

Minnesota Department of

Education

COMPETITIVE – STATE – AGRICULTURAL EDUCATOR GRANT
OPPORTUNITY

APPLICATION SECTION

APPLICANT INFORMATION		
Legal name of applicant who will be the grantee (receiving funds)	SouthWest Metro Intermediate District 288	
Organization number (District number)	288	
Applicant federal DUNS number:	092787688	
Minnesota SWIFT vendor ID number:	193051	
Number of Licensed Agricultural Teachers funded for summer program (up to 3):	1	
Grant Amount Requested:	\$5,410 5,409.74	
Grantee Match:	\$5,410 5,409.74	
Summer Program Year Place a X in the year selected.	2017 (approved program offered sometime between June, July, August 2017) X	2018 (approved program offered sometime between June, July, August 2018)
Number of days/hours per day of the approved summer program	Days: 13 Days: 36	Hours Per Day: 8 OURS PER DAY: 6
How many sites are being offered this summer program within your district? What are the high school grade levels offered the program?	Number of sites: 1	Grade levels: 7 - 12
CONTACT INFORMATION FOR SUPERINTENDENT AND SIGNATURE FOR SUPERINTENDENT AND PRINCIPAL OF EACH HIGH SCHOOL PARTICIPATING IN SUMMER PROGRAM		
Name:	Darren Kermes	
Title:	Superintendent	
Address:	792 CANTERBURY ROAD SUITE #211, SHAKOPEE, MN 55379	
Phone Number and Email:	792-567-8102 DKERMES@SWMETRO.K12.MN.US	

SIGNATURE OF IDENTIFIED OFFICIAL WITH AUTHORITY TO SIGN (superintendent):

I certify I have read the application (coversheet, narrative, assurances and budget) and will comply with the approved application, matching obligations, assurances herein and others as applicable.

DATE SIGNED: 10-17-16

SIGNATURE OF PRINCIPAL FROM SCHOOL SITE PARTICIPATING IN SUMMER PROGRAM:

I certify I have read the application (coversheet, narrative, assurances and budget).

DATE SIGNED: 10/17/16

Note: Add an additional signature line for each school site principal if this program will be offered to students at more than one high school site.

PROGRAM CONTACT FOR THIS PROJECT

Name and Title: Joyce Eissinger

Address: 792 Canterbury Road, Suite #211, Shakopee, MN 55379

Phone Number and Email: 952-567-8105 jeissinter@swmetro.k12.mn.us

APPLICANT ORGANIZATION BUSINESS OR ACCOUNTING MANAGER CONTACT INFORMATION

Name: Tom Wiczorek

Address: 792 Canterbury Road, Suite #211, Shakopee, MN 55379

Phone Number and Email: 952-567-8013

ASSURANCES

The applicant by signing the coversheet to the application submitted to the state, certifies they have read all application documents and agree to comply with the approved application, matching obligations, assurances herein and others as applicable.

1. Survival of Terms

The following clauses survive the expiration or cancellation of this award: 4) State and federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state) or for payments to vendors displaying exhibits for their profit. Funds may not be used to pay for or support other

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A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state shall withhold funding if reporting requirements are not met in a complete, accurate and timely manner. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a accepted financial report to the state due at grant closeout.

B. The grantee shall present reports to the Commissioner of the Department of Education or the state's Authorized Representative. At the Commissioner's discretion, the reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and to respond to questions.

C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management & Budget (MMB), and grantee will only be reimbursed for travel and subsistence outside the state of Minnesota if it has received prior written approval for such out-of-state travel from the State. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota. The current Commissioner's Plan can be viewed: [Access this link to obtain current](#)

maximum expense reimbursement rates or at
 (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

3. Equipment

Upon termination of the award, the state shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs.

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars relocated to 2 Code of Federal Regulations (CFR), Part 200 or as approved in the application.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish legitimate meeting, conference business or approved grant activities. Budget allocations for food must be approved by MDE. Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principle information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U S Department of Education conference.

A. Records. The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

- 1) The six-year retention period shall commence from the date of submission of the final expenditure report.

