

# FLORIDA DEPARTMENT OF EDUCATION

**2019-2020 Request for Application (RFA Discretionary)**

Bureau / Office

Division of Career and Adult Education

Program Name

Adult Education and Family Literacy – State Leadership, Adult General Education (AGE) – Institute of Professional Development for Adult Educators (IPDAE)

<http://www.floridaliteracy.org/index.html>

Specific Funding Authority(ies)

Adult Education and Family Literacy Act (AEFLA)

State Grant Programs Title II of the Workforce Innovation and Opportunity Act (WIOA)

CFDA #84.002, website: <https://www.cfda.gov/>

Funding Purpose/Priorities

The purpose of this grant is to provide continuation of the established Institute of Professional Development for Adult Educators (IPDAE) that will provide resources, technical assistance, professional development, and other tools to assist adult education administrators and staff as they implementAdult Education Career Pathways Systems (AECPS), and provide support for training and alignment with the college and career readiness standards and other high demand topic areas identified by local adult education practitioners. Webinars, online courses, a calendar of events with registration capabilities, and other online adult education curriculum and professional development resources will be housed at the IPDAE website.

Total Funding Amount

**$377,259 (Allocation is contingent on Florida’s 2019 Federal Award)**

**Note:**

* The Florida Department of Education is releasing this RFA before the passage of the U.S. Department of Education’s (USDOE) Fiscal Year (FY) 2019 appropriation in anticipation of the appropriation of funds for Program Year (PY) 2019 Adult Education and Family Literacy grants. However, we will not obligate any funds for PY 2019 grants unless and until they are appropriated and Florida Department of Education has received its federal award notification from USDOE. Therefore, the selection of eligible recipients and award of funds under this RFA is contingent upon the enactment of a PY 2019 appropriation for the Adult and Family Literacy Act.
* Allocations posted in the RFA are subject to change, based on Florida’s federal award notification.
* The Commissioner may recommend an amount greater or less than the amount requested in the proposal.

**Type of Award**

Discretionary/Continuation

Budget / Program Performance Period

Date grant application approved - June 30, 2020

Applications received after June 30, 2019, will be effective on the date of receipt in Grants Management or award of federal funds, whichever is later.

Target Population(s)

Adult education administrators and staff providing direct adult education instructional and program services to: qualifying individuals who must be 16 years of age or older, beyond compulsory school age, not have a secondary school diploma, are not enrolled in a secondary school, and who may also be limited in English proficiency.

Eligible Applicant(s)

Indian River State College

Application Due Date

**Upon receipt in the Office of Grants Management**

**The due date refers to the date of receipt in the Office of Grants Management. Facsimile and e-mail submissions are not acceptable.**

**For Federal programs, the project effective date will be the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.**

Matching Requirement

None

**Contact Persons**

**Program Contact Grants Management Contact**

Marcia Maxwell Paula Starling

Educational Consultant Education Consultant

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Assurances

The Florida Department of Education (FLDOE) has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

**School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FLDOE Comptroller’s Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FLDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 form will be required prior to a project award being issued.

**School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>.

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link: <https://web01.fldoe.org/TrainingAssessment/SignOn/Home.aspx>.

Non-participation in the training program may result in termination of payment(s) until training is completed.

Funding Method

**Reimbursement with Performance**

Payment is rendered upon submission of documented allowable disbursements, plus documentation of completion of specified performance objectives.

**Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FLDOE program manager to understand the nature and reason for the line item cost.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FLDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml).

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 499 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification. Upon final review of end-of-year performance report, grantees that do not meet their enrollment targets will be required to submit an amended DOE 499 form.

All providers must submit the End-of-Year Performance Report by the deadline specified by FLDOE. End-of-Year Performance Report guidelines will be provided under separate cover.

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted accounting principles implemented by the fiscal agent and approved by responsible official(s) of the agent.

Financial Consequences

The contract manager shall periodically review the progress made on the activities and deliverables listed. If the contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced payment or request the contractor redo the work or terminate the contract.

**Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FLDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will kept secure.

