

The logo features the text "Louisiana Believes" in a green, hand-drawn style font, underlined. The background is a light blue watercolor wash.

**Louisiana Believes**

**Jobs for America's Graduates-Louisiana  
(JAG-LA)**

**2018-2019 Intent to Continue Grant Application**

**Due:  
Wednesday, April 11, 2018**

**Intent to Continue the JAG-LA 2018-2019 Grant**

Complete the **JAG-LA Intent to Continue Grant** information below regarding the school year 2017-2018.

Sections I and II of the **JAG-LA 2018-2019 Intent to Continue Grant** is to be completed by school systems or entities requesting continuation funding. The intent, including assurances, must be signed by school system superintendent or agency director and returned to the Louisiana Department of Education prior to 4:00 p.m., Wednesday, April 11, 2018.

Section III will be completed by Louisiana Department of Education (LDOE) on Thursday, May 17, 2018, to verify that programs have met all the requirements of the JAG-LA 2017-2018 Grant Application. JAG-LA continuation grants are contingent on programs meeting these requirements. JAG-LA Supervisors will be contacted concerning non-compliance issues within 5 days of the review.

For the 2018-2019 school year, up to \$60,000 is projected to be awarded to the JAG-LA AIM High! Programs. All other programs will be awarded at least \$50,000, contingent on the level of funding available. JAG-LA Grant requirements for the 2018-2019 School Year are listed in the application.

**Intent Not to Continue.**

If the intent is **not to continue** the JAG-LA Program for the 2018-2019 school year, a signed letter from the school system superintendent or agency director, prior to the grant due date must be submitted to the Office of Student Opportunities, Transitional Support Programs, Attention: Dari Miller.

**Please use the physical address below for Fed Ex, UPS, or to hand deliver the grant.**

Attention: Dari Miller  
Louisiana Department of Education  
Claiborne Building  
4<sup>th</sup> Floor, Suite 4-249  
1201 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70802

**SECTION I**

**School System/Entity:** \_\_\_\_\_

**School/Site Name(s):** \_\_\_\_\_

**JAG-LA Supervisor Contact Information for 2018-2019:**

**Name:**

**E-Mail Address:**

**Contact Number:**

**Address:**

For each location within the school system or entity applying for a continuation grant, please list the names and locations of the three required field trips, one of which should be to a post-secondary education institution per the JAG-LA 2017-2018 Grant. (NOTE: Include scheduled field trips prior to May 31, 2018).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List the required 8 guest speakers as required by the JAG-LA 2017-2018 Grant. Include name and title of guest speaker (include upcoming guest speakers prior to May 31, 2018). Please submit this information for each location within the school district or entity applying for Intent to Continue.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Please provide the following:

1. **JAG Students’ 2018 FAFSA Completion Rate at time of grant submission** \_\_\_\_\_
2. **Overall School 2018 FAFSA Completion Rate at time of grant submission** \_\_\_\_\_

Note: If you need assistance in determining the overall school rate please contact: [LDEFinancialAid@la.gov](mailto:LDEFinancialAid@la.gov)

**JUMP START**

**Jump Start** promotes collaboration between school systems, colleges, and local businesses to provide career courses and workplace experiences to high school students, which will allow them to continue their education after high school while certifying them for the career fields most likely to lead to high-wage jobs.

The **JAG-LA Multi-Year Model** provides support for students pursuing a Jump Start Career Diploma through early experiences in foundational career skills and career awareness. Many elements of the JAG-LA Program including curriculum, mentoring, and work-based learning, support Jump Start

Please provide the following information:

1. How have you leveraged JAG’s support with community and business partnerships and Jump Start? How do you envision the JAG-LA Program supporting Jump Start in your district?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Effective Career Counseling is a requirement of the Jump Start Initiative. Describe how JAG-LA will be used to support these efforts.

\_\_\_\_\_  
\_\_\_\_\_

3. Describe the district focus for the upcoming 2018-2019 school year JAG-LA program at the current sight (i.e., support students with special needs, assist with dropout population, Jumpstart, etc.)

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4. Identify **any changes** (model, site and location) being made to the JAG-LA 2018-2019 Grant.

