than the beginning of the ninth grade.
 - (1) The opportunities available in Career and Technical Education.
 - (2) The requirements for eligibility for enrollment in such Career and Technical Education programs.
 - (3) The specific courses that are available.
 - (4) The special services that are available.
 - (5) The employment opportunities.
 - (6) The opportunities for placement.
 - b. Information regarding procedures for participating in state and local decisions that influence the character of programs under this Act affecting their interests. The information provided shall, to the extent possible and practicable, be in a language and form that the parents and students understand.

DRUG FREE SCHOOLS AND CAMPUSES

This certification is required by 34 CFR, Part 86, which states in part that no institution shall be eligible to receive any federal funds unless it completes the following certification:

The institution certifies it has adopted and has implemented a program to prevent the use of illicit drugs and alcohol by students or employees that, at a minimum, includes:

1. The annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

- b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
 - e. A clear statement that the institution on higher education (IHE) will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a) (1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
2. A biennial review by the IHE of its program to:
 - a. Determine its effectiveness and implement changes to the program if they are needed.
 - b. Ensure that the disciplinary sanctions described in paragraph (a) (5) of this section are consistently enforced.

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Submission of this certification is required by 34 CFR, Part 82, and is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement; the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (forms available at ALSDE on request).
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, Part 85, Section 85.510, Participants' responsibilities require this certification.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 122549. (You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
 - a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency
 - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

System Name

 Signature of Superintendent

 Date Signed

 Signature of Chief School Financial Officer

 Date Signed

 Signature of Career and Technical Administrator

 Date Signed

 Signature of Career and Technical Teacher

 Date Signed

APPENDIX E

Resources

**Career and Technical Education State Initiative
Manual**

**AGRICULTURE, FOOD, AND NATURAL
RESOURCES: Programs Standards**

**Requirements for Participation in the Alabama
Career and Technical Education Initiative:
Agriscience Extended School Year**

SAE Program Supervision Record

Alabama SBOE District Map

Resources:

Quality Twelve-Month Agricultural Education Program Manual, State of Tennessee Department of Education: Division of Career and Technical Education

Agriscience Education Program: Performance Indicators Manual, Alabama Association of Agriscience Educators

GVATA Program Standards and Programs of Work, Georgia Vocational Agricultural Teachers Association Program Standards and Programs of Work: High School, Middle School, and Young Farmer Agricultural Education Teachers

Agricultural Education Program Standards, Requirements for Approval of Agricultural Education Programs in Secondary Schools in Kansas

Alabama Administrative Code

Agricultural Teachers Manual

Internet Sources:

<http://alabamaaged.org/> Alabama Association of Agriscience Educators Webpage

http://scholar.lib.vt.edu/theses/available/etd-05042006-164538/unrestricted/LD5655.V856_1994.R838.pdf (Rick Rudd Dissertation: Virginia Polytech Institute and University)

www.glenrosearkansasffa.org/Contract%20SAE.ppt FFA and Santa Rita Advisor Justification of Extended Contract and Justification for FFA Advisor Stipend

www.agriscience.msu.edu/program.../ExtendedProgramExample1.doc Extended Agricultural and Natural Resources Program

<https://docs.alsde.edu/.../2010%20-%20CIT%20-%20Work-Based%20Learning%20Manual.docx> Alabama Work-Based Learning Manual

INTRODUCTION

“With increasing pressure for justification and funding of extended programs, documentation of time spent, and activities performed will help you meet the demands from state and local education officials. Documentation means more than shuffling papers. The summer months of the agriculture instructor/FFA advisor have legislatively and traditionally been months of supervision, teaching, and learning. Since the passage of the Smith-Hughes Act in 1917, vocational agriculture instructors have been employed for a longer period of time than other teachers in the high school (originally 12 months). The extended program provides the opportunity to conduct summer educational activities and experiences through “directed and supervised practice.” Extended programs are a valuable and necessary component of the Agriscience program. The teaching of Agriscience students cannot and should not stop at the beginning of June if we intend to gain the optimum advantages in learning for our students. Agriscience practices, Agriscience/agricultural programs, and supervised agricultural experience (SAE) programs are in full operation during the summer, and these students need supervision. The major purpose of the extended program is to provide quality instruction for students enrolled in Agriscience courses. If the Agriscience instructor is to be accountable for his/her time and activity, the instruction must focus on the SAE programs and other student-oriented activities.” Agriculture Teacher’s Manual, National FFA Organization, 1998, pp. 11:2-4