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Guidance found at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

Any equipment purchases not listed on the original budget approved by the FLDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

The Uniform Guidance document provides all of the required definitions in the following sections: 200.12 Capital Assets, 200.13 Capital Expenditures, 200.2 Acquisition Cost, 200.33 Equipment, 200.48 General Purpose Equipment, 200.58 Information Technology Systems, 200.89 Special Purpose Equipment, and 200.94 Supplies. Post Federal Award Requirements Standards for Financial and Program Management, 200.313 and General Provisions for Selected Items of Cost 200.439.

The Uniform Guidance, Section 200.313 Equipment, requires that property records be maintained and provide an accurate accounting of equipment purchased with grant funds.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every fiscal year in accordance with Rule 69I-72.006, Florida Administrative Code.

**Division of Career and Adult Education Requirement**

To ensure that Florida adequately monitors equipment purchased with federal funds applicants must record ALL equipment with a unit cost of $1,000 or more on the **DOE 101S Budget Narrative Form** and on the **Projected Equipment Purchases Form** (applicant may use this form or another format that contains the information appearing on this form).

All additional equipment purchases with a unit cost of $1,000 or more not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval by the Florida Department of Education prior to purchase by the agency awarded the funding.

**State Requirement**

The Florida Administrative Code, Rule, 69I-72.002, Threshold for Recording Tangible Personal Property for Inventory Purposes states:

All tangible personal property with a value or cost of $1,000 or more and having a projected useful life of one year or more shall be recorded in the state’s financial system as property for inventory purposes. Rule, 69I-72.003, Recording of Property, states: Maintenance of Property Records – Custodians shall maintain adequate records of property in their custody.

**Administrative Costs including Indirect Costs**

In accordance with AEFLA, Section 233 (a-b):

(a) *In General*.-- Subject to subsection (b), of the amount that is made available under this title to an eligible provider –

(1) not less than 95 percent shall be expended for carrying out adult education an literacy activities; and

(2) the remaining amount, not to exceed 5 percent, shall be used for planning, administration (including carrying out the requirements of section 116), professional development, and the activities described in paragraphs (3) and (5) of section 232.

(b) *Special Rule*. -- In cases where the cost limits described in subsection (a) are too restrictive to allow for the activities described in subsection (a)(2), the eligible provider shall negotiate with the eligible agency in order to determine an adequate level of funds to be used for non-instructional purposes.

Agencies interested in pursuing the Special Rules should access the required form on the Division of Career and Adult Education’s website: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities>**.**

Positions such as project coordinator, accountant, clerical staff, or other positions not directly involved in instructional activities of students are considered administrative. Travel, equipment, and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to Adult Education and Family Literacy students.

**State of Florida, Executive Order 11-116**

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

**Intellectual Property**

The awarded agency is subject to following additional provisions:

A.  Anything by whatsoever designation it may be known, that is produced by, or developed in connection with, this Grant/Contract shall become the exclusive property of the State of Florida and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the Grantee/Contractor nor any individual employed under this Grant/Contract shall have any proprietary interest in the product.

B.  With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the Department pursuant to s. 1006.39, F.S., on behalf the State of Florida.

C.  In the event it is determined as a matter of law that any such work is not a "work for hire," grantee shall immediately assign to the Department all copyrights subsisting therein for the consideration set forth in the Grant/Contract and with no additional compensation.

D.  The foregoing shall not apply to any pre-existing software, or other work of authorship used by Grantee/Contractor, to create a Deliverable but which exists as a work independent of the Deliverable, unless the pre-existing software or work was developed by Grantee pursuant to a previous Contract/Grant with the Department or a purchase by the Department under a State Term Contract.

E.  The Department shall have full and complete ownership of all software developed pursuant to the Grant/Contract including without limitation:

1.  The written source code.

2.  The source code files.

3.  The executable code.

4.  The executable code files.

5.  The data dictionary.

6.  The data flow diagram.

7.  The work flow diagram.

8.  The entity relationship diagram.

9.  All other documentation needed to enable the Department to support, recreate, revise, repair, or otherwise make use of the software.

**Administrative Provisions, Funding Shall Supplement Not Supplant**

According to AEFLA, Section 241 (a) - Funds made available for adult education and literacy activities under this title shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.

**Non-duplication of Effort**

According to AEFLA, Section 221 (3) - It is the responsibility of the eligible agency to coordinate and ensure non-duplication with other federal and state education, training, corrections, public housing, and social service programs.