- 2) If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 3) The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

B. Examination.

The state or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

C. State and Federal Audits.

Under Minnesota Statutes, section 16B.98, Subdivision 8, the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

5. Liability

Grantee agrees to indemnify and save and hold the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights

The state shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs,

reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the state and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the state. The grantee, at the request of the state, shall execute all papers and perform all other acts necessary to transfer or record the state's ownership interest in the works and documents.

B. Notification

Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the state's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

C. Representation

The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities. Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state, at the grantee's expense, from any action or claim brought against the state to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the state's opinion is likely to arise, the grantee, must at the state's discretion, either procure for the state the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state will be in addition and not exclusive of other remedies provided by law.

7. Publicity

Any publicity given to the program, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall identify the state as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the state's authorized representative.

The applicant/awardee must **not** claim that the state **or** the federal Department of Education **endorses** its products or services. See a sample statement below:

Example: The contents of this publication, film or conference do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

For example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.027A, Special Education - Grants to States.

8. Government Data Practices and Disclosure of Breach in Security

The grantee and the state must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by either the grantee or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

Effective August 1, 2014, the 2014 Laws of Minnesota, Charter 284, amends Minnesota Statutes, section 13.055, to apply to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

9. Data Disclosure

Under Minnesota Statutes, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

11. Antitrust

Grantee hereby assigns to the state of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the state of Minnesota.

12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR, Part 200, the grantee when signing the application, certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, 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 award, and the extension, continuation, renewal, amendment or modification of any federal grant.
- B. If any funds other than federally 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 award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

A. The grantee certifies that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;

- 2) Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
- 4) Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200,

A. The grantee certifies that it will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing an on-going drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
- 4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - (a) Abide by the terms of the statement; and,
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director,

Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;

6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

17. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes

- A. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
- B. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
- C. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
- D. Age Discrimination in Employment Act of 1975 and amendments.
- E. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.

19. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under Minnesota Statutes, section 270C.65, Subdivision 3.

22. Cancellation With or Without Cause

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

24. Cancellation Due to Failure to Comply

The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

25. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

26. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to Minnesota Statutes, section 201.162, Duties of State Agencies for the complete statute.

27. Minimizing State Funded Administrative Costs

Under Minnesota Statutes, section 16B.98, Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

28. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

29. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

Per Minnesota Statutes, section 471.345, grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

30. Contracting – Nongovernmental Entities

Nongovernmental entities must follow state procurement practices for contracting and bidding. Refer to state Office of Grants Management Policies for best practices. Support documentation of procurement processes must be retained. Refer to Minnesota Statutes, section 16C.06, Subdivision 1 regarding the threshold of \$25,000 for public notice. Other purchasing thresholds are in the policy here: Department of Administration's purchasing policies.

31. Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.

32. Other Provisions

- A. When a grant includes the production of a report or other publication and this publication may be posted on the MDE Website, that document must adhere to all MDE Communication's policies, available upon request from the Communication's Division.
- B. The grantee shall cooperate with the state when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- C. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- D. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- E. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- F. Grantees will submit reports and comply with the terms as outlined in the Official Grant Award Notification (OGAN) or other award document.
- G. Grantee will use funds for the purpose outlined in legislation and understands the matching obligations.
- H. Grantee will inform the department with regard to changes in the status of licensed agricultural teachers assigned to the projects if it will affect the provision of the summer program.

DEVELOP THE NARRATIVE PART OF YOUR APPLICATION RESPONSE BELOW

Develop a narrative response for each section of criteria below. Refer back to the instructions section for the purpose, sample activities for approved programs and the application

components for content expected to be included in the narrative response. Your complete application should consist of the following:

- Completed and signed application coversheet
- Assurances
- Application narrative components (statement of need, capacity, project goals/activities/outcomes/estimated timelines and evaluation)
- Excel budget

Due date for submission and signature (date which application must be received by, not postmarked by) **October 17, 2016, 3:30 p.m., Central Time**

NARRATIVE

Please be reminded that the approved summer program offered can be offered to students at more than one high school site within the district but must be the same summer program. Refer back to the instructions for sample activities and the application components which describe the content to be included in each narrative.

STATEMENT OF NEED

Please refer back to the instructions, application components section, for content expected for this section.

