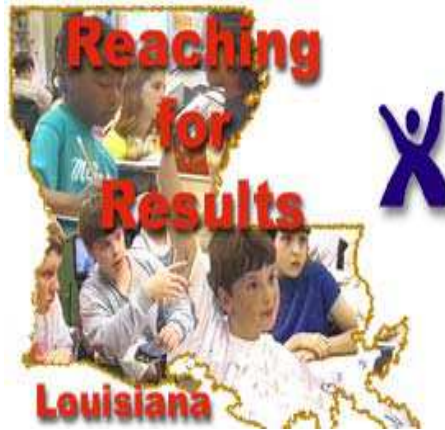


Louisiana Department of Education

Cecil J. Picard
State Superintendent of Education

2005-2006
Application of State Funds for
Jobs for America's Graduates Louisiana (JAG LA)



Approval of applications is contingent upon state funds being made available for Jobs for America's Graduates Louisiana program.

**Applications are to be received in the Department of Education, Budget and Finance Office, by 4:00 p.m. on May 31, 2005
(No facsimile will be accepted)**

Information/Instruction for Application

Attached is information required for approval of funds for the Jobs for America's Graduate Louisiana (JAG LA) state funds. Information following the Program Overview must be submitted, with the cover page, to Education Finance Grant Management, Room 5-264R, P.O. Box 94064, Baton Rouge LA 70804-9064, no later than 4:00 p.m. on May 31, 2005.

OVERVIEW

Background

Funds were made available for FY 2004-05 as authorized in House Bill 1 of the 2005 Regular Session of the Louisiana Legislature for the Jobs for America's Graduates Louisiana (JAG LA) Program, in accordance with the national JAG Model Program. *Funds for FY 2005-06 have been requested. Subgrantee awards will be contingent upon approval of funds by the Legislature.*

This Agreement with your agency and the Department of Education (DOE) is relative to the Jobs for America's Graduates (JAG) Program specifically for the implementation of the Jobs for America's Graduates Program Louisiana (JAG LA) for *FY 05-06 contingent upon funds being made available.*

Program Description

Jobs for America's Graduates (JAG) is an unique model program for dropout prevention/recovery to ensure student success.

As an affiliate of JAG, Jobs for America's Graduates Louisiana (JAG LA) and the Department of Education work to ensure the integrity of the model through the local program sites. JAG LA sites provide students with:

- Academic Training
- Job Readiness Instruction
- Student Services
- Leadership Development
- Post-graduate Assistance

The JAG LA program is for students who have major obstacles in their lives that could disrupt school completion and/or hinder successful entry into the workforce or post-secondary educational programs. However, any student accepted into the program must want to be a participant, must need the services provided, and must be able to benefit from participating by earning a high school diploma or a GED and being placed in a competitive job or enter higher education.

Statement of Work

The services detailed in the following assurances constitute the required work for the period July 1, 2005, through June 30, 2006.

1. Data Collection Requirements

The JAG LA data collected through the National JAG Data Management System to determine attainment of the benchmarks are:

- Number of students enrolled
 - *The minimum number of students enrolled by October 1, 2005, is listed below:*
 - *Senior Model Program – 35 students*
 - *Multi Year Model Program – 25 students*
 - *Out of School Model Program – 25 students*
 - *A detailed explanation is required for any program not meeting the minimum enrollment requirement.*
- Student Contact Hours
 - *Senior Model and Multi Year Model Programs: The number of hours per student per site should average 150 student contact hours per student by the end of the year.*
 - *Out of School Model Program: The number of hours per student per site should average 75 student contact hours per student by the end of the year.*
 - *The average student contact hours will be reflected in the JAG Data Management System.*
- Number of students receiving JAG Skills Certificates
 - *A minimum of 65% of students should attain a JAG Skills Certificate at the end of the program based on the number of students achieving mastery of the first 37 competencies for in-school programs and 25 competencies for out-of-school programs.*
- Graduation rate for in-school students
 - *Graduation rate for the Senior Model Program should average a minimum of 75%.*
 - *GED rate for programs with Out of School and Multi Year students exiting the program should average 50%.*
- Placement rate for graduates of out-of-school program participants
 - *Programs with Job Specialists working with follow-up students who have completed the program should average a job placement rate of 60%.*

Additional Information to be approved by the Supervisors and submitted monthly includes:

- Pre-test and post-test information
- Employer Marketing Contacts
- Community Service information
 - Number of hours of community service performed during the month
 - Types of projects being performed
- Activities and projects being planned and/or completed
- Student stories
- Evaluation of program data information

2. Additional Budget Information

Contingent upon receipt of state funds, the Department of Education shall award subgrants in a range from approximately \$10,000 to \$50,000. Consideration should be given to the proposed grant award amounts when preparing the budget for the application.