This manual defines the extended school year requirements for teachers holding an Agriscience Certification who are teaching courses from the Agriculture, Food, and Natural Resources (AFNR) Cluster and are participating in the state-funded Career and Technical Education (CTE) Initiative. The manual provides the criteria and guidelines to be implemented by the Agriscience teacher to be eligible for and remain in compliance with the extended school year grant. These criteria will be used for evaluation and for continued participation in the state funded CTE Initiative.

The purpose of the extended school year grant is to provide funding to the local education agency (LEA) for stipends, benefits, travel to Alabama State Department of Education (ALSDE) and FFA-sanctioned activities, and other approved activities for extended school year beyond the existing teacher contract period for Agriscience teachers currently on a 220-day or less contract. The goals of the extended school year grant are to increase student membership and participation in FFA, leadership, citizenship, academics, and technological skill activities to enable students to participate in comprehensive learning environments that enhance their knowledge and skills of Agriscience. Students are then able to make more informed career decisions and perform at higher-skill levels in the AFNR industry.

Due to the year-round nature of Supervised Agricultural Experience (SAE) programs, continued supervision through the summer months is required. SAE programs are an integral part of the total school-based agricultural education program which is a component of the state's work-based learning initiatives. Examples of SAE programs are employment or placement, entrepreneurship, research, home and farm improvements, and technical skills. Teachers are required to visit students' SAE programs to evaluate progress and supervise students.

To enable agriculture students to take full advantage of opportunities afforded them through the co-curricular (intra-curricular) National FFA Organization, Agriscience teachers are available year-round. Many FFA career development events and leadership conferences occur during the summer months to avoid conflict during class time. Many FFA chapters hold meetings, retreats, workshops, and industry visits during the summer months in preparation for the upcoming school year. These activities ensure personal growth and development, along with technical competence of agricultural education students.

Because of the dynamic nature of the AFNR industry, it is crucial for teachers to keep abreast of new technology. Many industry-sponsored workshops and conferences occur during the extended school year period. Furthermore, during the summer months, agricultural-related industries hold professional development workshops and seminars to provide up-to-date curricular materials and delivery systems.

Facilities required for teaching the Agriscience Education curriculum require extensive upkeep. Many schools have animal laboratories and/or greenhouses that must be managed on a daily basis. Timely renovation and maintenance of facilities are necessary in maintaining a quality program to serve students.

QUALITY PROGRAM INDICATORS

The state of Alabama has defined all CTE programs using quality program indicators with an agreement through Carl Perkins funding. These indicators are validated by obtaining program certification. The indicators for all Alabama CTE programs are as follows:

- Programs of such size that offer an equivalent of three (3) one-credit courses within a period of two consecutive years.
- Programs of such scope that are aligned with the State Board of Education-approved Alabama Course of Study (COS) and Plans of Instruction (POI).
- Programs that have a certified and appropriately endorsed teacher.
- Programs having a state-approved articulation agreement for a program of study, or a local articulation agreement approved in writing by secondary and postsecondary institutions (where available).
- Programs being supported by current labor market data to support high-skill, high-wage, or high-demand jobs.
- Programs that teach all aspects of an industry.
- Programs having an active advisory committee.
- Programs having a Career and Technical Student Organization (CTSO) as an integral part of the instructional program for all students.
- Programs promoting CTE and related academic curriculum integration with academic teachers.

A 12-month Agriscience Education program is one that equally maximizes the following three critical components of the educational instructional procedure, requiring that the teacher have an extended school year.

Classroom Instruction – This component includes contextual academic and technical skills and is accomplished through effective classroom and laboratory instruction which prepares qualified employees for the agriculture, food, and natural resources industry.