Enter Your Response Here:

SouthWest Metro Intermediate District 288 provides programs and services to eleven member school districts in Carver, Scott, and surrounding counties. Career and Technical Education is one of the hallmarks of the district, and the beginning of one of the original cooperatives that merged in 2013 (Carver-Scott Educational Cooperative and Minnesota River Valley Special Education Cooperative). Agricultural Careers has been offered to member districts since 1976 and remains a program option within the high school of some member districts, and for students in Chaska, Chanhassen, Waconia and Jordan through SWMetro. The classroom portion of the program, one of the three components of Agricultural Education, focuses on the science and production of the nation's food and protection of its resources.

The second component, FFA, also has a long and successful history at SWMetro. The last component, Supervised Agricultural Experience, not only provides experiences that prepare students for the world of work or the postsecondary setting, it is essential to the success of students in FFA.

Students in member districts leave their home high school for one or two hours of their day to attend Agriculture Careers at SWMetro. Some of the districts provide transportation for students but others allow students to drive to this class in Chaska. Both of these are an expense to the district so they restrict enrollment to 11th and 12th grade students. Those in grades 7 through 10

have no opportunity to explore agriculture as a career, and they are limited in achieving goals within the FFA organization such as earning State Degrees and American Degrees. These degrees take time to accomplish. With the majority of the opportunities limited to agriculture classes in 11th and 12 grades, our chapter participants go unrecognized for their earlier hard work and dedication.

SWMetro has a new instructor in the Agriculture Program this year; Sarah Armstrong-Serbus was started the year with 38 students, an increase from 24 last year. Her predecessor was building the program so deserves most of the credit, but since Sarah student taught with him here last year, she probably had some influence in this growth. She is hard-working and engaging and we expect continued growth in the program.

The SAE will be coordinated out of the SWMetro main campus in Chaska and will serve students from Chaska, Chanhassen, Waconia and Jordan High Schools. SWMetro is planning for 30 students in the summer with the overall focus on the development of the SAE available to students in grades 7 – 12. Approximately 15-20 will be 7th – 10th graders who need more introductory, structured activities and will be participating in the Service Learning Goal area.

A valid teaching license is required by SWMetro in all programs; the district will employ its current agriculture instructor this summer. Sarah Armstrong-Serbus will coordinate the program and provide all instruction. (File Folder #495174)

CAPACITY OF GRANTEE

Please refer back to the instructions, application components section for the content expected for this section. Up to 3 licensed agricultural teachers is allowed for the approved summer program. Keep in mind any partners who might contribute to your initiative.

Enter Your Response Here:

SWMetro Intermediate District 288 is prepared to match grant funds to establish the SAE and expand programming to younger students. Funds to support this project will come from the Carl Perkins grant or general education revenue from member districts.

Cindy Walters, Director of Alternative Programs, provides leadership for SWMetro Career & Technical Education programs where she began her career as a CTE teacher. She has championed CTE for 30 years at SWMetro. She is the co-coordinator of the Carl Perkins Consortium balancing the needs of fifteen school districts varying from large suburban districts to those that are smaller rural districts, and she is the secondary Board Chair of SkillsUSA. Cindy will provide direct leadership as we implement the project.

Joyce Eissinger, Director of Curriculum and Program Development, will work closely with the program leadership and the teaching staff at the 401 Building to ensure both the quality of data collected and the adherence to the reporting schedule. She has been at SWMetro for 32 years, and has implemented many grants in cooperation with other school districts, businesses, community organizations and government entities. She has been managing all district grants for the last ten years.

The new service-learning component of the program, established for students with little or no experience in agricultural instruction, will interact with and provide service to several community partners. Initial instruction will include plant management, landscape design/maintenance and horticulture. Students will help maintain two rain gardens (as well as other beds/landscaping) at the SWMetro main campus in Chaska, and a rain garden at the Carver County Government Center just one block away. They will also help landscape the area around a small playground at the SWMetro family center and they will volunteer their gardening services to Auburn Manor, a senior living facility also just one block from the main campus. The Mustard Seed, a local Landscaping and Garden Center, will be sharing guidance and instruction on plant science.