The following expenses are considered non-allowable expenditures for the purposes of this agreement through the use of the JAG state funds.

Non-Allowable Expenses: Funds may not be utilized for the following purposes:

- Purchase of vehicles
- Renovation, construction, or purchase of building used for program operation
- Payment of bad debts or interest payments as a result of credit arrangements
- Medical services
- Purchase of alcohol
- Services or material deemed inappropriate in relation to service delivery

Funds shall:

- Not to be used to supplant funds in existing programs.
- Not be used to fund programs with unsatisfactory performance, unsatisfactory financial management practices or entities that are prohibited from doing business within the state of Louisiana.
- Be used only for the designated purposes.

JAG LA SPECIFIC ASSURANCES

The LEA/eligible entity, by signature below, certifies and agrees that:

- 1. The Job Specialist will participate in national JAG training provided by the Department of Education at the earliest opportunity for program implementation.
- 2. The JAG model will be fully implemented following curriculum and data management requirements.
- 3. Students enrolled in the JAG program will be selected based on the JAG model. Students must need the program, want to be in the program and be able to benefit from the program by earning a high school diploma or GED.
- 4. The schedule for the full-time JAG LA Job Specialist will provide ample time to fully implement the national model curriculum, including appropriate time for data management, community service activities, employer marketing and work-based learning activities for students.
- 5. The Job Specialist will be able to attend training programs and quarterly meetings during the school year.
- 6. Consideration will be given to securing funds for the Job Specialist and supervisor to attend the National Training Seminar in July 2005.
- 7. Data will be collected and entered into the JAG data management system, at a minimum, on a monthly basis.
- 8. Monthly reports, approved by the program Supervisor, will be submitted to the JAG LA Office in the Department of Education by the 10th of each month.
- 9. Provision will be made at the local level for students and Job Specialists to participate in the Student Leadership Conference and the Career Development Conference.
- 10. Receipt of the JAG State funds for 2005-2006 does not guarantee funding past the expiration date specified in the award notification letter. The LEA/eligible entity agrees to conduct the planning and implementation of specified services, taking into consideration that these funds are non-recurring sources of funding.
- 11. Administrative expenses for JAG-funded services shall not exceed 10 percent of the total allocation.
- 12. Subgrants will be awarded for 2005-2006 contingent upon funds being made available by the 2005 Regular Session of the Louisiana Legislature.

I certify and agree to execute the following assurances based upon the terms and conditions of the Agreement as stated above.

Superintendent/Authorized Agent

Date

GENERAL ASSURANCES

- X The enclosed application is being submitted for grant funding for the FY 2005-2006 Jobs for America's Graduates – LA (JAG-LA) Program.
- X It is hereby agreed that the Louisiana Department of Education, Office of the Legislative Auditor, and/or the Office of the Governor, the Division of Administration and any other agencies representing the state or federal government shall have the option of auditing all accounts or records of the grantee which relate to this award. All copies of required audits must be forwarded to the Louisiana Department of Education Internal Audit Section.
- X If the appropriation for this award is reduced by the Louisiana Legislature, the veto or Executive Order of the Governor, or by any means provided in the appropriations act which prevents the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this award, the award shall either be reduced or terminated.
- X I understand that all funds will be expended by the end of the project period identified in the Grant Award Notification and Department guidelines. All expenditures will be in compliance with the approved application and budget.
- X The information contained in this proposal is true and correct to the best of my knowledge and belief.

AS A GRANT RECIPIENT, I AGREE TO THE ENCLOSED ASSURANCE STATEMENTS.

Superintendent/Authorized Agent

Date

Parish/Agency

PROGRAM APPLICATION

Provide information pertaining to the quality of the JAG LA program and attention to continuous program improvement. The application contains a budget and narrative section. The program narrative should be clear and concise. Complete the application in the outline form described below. (A sample format for completing the narrative is provided and may be expanded to answer the questions fully.)