SAE – This component includes field experiences of concepts and principles learned in the classroom and are accomplished by teaching students' practical skills by providing hands-on, real-world experiences that will help them be successful in today's work world. These activities are intended to be project, service, and work-based learning experiences for students.

Student Leadership (FFA) – This component is accomplished by encouraging and assisting students to participate in FFA. The National FFA Organization makes a positive difference in students' lives by developing their potential for premier leadership, personal growth, and career success through Agriscience Education. FFA operates at the local, county, district, state, and national levels. The local FFA chapter is an integral part of the Agriscience Education program, providing a variety of opportunities for students to develop leadership and take charge of their learning. Effective FFA chapters help students make school-to-career connections, develop career skills, prepare for responsible citizenship, earn recognition, and build self-confidence.

To ensure that all Agriscience Education programs taught by teachers with extended school year incorporate and maximize the three critical components listed above, programs shall implement, at a minimum, 75% of the items listed on the self-evaluation (Agriscience Education Program Final Report – Desk Audit) and shall strive to attain high-quality standards as evidenced by a desk audit or site visit.

COMPLIANCE MONITORING, THE LOCAL EDUCATION AGENCY, AND THE STATE DEPARTMENT OF EDUCATION

- The local CTE Administrator or designee shall evaluate the Agriscience Education program annually using the Alabama State Department of Education program certification, continued compliance monitoring protocol and/or NCCER core indicators. Documentation of this annual program evaluation shall be documented on the Program Application and Accountability Plans for Career and Technical Education and be submitted on or before August 1. If deficiencies are noted, a preliminary copy of the CTE Monitoring and/or NCCER review performed by the local CTE Administrator shall be sent to the ALSDE Administrator responsible for the supervision of the AFNR cluster on or before June 1.
- All programs must meet program certification, continued compliance monitoring and/or NCCER requirements as evidenced by reviews. Any deficiency shall be corrected within the fiscal year of the review.
- Agriscience teachers must complete all requirements of the Agriscience Education Extended School Year Grant to be eligible to receive an extended school year. The Agriscience Education Extended School Year Grant will be read and evaluated by outside readers. The score received on the Agriscience Education Extended School Year Grant and available funds allocated by the Alabama legislature will determine the grant award and the eligibility for participation in the state funded CTE extended school year initiative.
- Agriscience teachers must complete the program self-evaluation (Agriscience Education Program Final Report – Desk Audit) and submit it to the ALSDE Agriscience Education Specialist on or before August 31. This deadline must be met annually to be eligible for participation in the CTE Initiative.
- Agriscience teachers must complete the Final Budget Report and submit it to the ALSDE Agriscience Education Specialist on or before August 31. This deadline must be met annually to be eligible for participation in the CTE Initiative.

CONSEQUENCES

Any program that does not obtain or maintain program certification, has a CTSO (FFA) chapter not in good standing or that deviates from the activities outlined in the Agriscience Education Extended School Year Grant shall be considered out of compliance and the teacher will not be eligible for participation in the CTE Initiative.

ACTIVITIES FOR EXTENDED SCHOOL YEAR

1. The Agriscience Education program must include the following three components: classroom instruction, student leadership (FFA), and Supervised Agriscience Experience (SAE). The teacher must combine these components to make a complete and balanced program. Students must be trained for Career Development Events and supervised at these activities. A majority of the students must have an SAE that requires home and work-site visits by the Agriscience teacher.
2. A management plan of all planned extended school year activities shall be included in the Agriscience Education Extended School Year Grant for review and evaluation by the grant readers. The management plan will be used as a reference during the site visit. Other activities documented in the management plan may be carried out with approval. Scheduling extended school year program dates will be flexible depending upon the type of school year calendar. Reminder: **The intent of the grant is that all activities must occur after the existing contract and before the beginning of a new contract.**
3. The teacher collects and submits all reports and data related to this grant to the ALSDE in accordance with the due date.