**Invoicing Procedures**

See attachment **Invoicing Procedures** if applicable.

**Project Performance Accountability and Reporting Requirements**

The Department’s project managers will track each project’s performance, based on the information provided and the stated criteria for successful performance, and verify the receipt of required deliverables/services prior to payment, as required by Sections 215.971, and 287.058(1)(d)&(e), Florida Statutes.

For projects funded via Cash Advance, the Department’s project managers will verify that the project’s activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis. For projects funded via reimbursement, the Department’s project managers will verify that the project’s expenditures are allowable and that performance objectives are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations.

**Performance Measures/Goals Based on Deliverables** Awarded projects are based on performance with clearly defined scope of work deliverables as performance measure.

**Reporting Outcomes**

Submit invoices and Quarterly Reports as listed and approved on the **Invoice Schedule Form**, that align with information also submitted and approved on the **Scope of Work and** **Performance-Based Project Deliverables Form**. The invoices and the required documentation for deliverables will provide the program manager with the necessary information to determine whether the recipient is meeting the approved performance measures for the project.

For Federal Programs - General Education Provisions Act (GEPA)

Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs*.* For details, refer to:<http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>.

The GEPA one page response is not included in the five page maximum for the **Narrative Section**.

**Access and Equity**

The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR 635.10 (c)(1), which prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.)

**Project Disbursement Report, DOE 499**

All awarded Adult Education projects must submit a final DOE 499, Project Disbursement Report and the Projected Equipment Purchases Form to the Florida Department of Education, Comptroller’s Office, by August 20, 2020.

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| **NARRATIVE SECTION** |
| 1. Number of application documents to be submitted:
* One application with original signatures
* Three identical copies of the original application

**Note:** It is the submitting agency’s responsibility to ensure that all three copies are identical to the original.1. Place all application items in the order specified in the **Application Checklist** (see the last page of this RFA document).
2. NARRATIVE SECTIONS (1-5) MAXIMUM PAGE LIMIT five (5)

This does not include any required forms and/or other specified information.**Narrative Section response format:**a) Font - Arial / Size – 12b) Margin size  - 1” – both sides and top/bottom marginsc) Double spaced (this does not include charts)d) Single-sided pagese) Complete the narrative using the same sequence presented in the**Narrative Components Section**.1. Secure the original and all three copies individually with a removable binder clip in the upper left hand corner of each document – do not staple or spiral bind.
2. Do not include covers, tabs or other items that will prevent ease of photocopying.
3. Do not submit unrequested materials such as: DVDs, newspaper clippings, brochures and/or agency manuals.
 |

1. **Project Abstract or Summary**Provide a brief summary of the proposed project including general purpose, specific goals, brief program design, and significance statewide.

1. **Project Design and Implementation (AGE)**
2. **Professional Development, and Resources**

Describe the design and approach to providing, professional development and resources that will assist adult education administrators and staff to improve, expand, and create a high quality program.

1. **Project Management**

Describe professional development activities, face-to-face or on-line mode available for full-time and part-time instructors, counselors and/or administrators that will ensure the planning and implementation of high quality programs.

Describe the process that will be used to identify and select Subject Matter Experts (SME) who will train in the content areas. (Note: please see section **Contractual Service Agreements.**)

Provide a completed staffing plan for all positions directly charged to this project (include position description, salary, and work hours).

1. **Past Effectiveness**

Describe how the proposed project will provide staff development to ensure teachers and

administrators are knowledgeable about adult education instruction, policies, procedures, and

priorities.

1. **Project Design and Implementation (IELCE)**
2. **Professional Development, and Resources**

Describe the design and approach to providing, professional development and resources that will assist adult education administrators and staff to improve, expand, and create components of an adult education career pathway system, provide support to educators on other high demand topics identified by practitioners and advisory groups and maintain a centralized statewide web site for professional development activities and resources.

1. **Project Management**

Describe professional development activities, face-to-face or on-line mode available for full-time and part-time instructors, counselors and/or administrators that will ensure the planning and implementation of high quality programs.

Describe the process that will be used to identify and select Subject Matter Experts (SME) who will train in the content areas. (Note: please see section Contractual Service Agreements).

Provide a completed staffing plan for all positions directly charged to this project (include position description, salary, and work hours).