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5. Identify matching/in-kind resources (financial and/or other) coming from Local Workforce Investment Boards, business and industry entities, Adult Education programs/agencies, Louisiana Technical Colleges, Jump Start Career Development Funds, Carl D. Perkins grants, School Improvement/School Turn-Around grants, grants Foundation funds and other sources of partnerships.

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**SECTION II**

**Attach the following information to the signed JAG-LA 2018-2019 Intent to Continue Grant.**

• **Specialist Daily Schedule for 2018-2019**

**NOTE:** Additional duties will not be given to the JAG-LA Specialist, including, but not limited to, the following: teaching other classes; assignments to in-school suspension; excessive duty schedule; or any additional duties that conflict with the specialist performing the duties as required by the JAG-LA grant.

• **Sample schedule for JAG-LA participants**

• **Signed assurances**, included in this packet (superintendent/agency director, supervisor/principal and specialist)

The services detailed in the following assurances constitute the required work for the period July 1, 2018, through June 30, 2019. In order to receive funding for Jobs for America’s Graduates-Louisiana project, the sub-grantee must submit a signed intent by the superintendent or agency director to continue the grant application through the Louisiana Department of Education. The intent will be reviewed to determine if all objectives of the current program have been addressed and whether the sub-grantee meets applicable State, Federal or National JAG requirements.

• **Signed Intent to Continue** by school system superintendent or agency director.

**It is the intent of \_\_\_\_\_ to continue the JAG-LA program(s) through the 2018-2019 school years.** (school site/entity)

\_\_\_\_\_  
**Superintendent/Agency Director Signature** \_\_\_\_\_  
**Date**

*Projects will be funded contingent upon funds being made available for Jobs for America’s Graduates- Louisiana program. Upon receipt of funds, the district/agency agrees to fully implement all aspects of the selected JAG-LA Model.*

**DEADLINE**

Applications must be received at the Louisiana Department of Education, Office of Student Opportunities, Transitional Support Programs, Attention: Dari Miller, **no later than 4:00 P.M., Wednesday, April 11, 2018.**

**Please use the physical address below for Fed Ex, UPS, or to hand deliver the grant.**

Attention: Dari Miller  
Louisiana Department of Education  
Claiborne Building  
4<sup>th</sup> Floor, Suite 4-249  
1201 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70802

If the intent is not to continue the JAG-LA program for the 2018-2019 school year, a signed letter from the district superintendent or agency director prior to the grant due date must be submitted to the Office of Student Opportunities, Transitional Support Programs. (See address below)

**Applications may be mailed or hand-delivered to the following address:**

Attention: Dari Miller  
Office of Student Opportunities  
Louisiana Department of Education  
P.O. Box 94064  
Baton Rouge, LA 70804-9064

The Louisiana Department of Education, Office of Student Opportunities, Transitional Support Programs reserves the right to reject any or all applications for failure to submit in accordance with the instructions in this application packet or by the specified deadline. Receipt of applications by the Louisiana Department of Education confers no rights upon the applicant, nor does it obligate the Louisiana Department of Education in any manner.

**Further Information**

Contact: Dianna Keller at the Office of Student Opportunities, Transitional Support Programs, Louisiana Department of Education, P.O. Box 94064, Baton Rouge, LA 70804-9064 or (225) 342-3412