Classroom Instruction Activities

4. The teacher conducts a minimum of one advisory committee meeting during the extended school year period as evidenced by proper advisory committee minutes.
5. The teacher obtains instructional-based professional development related to Agriscience Education.
6. The teacher maintains and repairs instructional equipment.
7. The teacher updates files, lesson plans, and course syllabi and reviews resources in preparation for the next school year course offerings.
8. The teacher develops agreements with state and local business/industry and agencies (NRCS, Alabama Extension Service, ALFA, Alabama Department of Agriculture and Industries, Alabama Farmers' Cooperative, Alabama Cattlemen's Association, Junior Cattlemen's Association, etc.) for the purpose of improving the instructional program.
9. The teacher organizes and conducts adult education instruction and/or FFA Alumni or Young and Adult Farmers Education Association activities.
10. The teacher attends the AACTE Summer Conference as evidenced by travel claims, meeting agendas, verification of attendance from the conference, and/or other supporting materials.

Supervised Agriculture Experience (SAE) Activities

11. A minimum of 60% of students enrolled in the Agriscience Education program shall have in place an approved SAE program as evidenced by the annual desk audit submitted on or before August 31.
12. The teacher organizes and supervises agricultural experience programs of prospective students and makes regular planned on-the-farm or on-the-job instructional visits, devoting a minimum of five (5) days supervising his/her students' SAE in the summer between school years as evidenced by the Agriscience Education Program Final Report – Desk Audit, SAE Report, Travel Claims, and/or reports submitted to school administration verifying visits.
13. The teacher conducts activities to enhance supervised agricultural experience programs.
14. The teacher submits one or more State FFA degree applications based on the student's SAE program to the State FFA Office. **(Not applicable for middle-level programs.)**
15. The Agriscience Education program facilities are appropriate, and the approved equipment is safe to compliment or facilitate school-provided SAE programs as evidenced by the Agriscience Education Program Final Report – Desk Audit and visual inspection during a site visit.
16. The Agriscience Education program must meet program certification requirements. Any deficiency shall be corrected within the fiscal year of the review.
17. The teacher must submit at least one FFA proficiency award or Agriscience Fair award application annually related to a student's SAE. **(Not applicable for middle-level programs.)**

Student Leadership (FFA) Activities

18. A minimum of 50% of students enrolled in the Agriscience Education program shall be members of FFA for the fiscal year prior to receiving the extended school year grant.
19. A minimum of 25% of members of FFA shall participate in FFA activities at the local, county, district, state, and/or national levels.
20. The teacher and FFA members attend and participate in local, county, district, and state FFA meetings (workshops, conferences, competitive events, etc.).
21. The teacher and FFA members attend and participate in FFA workshops or other FFA-sanctioned leadership development training.
22. The FFA Chapter holds at least one FFA Chapter meeting during the extended school year time.
23. The FFA Chapter officer meetings are held during the extended school year time.
24. The FFA Chapter submits a national chapter application based on the chapter's Program of Activities (Program of Work).
25. The FFA Chapter has one official delegate to the State FFA Convention. Other chapter members are encouraged to attend.
26. The FFA Chapter conducts at least one community service project.
27. The FFA Chapter holds an awards banquet or program.
28. The FFA Chapter conducts activities in recognition of National FFA week.
29. The teacher completes and submits the FFA Chapter Report by April 1 deadline.

SAMPLE FORM
SAE Program Supervision Record

Student Name: _____

Date: _____

Travel (miles) _____ Time: _____ To: _____

Description and observation of current SAE program: _____

Suggestions, comments and instruction offered to student: _____

Future needs, education, support and/or follow-up: _____

Condition of records: Excellent Good Poor

Discussed program with parent(s)/guardian(s) or employer during visit: Yes No

Name(s): _____

Other Notes: _____

Signatures:

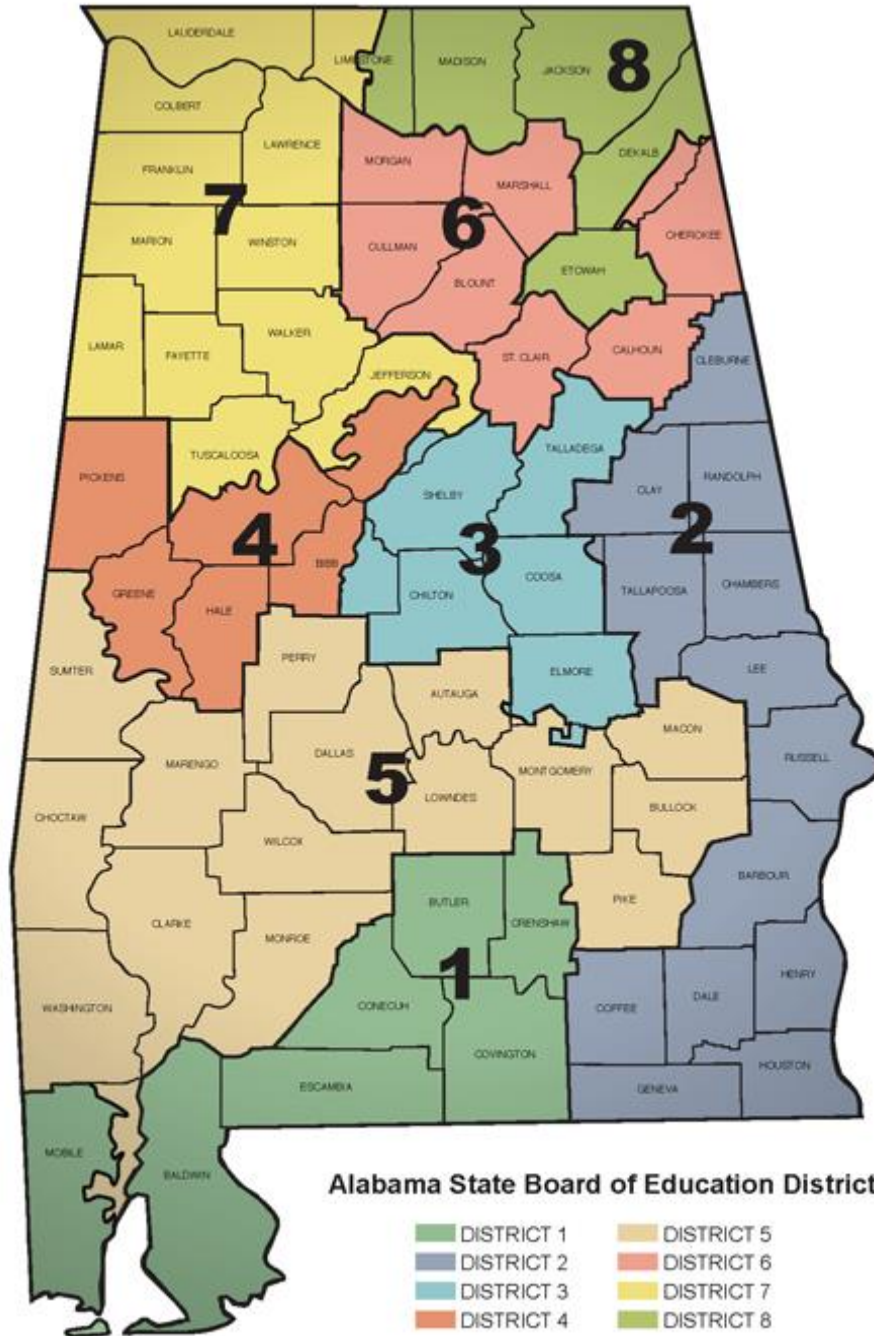
Student: _____

Parent/Guardian: _____

Employer: _____

Instructor: _____

AL SBOE District Map



Map effective date: November 2011

APPENDIX F

Final Report – Desk Audit

System: _____

School: _____

Teacher: _____

AGRISCIENCE EDUCATION PROGRAM FINAL REPORT – DESK AUDIT

(Due on or before August 31, 2024, to the ALSDE Agriscience Education Administrator)

Must submit copies of timesheets and professional development certificates with Final Report/Desk Audit.