1. **Past Effectiveness**

Describe how past professional development activities conducted by the applicant have improved the awareness and implementation of career pathways and other professional development in adult education programs. Describe past successes in providing staff, educators, and service providers with successful strategies for developing an adult education career pathways system.

1. **Evaluation**

Describe the instruments and method(s) for evaluating the proposed project, and how those results will be used to improve effectiveness.

1. **Support for Strategic Plan** Describe how the project will incorporate one or more of the Goals included in the State Board of Education’s K-20 Strategic Plan. URL: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>. Additionally, describe how the project will meet required and permissible uses of found in WIOA, Title II, Subtitle B, Section 223, **State Leadership Activities**.
2. **Budget Narrative**

 Explain how the funds awarded will be spent to meet the objectives of the project.

**Budget Narrative Form, DOE 101S**

In addition to this required narrative, applicant must complete the **DOE 101S, Budget Narrative Form**, in detail, and ensure alignment with the projects goals, objectives and proposed costs.

The **DOE 101S,** **Budget Narrative Form is not included in the maximum page count** for this Narrative Components section.

When completing the **Budget Narrative** form, under Column (3), **Account Title and Narrative**, specify the budgetary expenditures such as salaries, equipment and supplies for each line item. Expenditures should focus on performance improvement, as noted in the application.

**Note:** The budget form is an Excel document titled Budget Narrative Form, DOE 101S. Please visit our website at <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml> and see the **Program Management Resources** section to access the budget form and the instructions for completing the form.

All Adult Education applicants must use the Budget Narrative DOE 101S budget form.

All Adult Education applications must also include a separate Budget Narrative Form, DOE 101S, for each sub-recipient receiving fiscal funds from this award project (must include a copy of the contractual services agreement).

If you have questions regarding fiscal reporting of program income, contact the DOE Comptroller’s Office at (850) 245-9147.

**Program Income**

All agencies are required to identify their selected program income reporting method. 2 C.F.R. 200 of the Uniform Guidance, 200.307 - Program Income and the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) describe the two alternatives for applying program income to the AEFLA grants:

1. Deduction. Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise.
2. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the federal award and non-Federal entity contributions rather than to increase the funds committed to the project.
3. Addition. With prior approval (200.407 Prior written approval) of the federal awarding agency, program income may be added to the federal award by the Federal agency and the non-Federal entity. The program income must be used for the purpose and the conditions of the Federal award.

All applicants requesting Adult Education Program Income (addition) method approval for the program year 2018-2019, must obtain prior written approval from the Florida Department of Education.

**Agencies should submit their written request with their 2019-2020 original grant application**.

If you have questions regarding fiscal reporting of program income, contact the DOE Comptroller’s Office at (850) 245-9147.

**Compliance Monitoring**

The state will evaluate the effectiveness of project activities based on established and approved performance goals. Department staff monitors recipients’ compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by: 2 C.F.R. 200 of the Uniform Guidance, Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education’s *Green Book*.

The Division of Career and Adult Education, *Quality Assurance Policies, Procedures and Protocols Manual* is available at: <http://www.fldoe.org/academics/career-adult-edu/compliance/>.

**Amendment Procedures**

Project amendments may be proposed by the project recipient or by the FLDOE Program Manager. Program and budget amendments to approved project applications for all programs shall be prepared by project recipients on the project amendment request form (DOE 150) and the amendment narrative form (DOE 151) available in the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) and on the Division of Career and Adult Education Grants website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml>.

A project recipient may not begin to expend or obligate federal funds under a project amendment until the latter of the following two dates: (1) the date the Department receives the amendment in substantially approvable form or (2) the date approved by the Department Program Manager.

Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

1. Application is received in DOE within the timeframe specified by the RFA
2. Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
3. All required forms must have the assigned TAPS Number included on the form
4. All required forms have original signatures by an authorized entity
	* **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
5. Application must be submitted to:

Office of Grants Management

Florida Department of Education

325 W. Gaines Street, Room332

Tallahassee, Florida 32399-0400

**Contractual Service Agreements**

Contractual Service Agreements must be in compliance with Florida Statutes, Sections 215.422, 215.971, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code. Applicants proposing fiscal/programmatic agreements should carefully review and follow the guidance of the *State of Florida Contract and Grant User Guide*, Chapter 3, Agreements at URL: <https://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Grant+Professionals>. All proposed contractual expenditures between the fiscal agent and subcontractors shall be accompanied by a formal, properly executed (agency head or designee’s signature, and subcontractor signature), clear and comprehensive agreement which provides the legal basis for enforcement before rendering any contractual services. Because the success of a project can be directly linked to the quality of the agreement, issuing a formal agreement including a detailed scope of work is critical.