PROJECT GOALS, ACTIVITIES, OUTCOMES AND ESTIMATED TIMELINES

Refer back to the instructions and application components section for the questions and information expected to be provided for this section. Provide a general statement describing the summer program.

Then outline the goals and activities of the approved summer program with estimated timelines and staff involved. Keep in mind the summer program grant period you selected.

Enter Your Response Here:

GOAL I : PROGRAM DEVELOPMENT

SWMetro will expand the Agricultural Careers Program to include opportunities for students in grades

7-12 in member districts who have shown interest in Agriculture classes or participate in FFA

Activity 1: Work with member school district staff and School Boards to gain support to expand current Agricultural offering

Outcome: SWMetro Governing Board awards final approval to expand Agricultural Education to include a summer component (SAE)

Measure: Expanded course is available to students and is included in district communication with students and families

Person(s) Responsible for Activity: Director of SWMetro Career & Technical Education will coordinate activity along with SWMetro Agriculture instructor

Activity 2: Review current Agriculture Advisory Committee and recruit new members if needed

Outcome: An Agriculture Careers Advisory Committee is updated to include agricultural industry leaders, active agricultural members, community members and parents of students currently enrolled in FFA

Measure: Revised Advisory Committee is in place

Person(s) Responsible for Activity: Director of SWMetro Career & Technical Education,
Agricultural Careers instructor and FFA Advisor

Schedule: Flexible

Estimated Timeline of Activity: November, 2016 through April, 2017 for final board approval

GOAL II : EXPERIENTIAL LEARNING/SUPERVISED AGRICULTURAL EXPERIENCE (SAE)

SWMetro will expand the current Agriculture Careers Program to incorporate the opportunity that engages 7th - 12th grade students in the SAE process

Activity 1: Create a hybrid model course for current Agriculture and FFA students in grades 7 - 12 that combines face-to-face instruction, online course work and out-of-class experiences

Outcome: **Students** in grades 7 – 12 interested or currently participating in Agriculture Education or FFA earn one semester credit that applies toward FFA degrees
Students create/maintain an individual Supervised Agricultural Experience
Hybrid SAE course is piloted and is shared with member district instructors
Pilot Program for younger students and those with no previous participation in the program is implemented

Measure: Progress of projects documented in AET online tracking system
Informal assessments based on one-to-one visits
Reflective reports

Person(s) Responsible for Activity: The Agriculture Education instructor

Schedule: Class/Work 2 days per week 3 weeks in June, July, and August
Students will attend 6 hours per day
Instructor will work remaining 8 hour days monitoring individual SAE projects

Estimated Timeline of Activity: June, July, August in 2017

GOAL III SERVICE LEARNING

SWMetro will provide introductory instruction to students in grades 7 - 12 using elements of the SAE hybrid course that guides students through the process of organizing and implementing various service learning projects.

Activity 1: Students learn and implement the four stages of service learning:

1. Preparation
2. Action
3. Reflection
4. Demonstration

Outcome: **Students** demonstrate the ability to plan and implement a service project
Students gain knowledge in horticulture, plant science, and landscape maintenance

Students earn credit and hours required in the State or National FFA Organizations

Measure: Customer survey providing feedback on the quality of service provided
 AET online tracking reports
 Teacher developed assessment
 Student demonstration – students demonstrate skills, insights and outcomes to outside groups, peers, staff, parents, community partners, etc.

Person(s) Responsible for Activity: Agriculture Education instructor

Schedule: Class/Work 2 days per week 3 weeks in June, July, and August
 Students will attend 6 hours per day

Estimated Timeline of Activity: June, July, August in 2017

EVALUATION

Refer back to the instructions, application components section for the information expected to be provided in this section.

Enter Your Response Here:

The evaluation plan will include both formative and summative evaluation:

The *formative evaluation* will focus on gathering information to identify strengths and weaknesses of the program to make improvements and implement the program more

effectively. It will gather process data to document the degree to which the program was implemented as intended.

The *summative evaluation* will focus on the impact of the program, and the degree to which the outcomes (Goals and Objectives) were accomplished. SWMetro gathers student data for reporting to the Minnesota Department of Education through its Minnesota Automated Reporting Student System (MARSS) and the TIES system.