(All data based on the 2023-2024 school year- August 1, 2023-July 31, 2024)

To ensure that all Agriscience Education programs taught by teachers with extended school year incorporate and maximize the three critical components (Classroom Instruction, SAE, Student Leadership – FFA), programs shall implement at a minimum 75% of the items listed below and shall strive to attain high-quality standards as evidenced by a desk audit or site visit.		
Critical Component: Classroom Instruction	Date of Completion	Documentation-Filed in the Agriscience Education Extended School Year Grant Binder
1. The teacher conducts a minimum of one advisory committee meeting during the extended school year period as evidenced by proper advisory committee minutes.		
2. The teacher obtains instructional-based professional development related to Agriscience Education.		Number of hours obtained _____
3. The teacher maintains and repairs instructional equipment.		
4. The teacher updates files, lesson plans, and course syllabi and reviews resources in preparation for the next school year course offerings.		
5. The teacher meets with the guidance counselor(s) and career coach to discuss program opportunities and program/course offerings in relation to regional workforce data.		
6. The teacher develops agreements with state and local business/industry and agencies (NRCS, Alabama Extension Service, ALFA, Alabama Department of Agriculture and Industries, Alabama Farmers' Cooperative, Alabama Cattlemen's Association, Junior Cattlemen's Association, etc.) for the purpose of improving the instructional program.		Submit a list of partners
7. The teacher organizes and conducts adult education instruction and/or FFA Alumni or Young and Adult Farmers Education Association activities.		
8. The teacher attends the ALACTE Summer Conference.		
Critical Component: SAE	Date of Completion	Documentation
9. A minimum of 75% of students enrolled in the Agriscience Education program have in place an approved SAE program.		Number of students enrolled _____ Number of students with approved SAEs: _____

10. The teacher organizes and supervises agricultural experience programs of prospective students and makes regular planned on-the-farm or on-the-job instructional visits, devoting a minimum of five (5) days supervising his/her students' SAE in the summer between school years.		Number of SAE visits _____
11. The teacher conducts activities to enhance supervised agricultural experience programs.		Number of activities conducted _____
12. *The teacher submits one or more state FFA degree applications based on the student's SAE program to the State FFA Office.		Number of state FFA degree applications submitted to state _____
13. The Agriscience Education program facilities are appropriate, and the approved equipment is safe to compliment or facilitate school-provided SAE programs.		
14. The Agriscience Education program meets program certification requirements in accordance with TAPE reviews having no outstanding Program Improvement Plans as well as being an FFA Chapter in Good Standing.		
15. The teacher submits at least one FFA proficiency award or one Agriscience Fair annually that is related to a student's SAE.		
Critical Component: Student Leadership - FFA	Date of Completion	Documentation
16. 100% of students enrolled in the Agriscience Education program are members of FFA for the fiscal year in which the teacher received the extended school year grant. Ex. FY 2024 grant (summer of 2024) membership would reflect 2023-2024 school year. Membership numbers are reflective of members sitting at the "Approved" National level.		Number of Agriscience students (non-duplicated) _____ Number of FFA members _____
17. A minimum of 25% of members of FFA participate in FFA activities at the local, county, district, state, and/or national levels.		Number of FFA members _____ Number participating in FFA activities _____
18. The teacher and FFA members attend and participate in local, county, district, and state FFA competitive events (CDE, LDE, TDE)		

19. The teacher and FFA members attend and participate in FFA workshops or other FFA-sanctioned leadership development trainings. (COLW, Ag Day on the Hill, etc)		Number of members attending _____
20. The FFA Chapter holds at least one FFA Chapter meeting during the extended school year time.		
21. FFA Chapter officer meetings are held during the extended school year time.		
22. The FFA Chapter submits a complete national chapter application (both forms 1 and 2) based on the chapter's Program of Activities (Program of Work).		
23. The FFA Chapter attends the State FFA Convention and has a delegate.		Number of members attending State FFA Convention _____ Name of Delegate _____
24. The FFA Chapter conducts at least one community service project during the school year.		Hours of community service _____
25. The FFA Chapter holds an awards event.		
26. The FFA Chapter conducts activities in recognition of National FFA week.		
27. The teacher completes and submits the FFA Chapter Report on time.		
28. The FFA chapter has paid their Annual Chapter Fee.		

* Not required of middle-level programs.