## JAG-LA Specialist Assurances:

- Recruits and selects the **required minimum number of qualified participants, not to exceed the minimum or maximum number of students without LDOE approval** to satisfy the criteria as set out by JAG-LA. Students must need, want, and be able to benefit from the services available and the required 12 month follow-up phase of the program.
- Facilitate the association for the JAG model being taught. Curriculum should be taught through the activities of the association.
- Establishes an Advisory Committee to assist in recruiting, screening and selecting participants most in need of services. The Advisory Committee and JAG-LA Specialist are mutually responsible for recruiting, screening, and selecting potential participants who satisfy JAG-LA criteria. **The JAG-LA Specialist is ultimately responsible for the final selection process of the participants who qualify for the JAG Model.**
- Delivers the curriculum developed by the National JAG Organization. Participants are expected to master all required competencies for the model program delivered.
- Establishes and organizes a motivational, career-oriented student-led organization. Each participant is a member of an association for purposes of belonging, creating a sense of ownership, building self-esteem, and developing leadership and fellowship skills.
- Conducts an Installation and Initiation Ceremony for JAG-LA Association Members and Officers *prior to* **October 31, 2018.**
- Attends and encourages participation in mandatory state conferences.
- Works with participants and other staff/faculty to provide remediation and/or tutoring required for participants to improve basic education skills and graduate or obtain a Louisiana High School Equivalency Diploma.
- Provides necessary services required to help participants overcome barriers to stay in school, graduate, become employed and/or pursue a postsecondary education.
- Provides career counseling and personal counseling. Private space is provided for counseling and interviewing as needed. Refers to school or community-based services, as needed, to help overcome barriers to graduation, employment, career entry and/or advancement.
- Attends JAG-LA staff development and mandatory quarterly meetings. Works with JAG-LA Supervisors and LDOE to assist with special events.
- Develops work-based learning and/or job shadowing experiences linked to the JAG Curriculum to enhance student learning and specific occupational skills in their chosen career field. Develops jobs, internships or apprenticeship opportunities for JAG-LA graduates.
- Provides **12 month follow-up services** through employer and student contact and must be documented monthly in Electronic National Data Management System (ENDMS). Middle school specialists assist students with the transition to 9<sup>th</sup> grade and follow-up monthly with students during the 9<sup>th</sup> grade year.
- Maintains, completes and submits all paper and electronic documentation, as required by LDOE, by the appropriate deadlines.
- JAG-LA Specialists are **required** by LDOE to assist all JAG-LA Seniors by hosting a **Financial Aid Planning Day** for parents and assure that all students are completing the **FAFSA application for the 2018-2019** school years. Dates and parent sign in sheets must be kept on file in the Specialists Portfolio.
- Attends the National Training Seminar (NTS) in July of each year.
- Develops relations with business partners, community and government organizations as set forth by the marketing plan which promotes student success, achievement and program goals.
- Secures a minimum of (3) **three field** trips per year (one field trip must include a visit to a post-secondary institution). Schedules a minimum of (8) **eight guest** speakers per year.

- Submits required documentation to LDOE, as requested, by deadlines:
  - **Submit to LDOE Required Reports/Lesson Plans by given due date**
  - **Supervisor signed roll-up roster twice (2) a year**
  - **Employee Marketing Plans**
  - **Plans of Work**
  - **Pre -ETS Progress Reports (If applicable)**
  - **FAFSA Requirement (Multi-Year)**

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**JAG-LA Specialist**

(Signed copy of JAG-LA Specialist Assurance page can be forwarded separately from the grant application once a JAG-LA Specialist position is secured).

## JAG-LA Assurances District/Agency Assurances:

- Employ a full-time, teacher-certified individual who is qualified to fulfill the responsibilities of the JAG-LA Specialist and is not **given any additional task other than JAG**. It is advised that the JAG-LA Program Supervisor be included in the interview process for the JAG-LA Specialist.
- Provide the balance of the salary and benefits for the JAG-LA Specialist above the grant award contribution by LDOE, and contribute as in-kind services the use of appropriate classroom space, office space, utilities, telephone and computer, with access to a printer and fax machine and/or scanner.
- Provide the JAG-LA Program Model for the entire year as a regularly scheduled class or classes with appropriate Carnegie units, in addition to classroom space for counseling opportunities, marketing, and data entry outside of regularly scheduled classes.
- Support the specialist by providing time to complete follow-up services, including employer marketing, job development, and placement services for twelve (12) months.
- Assure that an Advisory Committee has been established to assist the JAG-LA Specialist in recruiting, screening and selecting participants in need of services. The Advisory Committee and JAG-LA Specialist are mutually responsible for recruiting, screening, and selecting participants who satisfy JAG-LA criteria.
- Provide scheduled time for the specialist with access to JAG-LA participants to review their records. This includes time for documentation in ENDMS for model services, Individual Development Plans (IDP's) and Follow-Up.
- Provide classroom space for specialist-led, competency-based instruction and participant-led association activities. The school/agency will also provide the use of other school facilities and equipment necessary to deliver the services of a JAG-LA Program. (Ex. computer lab)
- Enable JAG-LA participants to attend statewide conferences by securing transportation and supplies needed for students to attend these events.
- Support JAG-LA efforts to involve parents, family, employers, and community to meet the needs of JAG-LA participants, and ensure full cooperation and participation during the post-graduation follow-up period.
- Allow for a **minimum** of three (3) field trips per year with one (1) field trip to a post-secondary institute. Allow for JAG-LA Specialists to schedule a minimum of eight (8) guest speakers per year.
- Support JAG-LA Specialists in hosting one (1) Family Financial Aid Planning Event for seniors (campuses that house 12<sup>th</sup> graders).
- Provide **mandatory** release time for the JAG-LA Specialist to perform off campus employer marketing, recruitment for guest speakers, arrangement of field trips, job development, and placement responsibilities. **Documentation of employer marketing (i.e., log and business cards) must be on file in the Specialist Portfolio.** Active personal contacts with employers throughout the program year are essential to a successful JAG-LA Program.
- Ensure the specialist is in attendance at mandatory JAG-LA staff meetings, conferences and the annual JAG National Training Seminar (NTS).
- Establish a district/agency supervisor that attends mandatory JAG-LA training and that supports the JAG Program Model. The district/agency JAG-LA Supervisor will be responsible for the oversight of the JAG Program Model. Ensure that the JAG-LA Supervisor, Specialist and Principal fulfill the responsibilities of these JAG-LA Assurances and achieve the performance standards of the JAG Program Model.
- Provide supervision to ensure that the JAG-LA Specialist fulfills the responsibilities of these JAG-LA Assurances and achieves the performance standards of the JAG Program Model.