**Method of Review**

* All eligible recipients’ applications will be reviewed for approval by Florida Department of Education staff using the criteria specified in the Adult Education and Family Literacy Act, and the items outlined in this document.
* Eligible recipients may be asked to revise and/or change content stated in their application in order to be approved for funding.
* Fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and Office of Grants Management staff.

The **Application Review Criteria and Checklist** found in the **Attachments** section will also be used by FLDOE staff to review applications.

Project Performance Accountability Information, Instructions, and Form

**The Division of Career and Adult Education has already populated the form with required information.**

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

**The Department’s project managers will:**

* track each project’s performance based on the information provided and the stated criteria for successful performance
* verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department’s project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

**The Scope of Work/** **Project Narrative** must include the specific tasks that the grantee is required to perform.

**Deliverables must:**

* be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
* identify the minimum level of service to be performed
* be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*) Evidence or proof that the activity took place

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the sub-recipient fails to perform the minimum level of services required by the agreement.

**Scope of Work and Grant Activity Report Form**

**State Leadership, Adult Education and Family Literacy**

**Professional Development, Career Pathways**

Complete and return this form with application.

|  |  |
| --- | --- |
| Agency: Indian River State College | Telephone: 772-462-7409 |
| County: St. Lucie County | E-Mail: jrall@irsc.edu kamatucc@irsc.edu  |
| Contact Persons: June Rall Dr. Kelly Amatucci | Fax: 772-462-7430 |
| Titles: IPDAE Director Assistant Dean of School of Education  | Grant Amount: **$377,259** |

The awarded agency that fails to provide project deliverables, meet performance measures/goals, and/or complete tasks as specified in the approved Scope of Work will result in a partial payment and/or nonpayment, as appropriate.

**Definitions**

**Tasks**  Specific activities that are required to be performed to complete the Project Narrative/Scope of Work.

**Deliverables** Products and/or services that directly related to a Task specified in the Scope of Work. The deliverables must be quantifiable, measurable, and verifiable.

**Due Date** Date for completion of tasks.

| **Scope of Work/Tasks** | **Section 223****Required / Permissive****Use of Funds** | **Deliverables/Evidence** | **Estimated****Amount** | **Due****Date** |
| --- | --- | --- | --- | --- |
| **GOAL 1: Deliver statewide adult education professional development and online platform.** |
| * 1. **IPDAE Project Director: Director to oversee the development and daily operation of the PD events and deliverables.**

All salaries are based on the current salary schedule in effect at Indian River State College, approved by the Board of Trustees in June 2019.  The College pays 1% of salary in lump sum payments in August and December of each year in addition to salary, in accordance with the collective bargaining agreement currently in effect. | **Required** **(1)(A-D)****Permissive****(2)(B-G, I, K-M)** | **1.1 Submit:**1. Job description of salaried employee
2. Quarterly Report
3. Semi-Annually Time and Effort Report
4. Employee Payroll Cost Report (trending by month)
5. Position Descriptions and qualifications of the proposed project staff.
 | $76,669.00 | September 19December 12March 31June 30 |
| * 1. **Director Fringe Benefits - FICA, Social Security, Retirement, Insurance and Worker's Compensation for support and temporary staff**

F.I.C.A $5,865; Retirement $6,832; Health/Dental $8,794; Life Ins. $289; Long-Term Dis. $143 | **Required** **(1)(A-D)****Permissive****(2)(B-G, I, K-M)** | **1.2 Submit:** 1. Quarterly Report
 | $21,923 | September 19December 12March 31June 30 |
| * 1. **Project Specialist: To support the grant project through activities associated with the grant. Activities include outreach to instructors and administrators.**