A. BUDGET:

Complete the attached budget summary, budget detail and property list indicating all expenses for the JAG LA program. **Administrative expenses for JAG LA funded services may not exceed 10% of the total allocation.**

Contingent upon receipt of state funds, the Department of Education shall award subgrants in a range from approximately \$10,000 to \$50,000. Consideration should be given to the proposed grant award amounts when preparing the budget for the application.

B. NARRATIVE:

1. Provide a description of the proposed local JAG LA program, including:
 - a. Name of Job Specialist and qualifications
 - b. Estimated number of students to be enrolled
 - c. Number of students in active Follow-up (if applicable)
 - d. Class schedule for Job Specialist
 - e. Sample schedule for JAG LA students
 - f. Description of student selection process
 - g. Classroom location and availability of equipment
2. Describe the district/agency's financial commitment and support of Job Specialist time for training opportunities, including JAG LA quarterly meeting and statewide training and informational workshop, and evidence of in-kind/matching funds, if available.
3. Provide assurance that the district/agency will complete the data management responsibilities for 2005-06 students that includes providing 12-month follow-up services for 2006-07 JAG LA students upon exiting the program.
4. Provide a plan of action, approved by the administration that indicates consideration of the JAG LA program being sustained in the parish/agency if state funds are not available in the future.
5. Indicate the process for collection, validation, approval and evaluation of information entered into the JAG Data Management System. If someone other than the Job Specialist is entering JAG LA data into the system, indicate who will be responsible for data management and describe, in detail, the procedure for capturing the information for input into the system as well as the validation and evaluation process of the data.
6. Provide evidence of successful program performance according to the benchmarks of performance for JAG LA: Graduation rate, post-secondary education rate, job placement rate (full-time and part-time). Indicate percentage of students mastering required competencies and average contact hours per student.
7. Indicate the name of the person responsible for the oversight of the JAG LA program, including data management review and approval.

The following sample format may be used to complete Section B of the application. Note that additional space will be required to provide the specific and detailed information required in the application process.

B: NARRATIVE:

1. Provide a description of the local JAG LA program, including:

a. Name of Job Specialist (if known) and qualifications: _____

b. Estimated number of students to be enrolled in the program? _____

c. Number of students in active Follow-up? _____

d. Class schedule for Job Specialist: (Include the number of hours per day the Job Specialist will have for student contact hours, employer marketing, and planning/counseling):

e. Sample schedule for JAG LA students: (Indicate the number of hours students will spend with the Job Specialist per day, hours spent in additional classes and/or remediation, hours spent in skill subjects)

f. Description of student selection process: _____

g. Classroom location and availability of equipment: _____

2. Describe the district/agency's financial commitment and support of Job Specialist time for training opportunities, including JAG LA quarterly meeting and statewide training and informational workshops; provide evidence of in-kind/matching funds, if available.

3. Provide assurance that the district/agency will complete the data management responsibilities for 2005-06 students that includes providing 12-month follow-up services for 2005-06 JAG LA students upon exiting the program. Who will be responsible for follow-up?

4. Provide a plan of action, approved by the administration that indicates consideration of the JAG LA program being sustained in the parish/agency if state funds are not available in the future.

5. Indicate the process for collection, validation, approval and evaluation of information entered into the JAG Data Management System. If someone other than the Job Specialist is entering JAG data into the system, indicate who will be responsible for data management and describe, in detail, the procedure for capturing the information for input into the system as well as the validation and evaluation process of the data.

6. Graduation rate: _____
Post Secondary Education Rate: _____
Full-time Job Placement Rate: _____ Part-time Job Placement Rate: _____
Percentage of Students Mastering Job Competencies:
In-School, 37 Competencies: _____
Out-of School, 25 Competencies: _____
Average Contact Hours per Student: _____

7. Indicate the name of the person responsible for the oversight of the JAG LA program, including data management review and approval.

JOBS FOR AMERICA'S GRADUATES LOUISIANA (JAG LA)
2005-2006
Scoring Rubric-Budget

BUDGET REQUIREMENT	SCORE	SCORE	SCORE	COMMENTS
Budget Expenses are appropriate for the JAG Program (Yes/No)				
Administrative Services do not exceed 10% of requested allocation (Yes/No)				
Requested amount is explained and justification indicates sustainability of the program. (Yes/No)				
Total "Yes" Scores				