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Superintendent/Agency Director Signature/Title

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School System



**JAG-LA Supervisor and Principal Assurances:**

- The district /agency JAG-LA Supervisor and Principal provide supervision and assistance to ensure that the JAG-LA Specialist fulfills the responsibilities of the JAG-LA Assurances and achieves the performance standards of the JAG Program Model.
- Participates in mandatory JAG-LA Supervisor/Principal training provided by LDOE.
- Assists the JAG-LA Specialist to establish an Advisory Committee which provides assistance in recruiting, screening and selecting participants most in need of services.
- Oversees that required documentation is submitted to LDOE, as requested:
  - **Submit to LDOE Required Reports/Lesson Plans by given due date**
  - **Supervisor signed roll-up roster twice (2) a year**
  - **Employee Marketing Plans**
  - **Plans of Work**
  - **Pre-ETS Progress Reports (If applicable)**
- Supervisor submits a signed and dated **Supervisor Report**, as requested by LDOE, annually unless the program/site has received on-site monitoring from LDOE staff.
- Oversees/Ensures that information in the Electronic National Data Management System (ENDMS) is accurate and entered timely, including: JAG pre/post-test information, daily model services, follow-up information, progress reports, IDP’s and work-based learning hours.
- Assists JAG-LA Specialist to obtain the required number of competencies, contact hours, community service hours and work-based learning experiences, as required by the JAG Program Model.
- Ensures that the JAG-LA site has an active association and provides assistance in working toward completion of the association’s required activities. Association minutes and sign-in sheets must be kept on file.
- Allow for a **minimum of three (3) student field trips per year one (1) field trip must be to a post-secondary institute**. Allow for JAG-LA Specialist to schedule a **minimum** of eight (8) guest speakers per year.
- Support JAG-LA Specialists in hosting one Family Financial Aid Planning Event for seniors (campuses that house 12<sup>th</sup> graders)
- Provides assistance to secure all mandatory documentation required by LDOE in participants’ folders, participants’ portfolios and specialist’s portfolios.
- Ensures that JAG-LA Specialist is following the submitted Marketing Plan and Plan of Work. Supports JAG-LA specialist in reaching out to community partners/business leaders. Must be documented in the Specialist Portfolio.
- Students per class (16 per class) should **not exceed** the recommended number of participants for the JAG-LA program model unless approved by LDOE.
- **No additional classes** can be taught by the **JAG-LA Specialist**.
- Supervisor/Principal agrees to the **minimum number** of students and **maximum number** of students allowed **per program model** as stated in the grant (pg. 10 and pg. 13 of the 2018-2019 Intent to Continue Grant).