Please complete the percentage calculation below that applies to your program (75% minimum to maintain eligibility):

<p>Number of Items Completed: _____ Divided by 28 = _____ %</p> <p>OR</p> <p>*(Middle School Only): Number of Items Completed: _____ Divided by 27 = _____ %</p>

By signing below, I agree the indicated components above are true and accurate to the best of my knowledge. I understand that providing inaccurate information may result in disqualification for the next school.

Applying Teacher Signature: _____ Date: _____

By signing below, I agree the indicated components above are true and accurate to the best of my knowledge. I have reviewed the Agriscience Education Extended School Year Grant Binder for accuracy.

Career and Technical Administrator Signature: _____ Date: _____

Career and Technical Director Email Address: _____

Appendix G

Final Budget Report

Alabama State Department of Education
 Career and Technical Education/Workforce Development

System: _____
 School: _____
 Teacher: _____

FINAL BUDGET REPORT
AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR GRANT
Fiscal Year 2024

Revenue Code = 1280; Program Code = 3800; Fund Source = 1280

Function Code	Object Code	Description	Amount Awarded (Rounded to whole dollars.)	Actual (Year End)
_____	191	Supplements (See note below)	\$ _____	\$ _____
_____	192	Stipends (See note below.)	_____	_____
_____		Benefits: (As applicable)	_____	_____
_____	230	Social Security (6.2%)	_____	_____
_____	240	Medicare (1.45%)	_____	_____
_____	220	Retirement (Tier I, 12.59%; Tier II, 11.44%)	_____	_____
_____	250	Unemployment Compensation (LEA individual rate)	_____	_____
_____	382	In-State Travel <u>(FOR TEACHER EXPENSE ONLY)</u>	_____	_____
_____	383	Out-of-State Travel <u>(FOR TEACHER EXPENSE ONLY, total of out-of-state travel and out-of-state registration shall not exceed \$1,800)</u>	_____	_____
_____	623	In-State Registration Fees <u>(FOR TEACHER EXPENSE ONLY)</u>	_____	_____
_____	623	Out-of-State Registration Fees <u>(FOR TEACHER EXPENSE ONLY, total of out-of-state travel and out-of-state registration shall not exceed \$1,800)</u>	_____	_____
	TOTAL		\$ _____	\$ _____

Note: The benefits that must be budgeted for stipends are social security, Medicare, retirement, and unemployment compensation. Document is due to Mr. Jerad Dyess by August 31, 2024, in the Montgomery office. Signatures must appear in blue ink. Any unspent funds must be returned to the ALSDE with an explanation letter on system letterhead referencing the teacher(s) returning funds and why those funds are being returned by August 31.

 Signature of Superintendent

 Date Signed

 Signature of Chief School Financial Officer

 Date Signed

 Signature of Career and Technical Administrator

 Date Signed

 Signature of Career and Technical Teacher

 Date Signed

APPENDIX H

Sample Timesheet and Management Plan Resource

**(Any timesheet format with an administrator and teacher
signature may be used.)**

Management Plan Resource to Plan Day by Day – Tentative Teacher Schedule

Extended Contract Day	Activity Planned	Purpose	Need	# of Students Impacted
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Extended Contract Day	Activity Planned	Purpose	Need	# of Students Impacted
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				

Extended Contract Day	Activity Planned	Purpose	Need	# of Students Impacted
47				
48				
49				
50				
51				
52				
53				

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APPENDIX I

Scoring Sheet and Rubric

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Performance-Based Evaluation Reviewer Scoring Sheet and Rubric
AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Grant
Fiscal Year 2024

System Code	System Name	CTE Administrator	Teacher

Components	Evaluation Criteria			Maximum Points	Points Awarded
SDE Audit for Eligibility	Yes	No		300	
			Title Page – (all required components are completed)		
			Detailed Budget Form – (total doesn't exceed \$18,000)		
			Out-of-State Travel – (amount doesn't exceed \$1,800)		
			Budget Summary – (matches detailed budget)		
			Assurances – (all required signatures on all forms in blue ink)		
			FFA Chapter in Good Standing – (all five requirements met for previous school year)		
			Submitted Desk Audit - (with 75% or higher completed from previous year)		
			Program is Compliant with SDE requirements for Program Certification and Compliance Monitoring - (with regard to the last review cycle)		
			Performance-Based Evaluation A & B Minimum Met – (100 point minimum required for eligibility)		
Performance Evaluation	Components calculated by ALSDE State Staff based on activity from previous year and available documentation.			300	