Scoring Rubric-Narrative

REQUIREMENT	SCORE	SCORE	SCORE	COMMENTS
Requirement 1. Program Description				
a. Job Specialist qualifications				
b. Estimated number of active students meets JAG model recommendation				
c. Number of students in Follow-up				
d. Sample Job Specialist Schedule Attached				
e. Sample Student Class Schedule Attached				
f. Student Selection Process				
g. Classroom Location and Equipment				
TOTAL REQ. 1 (30 points)				
Requirement 2. District Commitment				
a. Financial Commitment for training and JAG Meetings for Specialists and Students				
b. In-kind/Matching funds				
TOTAL REQ. 2 (15 points)				
Requirement 3. Follow-Up				
a. Indication of Follow-up Services to be completed for 12 months after students exit the program				
TOTAL REQ. 3 (10 points)				
Requirement 4. Sustainability				
a. Indication of how the program will				

be sustained after current year				
TOTAL REQ. 4 (15 points)				
Requirement 5. Data Management				
a. Description of how data will be managed, including validation and evaluation of data				
b. Indicate Responsible party for Data Management				
TOTAL REQ. 5 (10 points)				
Requirement 6. Benchmarks/ Outcomes				
a. Graduation Rate				
b. Post Secondary Ed. Rate				
c. Full and Part Time Placement Rate				
d. Percentage of Students Mastering Competencies				
e. Average Contact Hours				
TOTAL REQ. 6 (20 points)				
Requirement 6. Oversight				
a. Responsible party for approval of information				
TOTAL REQ. 6 (5 points)				
TOTAL POINTS RECEIVED OF 100				

	Substitutes (Provide daily rate X # of days or hourly rate X # of hours.)				
	Daily Rate:	\$0.00	X	0	\$0.00
	Hourly Rate:	\$0.00	X	0	\$0.00
	Stipends (Provide daily X # of days or hourly rate X # of hours.)				
	Daily Rate:	\$0.00	X	0	\$0.00
	Hourly Rate:	\$0.00	X	0	\$0.00
	Other Salaries (Specify below and include similar description as classes above.)				
	TOTAL SALARIES				\$0.00
200	EMPLOYEE BENEFITS				
	Health Insurance				
	FICA (6.2%) - Provide Total Salary Amount used to determine benefit cost.				
	\$0.00	X	6.2%		\$0.00
	Medicare (1.45%) -Provide Total Salary Amount used to determine benefit cost.				
	\$0.00	X	1.45%		\$0.00
	Teacher Retirement (15.5%)- Provide Total Salary Amount used to determine benefit cost.				
	\$0.00	X	15.5%		\$0.00
	School Employees (14.8%)- Provide Total Salary Amount used to determine benefit cost.				
	\$0.00	X	14.8%		\$0.00
	Unemployment Comp. (%)-Provide Total Salary Amount and Rate used to determine benefit cost.				
	\$0.00	X	0.000%		\$0.00
	Worker's Comp. (%)-Provide Total Salary Amount and Rate used to determine benefit cost.				
	\$0.00	X	0.000%		\$0.00
	Tuition Reimbursement				

	TOTAL PURCHASED PROF/TECH SERV.	\$0.00
400	PURCHASED PROPERTY SERVICES	
	For every service budgeted, provide the following:	
	1. List sites.	
	2. List applicable rates.	
	Repairs/Maintenance (List types - e.g. equipment, etc.)	
	Rental of Equipment (List types - e.g. copier, computer, etc.)	
	Other Purchased Property Services (Specify below.)	
	TOTAL PURCHASED PROPERTY SERVICES	\$0.00
500	OTHER PURCHASED SERVICES	
	For all services budgeted, provide the following:	
	1. List sites	
	2. List applicable rates	
	For all travel costs budgeted provide the following:	
	1. Positions of employees to travel	
	2. Conferences to be attended	
	3. Mileage rates as applicable for local travel	
	Liability Insurance -	

	TOTAL SUPPLIES	\$0.00
800	OTHER OBJECTS	
	Dues and Fees (List all organizational dues and fees and describe purpose below)	
	Other	
	TOTAL OTHER OBJECTS	\$0.00
	SUBTOTAL-OPERATING BUDGET	\$0.00
	Enter in your approved indirect rate below.	
	INDIRECT COST <input type="text" value="0.0000%"/>	\$0.00
700	PROPERTY	
	(Complete the SDEB-5 Property List and attach.)	
	Enter total from SDEB-5 Property list >>>>	
	TOTAL PROPERTY	\$0.00
900	OTHER USES OF FUNDS	
	TOTAL OTHER USES OF FUNDS	\$0.00
	TOTAL BUDGET DETAIL SHEETS	\$0.00