SWMetro recognizes and appreciates the need for students to be prepared for a career or postsecondary education, and incorporates specific instruction in 21st century skills across all programs. Along with academic preparation and career exploration activities the SAE will integrate the skills of Communication, Collaboration, Creativity, Critical Thinking and Civic Engagement/Citizenship.

The model used to support summer learning follows best practice in working with adolescent students: instructors provide frequent opportunities for positive reinforcement and feedback; classroom instruction is paired with modeling and hands on experience; and classroom activities are connected to daily activities within a supportive environment.

Various assessment tools will be used to collect this student data including reflective reports, AET online tracking of projects, weekly reviews of SAE by the instructor, 21st Century self-awareness and progress wheel, and informal assessments based on one-to-one visits.

BUDGET

Complete the Excel Budget Form for the summer program grant period.

Applications must be received by (not postmarked by): **October 17, 2016, 3:30 p.m., Central Time.**

APPLICANT: SWMetro Intermediate District 288		AGRICULTURAL EDUCATOR GRANT OPPORTUNITY		
STATE FUNDED GRANT OPPORTUNITY				
LEGISLATION:				
GRANT PERIOD:		01S370		
UFARS CODE:				
GRANT REQUEST:				
MATCHING TOTAL - ONE-HALF MATCH FOR EACH POSITION FOR UP TO 40 DAYS PER:				
SUMMER PROGRAM 2017 or 2018				
BUDGET		BUDGET AMT.		
AMT. 2017		2018		
FTEs				
BUDGET NARRATIVE DESCRIPTION - IDENTIFY EACH POSITION - NUMBER OF POSITIONS - DAYS/HOURS WITH PROPOSED HOURLY RATE FOR EACH				
100 SERIES SALARIES BUDGET AMT. 2017 2018 FTEs Instruction 6 hrs per day X 4 days per wk = 24 hrs. pr wk X 9 wks = 216.8 hrs. per day X 13 days additional individual student supervision and help 1 student prep for Carver County Fair, Scott County Fair and State Fair				
140 Licensed Classroom Teacher - Agricultural 10,819.48 0 (Curriculum Development completed with other district funds)				
185 Other Salary Payments - Licensed and Certified - beyond regular contract				
195 Interdepartment Employee Salaries and Wages (state funding only)				
199 Salary Adjustments - can't use if state aid				
200 SERIES BENEFITS BASED ON SALARIES		NA		
200 Benefits for each licensed position		NA		
300 SERIES PURCHASED SERVICES		NA		
305 Subcontract for licensed agricultural teacher - must have agreement on file		NA		
316 Services Purchased from other MN Joint Powers or MN Ed Agency - state funds only		NA		
395 Shared Costs for Paired Districts for Student Support Services Personnel		NA		
396 Salary purchased from another district for licensed teachers or related service providers working in your district		NA		
398 Interdepartment Services (chargeback) not used with federal		NA		
TOTAL IN YEAR SUMMER PROGRAM PROVIDED				

[illegible]

PROGRAM:	MDE Agricultural Educator					
LICENSED STAFF						
Name	RATE	HRS	SALARY	FICA	TRA/PERA 7.25% 6%	TOTAL EXPENSE
Sarah	\$ 29.75	320	\$ 9,520.00	\$ 728.28	\$ 571.20	\$ 10,819.48
						\$ -
			\$ -	\$ -	\$ -	\$ -
						\$ -
						\$ -
						\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ 9,520.00	\$ -	\$ -	\$ 10,819.48
Subtotal Licensed Staff						
NON-LICENSED STAFF						
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
Subtotal Non-Licensed	\$ -					
Coordination						
TOTAL SALARY						\$ 10,819.48
UFARS OBJ CODE	OBJ Description					
185	Other Salary					
185	Stipends					
305	Contracted Services					
401	General Supplies					
430	Instructional Supplies					
490	Food					
350	Repairs					
360	Field Trips					
365	Charge Back/Vans					
366	Travel					
367	Workshop					
Subtotal Expenses						\$ -
Expenses + Salary						\$ 10,819.48
TOTAL PROGRAM EXPENSES						\$ 10,819.48