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District/Agency Supervisor

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Title

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Principal

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School

### Section III

The following information will be completed by LDOE to verify that programs have met all requirements of the **JAG-LA 2017-2018** grant applications. Continuation grant allocations will be submitted for BESE approval once it is determined that all requirements of the grant have been met. Notification will be made in advance of any grants denied due to non-compliance.

<b>JAG-LA AIM High 2017-2018</b>	<b>Completed</b>	<b>Incomplete or Missing</b>	<b>Comments</b>
Number of Students Served	/30-35		
Data-Principal Reports	/3		
Lesson Plans	/10		
Plan of Work	/1		
Specialist Schedule	/1		
Signed Roster Roll-Up	/2		
Model Services/ENDMS (Up-to-Date Weekly)	Yes/No		
Active Student Development Association	Yes/No		
Follow-up Data Complete	Yes/No		
Required Completion of Competencies	/20		
Contact Hours	/120hrs.		
20% contact hours-remediation	Yes/No		
50% Special Education Requirements	Yes/No		
Individual Development Plans(IDP's) in ENDMS	Yes/No		
Community Service Hours	/15		
Attendance at Mandatory Meetings/Conferences including: quarterly meetings, phone conferences and National Training Seminar (NTS)	Yes/No		

<b>JAG-LA Middle School 2017-2018</b>	<b>Completed</b>	<b>Incomplete or Missing</b>	<b>Comments</b>
Number of Students Served	/45-55		
Data-Principal Reports	/3		
Lesson Plans	/10		
Plan of Work	/1		
Model Services/e-NDMS (Up-to-Date Weekly)	Yes/No		
Signed Roster Roll-Up	/2		
Active Student Development Association	Yes/No		
Follow-up Data Complete	Yes/No		
Required Completion of Competencies	/27		
Contact Hours	/120hrs.		
15% contact hours-remediation	Yes/No		
Individual Development Plans(IDP's) in ENDMS	Yes/No		
Community Service Hours	/15		
Attendance at Mandatory Meetings/Conferences including: quarterly meetings, phone conferences and National Training Seminar (NTS)	Yes/No		

<b>JAG-LA Multi-Year 2017-2018</b>	<b>Completed</b>	<b>Incomplete or Missing</b>	<b>Comments</b>
Number of Students Served	<b>/45-55</b>		
Data-Principal Report	<b>/3</b>		
Lesson Plans	<b>/10</b>		
Signed Roster Roll-Up	<b>/2</b>		
Plan of Work	<b>/1</b>		
Marketing Plan	<b>/1</b>		
Model Services/e-NDMS (Up-to-Date Weekly)	<b>Yes/No</b>		
Active Career Association	<b>Yes/No</b>		
Follow-up Data Complete	<b>Yes/No</b>		
Required Completion of Competencies	<b>/37</b>		
Contact Hours	<b>/120hrs.</b>		
Community Service Hours	<b>/15</b>		
Attendance at Mandatory Meetings/Conferences including: quarterly meetings, phone conferences and National Training Seminar (NTS)	<b>Yes/No</b>		
FAFSA Documentation	<b>Yes/No</b>		
Individual Development Plan (IDP's) in ENDMS	<b>Yes/No</b>		
Pre-ETS Reports	<b>Yes/No</b>		
Work-based Learning Hours (20) in ENDMS	<b>Yes/No</b>		

<b>JAG-LA Out-of-School 2017-2018</b>	<b>Completed</b>	<b>Incomplete or Missing</b>	<b>Comments</b>
Number of Students Served	<b>/35-45</b>		
Data-Principal Report	<b>/3</b>		
Lesson Plan	<b>/10</b>		
Signed Roster Roll Up	<b>/2</b>		
Marketing Plan	<b>/1</b>		
Plan of Work	<b>/1</b>		
Model Services/e-NDMS (Up-to-Date Weekly)	<b>Yes/No</b>		
Active Career Association	<b>Yes/No</b>		
Follow-up Data Complete	<b>Yes/No</b>		
Required Completion of Competencies	<b>/20</b>		
Contact Hours	<b>/80hrs.</b>		
Community Service Hours	<b>/15</b>		
Individual Development Plan (IDP's) in ENDMS	<b>Yes/No</b>		
Attendance at Mandatory Meetings/Conferences including: quarterly meetings, phone conferences and National Training	<b>Yes/No</b>		