Reader # _____

**Proposal Narrative, Detailed Budget, and Management Plan
Reviewer Scoring Sheet and Rubric
AGRISCIENCE EDUCATION EXTENDED SCHOOL YEAR
Grant
Fiscal Year 2024**

Directions: Readers, please use the following Rubric to evaluate the applicant’s Proposal Questionnaire, Detailed Budget, and Management Plan for a maximum of 150 points. Please add comments to the section labeled: Reader’s Comments and return along with the Reader’s Assurances page.

System Code	System Name	CTE Administrator	Teacher

Components	Evaluation Criteria	Maximum Points	Points Awarded
<p>Proposal Questionnaire 100 pts. possible (see rubric for breakdown)</p>	<p>In the Proposal Questionnaire section, the applicant addresses each prompt explaining how this grant will improve the overall agricultural education program.</p> <p>Each of the five prompts is worth 20 points for a total of 100 points.</p> <p>15-20 pts. – Response gives a thorough, detailed description that outlines the goals and expectations of the program. Activities show a heavy focus on student achievement and contact hours.</p> <p>10-14 pts. – Response gives a vague description that outlines some of the goals and expectations of the program. Activities show a some focus on student achievement and contact hours.</p> <p>5-9 pts. – Response gives a minimal description that does not outline the goals and expectations of the program. Activities show little focus on student achievement and contact hours.</p> <p>0-4 pts. – Response does not provide an adequate description and does not outline the goals and expectations of the program. Activities show no focus on student achievement or contact hours.</p>	100	<hr style="width: 50%; margin: auto;"/>

<p>Detailed Budget</p>	<p>In the Detailed Budget and Budget Summary section, the applicant outlines how funding made available by the awarding of the Agriscience Education Extended School Year Grant will positively impact the areas of need outlined in the Proposal Questionnaire.</p> <p>Budgeted expenditures reflect the goals and objectives of Agriscience Education Extended School Year Grant (25 pts.)</p> <p>17-25 pts. - Budget expenditures will have great impact on the program and were selected to meet the greatest needs of the program. Program is maximizing benefit from the grant. Budgeted items match the goals of the proposal questionnaire and management plan.</p> <p>10-16 pts. - Budget expenditures will have some impact on the programs. The budget will help meet some of the needs of the program. Budgeted items somewhat matched the goals of the proposal questionnaire and management plan.</p> <p>5-9 pts. - Budgeted expenditures will meet some goals of the program, but other activities could have had more impact. Budgeted items vaguely matched the goals of the proposal questionnaire and management plan.</p> <p>0-4 pts. - Budget expenditure items selected are weak and will have little impact on program improvement. Budgeted items did not match the goals of the proposal questionnaire and management plan.</p>	<p>25</p>	<hr/>
<p>Management Plan</p>	<p>In the Management Plan section, the applicant outlines how activities and services made available by the awarding of the Agriscience Education Extended School Year Grant will positively impact the areas of need outlined in the Proposal Questionnaire by outlining the value and impact of the activities in relation to student achievement within the agricultural education program.</p> <p>Management Plan that outlines activities (25 pts.)</p> <p>15-25 pts. - Activities selected will have the greatest impact on program improvement. Activities are included in budget and questionnaire and show a clear impact on student achievement.</p> <p>8-14 pts. - Activities selected will have some impact on program improvement, but better activities could have been selected.</p> <p>0-7 pts. - Activities selected will have little impact on program improvement.</p>	<p>25</p>	<hr/>
	<p>TOTAL POINTS</p>	<p>150</p>	

System Code	System Name	CTE Administrator	Teacher

Reader's Comments: (Please provide detailed comments. This is the only feedback teachers will receive)

Strengths of application: (Please list some quality areas of the application.)

Weaknesses of application: (Please list areas of improvement or areas where more information would be beneficial.)

Recommendations to improve application next year: (Please list areas of improvement being as specific as possible.)

Additional Comments:

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