All salaries are based on the current salary schedule in effect at Indian River State College, approved by the Board of Trustees in June 2019.  The College pays 1% of salary in lump sum payments in August and December of each year in addition to salary, in accordance with the collective bargaining agreement currently in effect. | **Required** **(1)(A-D)****Permissive****(2)(B-G, I, K-M)** | **1.3 Submit:**1. Job description of salaried employee
2. Quarterly Report
3. Semi-Annually Time and Effort Report
4. Employee Payroll Cost Report (trending by month)
5. Position Descriptions and qualifications of the proposed project staff
 | $48,548 | September 19December 12March 31June 30 |
| * 1. **Program Specialist Fringe Benefits - FICA, Social Security, Retirement, Insurance and Worker's Compensation for support and temporary staff**

F.I.C.A $3,714; Retirement $4,326; Health/Dental $8,794; Life Ins. $183; Long-Term Dis. $90 | **Required** **(1)(A-D)****Permissive****(2)(B-G, I, K-M)** | **1.4 Submit:** 1. Quarterly Report
 | $17,107 | September 19December 12March 31June 30 |
| * 1. **Temporary Support Fringe Benefits-FICA**
 |  | **1.5 Submit:**1. Quarterly Report
 | $2,827 | September 19December 12March 31June 30 |
| **1.6 Administration Cost/Indirect Cost**Combined indirect and administrative costs do not exceed the AEFLA 5% federal administrative cap. | **N/A** | **1.6 Submit:**  1. Quarterly Report | $14,117 | September 19December 12March 31June 30 |
| **1.7 Resource Center Platform****Platform Support & Maintenance –** Maintain Resource Content changes and updates for Lesson Plans, Workbooks, calendar event listings and all the Resource Materials for Trainers and users as needed.  Conduct regular Search Engine Optimization (SEO) efforts.   Provide User Help Desk Assistance that provide responses via email and phone to users regarding website, portal, e-training modules and general questions or inquiries.  Support Data Loading which provides the importing of event attendance data into the platform database.  Provide Reporting and Analytics of data extracts and disseminated as required.  Execute Electronic Direct Mailings/Marketing (EDMs) for invitation and promotional of opportunities.  Assist in supporting the Social Media presences as required.  Provide Technical Webmaster skills and knowledge to assist as needed for the managing the web-based platform.**Administrator Portal Reports -** Implement portal accessible reports for administrator level users to gain data reports related to district, institution or staff. **TABE Online Assistance Center/Help Desk** – Development of a knowledge base in part contributed to by the statewide TABE advisors.  Establish an online framework and user screens with provisions related to TABE administration and instruction. **Adult Education Instructional Strategies Video Development (REL/IPDAE)**IPDAE and REL (Regional Educational Laboratory) Southeast will conduct video capture sessions to record and edit key instructional strategies.  This involves the development of strategy topics, scripts and video recording of demonstrated explanations of the strategies in practice.  **Platform Application Service Subscriptions:*** Hosting & Domain (including SSL Certificate) Services
* LMS (Learning Management System) Service
* Survey/Evaluation Service Subscription
* Contact Management Service Subscription
* Online Virtual Collaboration Service Subscription
 | **Required** **(1)(A-D)****Permissive****(2)(A-M)** | **1.7 Submit:**1. Signed contract agreement
2. URL to the website
3. Quarterly Report
4. Applicable screenshots

**Evaluation Method:** **Website Statistics & Metrics** are captured using Google Analytics to track and assess user activity and Site performance.  This integrated option provides data such as unique visitors, page views, hits, session lengths, as well as search engine positioning,etc.**Website Feedback** is captured via Web Engage which allow site users to rate the website resources and content. **Users & Resources Data** **Analysis** is captured via the IPDAE portal where users’ activities are logged and stored in the platform’s database.  Via the built-in databases, we evaluate portal data and also leverage our IPDAE listserv to assess EDM communications for open and conversion rates. | $106,222 | September 19December 12March 31June 30 |

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| **GOAL 2: Webinar and online resource development** |
| **2.1 Webinar Development**Organize and host a minimum of 25 webinars at the rate of $650 per webinar, a minimum of 5 per quarter. Each webinar will be 60 minutes in lengthTopics will address performance accountability measures, transitional services, standards-based instruction, and promising practices to further enhance the adult education systems. Programs include ABE, GED®, and ESOL. Other topics will include those that are specific to evidence-based teaching strategies for adult learners. Topics and presenters must be pre-approved by the FLDOE Adult Education Staff prior to work performed on each webinar. | **Required** **(1)(A-D)****Permissive****(2)(A-M)** | **2.1 Submit:**1. Schedule Overview with tentative topics
2. Presenter Contracts
3. Link to Materials and Recorded Webinars
4. Participant evaluation
 | $16,250 | September 19December 12March 31June 30 |
| **2.2 Resource Development**IPDAE and FDOE will identify subject matter experts, who will be responsible for developing online-ready content that will be housed on the IPDAE website. Must be pre-approved by the FLDOE Adult Education Staff prior to work performed. | **Required** **(1)(A-D)****Permissive****(2)(A-M)** | **2.2 Submit:**1. List of SME and assigned subject area, contract agreements, to include deadline for materials.
2. SME final resource package: lesson plans, PPT, ancillary materials, and resource guide.
3. ABE Mathematics Resource Activity Guide for NRS Levels 3

**Evaluation Method:** Survey results. Whereby effectiveness and relevancy of materials will be rated.  | $6,000 | June 30 |
| **2.3 Electronic ABE Mathematics Matrix** – Development and implementation of a database supported version of the ABE Mathematics Matrix and interacts with an online web interface that corresponds with the printed version. The electronic version will dynamically relate matrix selections to associates resources for convenience and ease of use. | **Required** **(1)(A-D)****Permissive****(2)(B, C, E - F, I, L-M)** | **2.3 Submit:**1. Screen shots
2. Usage Report
3. Interactive Mathematics Curriculum Matrix
 | $4,800 | June 30 |
| **2.4 TABE Modules Assessment** For continued updating and support of the 3 existing TABE modules:* TABE Certification
* TABE Recertification
* TABE How to Interpret

This involves applying updates and keeping the modules current and the release of annual versions to support annual certificate issuance.  IPDAE will conduct continual support of the database of all TABE module activity conducted on the platform.   IPDAE performs data extracts for dissemination of TABE related data reports (i.e. user data, proof of certifications, etc.) to program administrators and the FDOE. | **Required** **(1)(A-C)****Permissive****(2)(E, L, M)** | **2.4 Submit:**1. Screen shots
2. Usage Report
 | $5,200 | June 30 |
| * 1. **CASAS Training Module**

Continued updating and support of the existing CASAS training module. Release of the annual version to support annual certificate issuance.Construction, implementation and deployment of the CASAS module related to the expected new test. | **Required** **(1)(A-C)****Permissive****(2)(E, L, M)** | **2.5 Submit:**1. Screen shots
2. Usage Report
 | $5,373 | June 30 |

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| **GOAL 3: Integrating PD for CCRS in Florida’s AE Programs** |
| * 1. **Building Capacity for ABE/ESL Workshops**

This workshop will focus on the areas of Math and Reading.A continuum of professional development is needed for the effective and integrated approach to instruction and a successful transition from one level to the next for students. This workshop will provide the field with interactive trainings and strategies that focus on ABE Levels 2 and 3, and ESOL Level 4 and 5.Workshops will integrate research-based strategies developed for the purpose of modeling effective instruction and integrating skills across academic areas through concrete practice. These “ready to train” materials will include: scripted PowerPoints, classroom strategies, workbooks, and activities ready for delivery by educators who attend the institutes. The materials will also provide participants with the necessary resources to provide professional development and support to their local programs.Eight training sites will be selected. Trainings will require a minimum of 15 participants with a maximum of 50.  Each day-long training will provide multiple mini-sessions. **Trainer Pay:****Lead Trainer** $750 x 2 workshops = $1,500**Mentee** (TBD) $375 x 6 workshops = $2,250**Trainers** (Various) $375 per trainer x 4 trainers total x 1 Train-the-Trainer (TTT) face-to-face (f2f) workshop = $1,500**Travel:** **ABE Workshop** (2 trainers/staff per workshop x 8 workshop=16 attendees ) 1 night lodging @ $150/nightx16=$2,400; Meals @ $36/day for 1 days=$36x16=$576; Mileage @ 350x.445=$155.75 x16=$2,492 **Train-the-Trainer Face-to-Face** (For up to 7 trainers/staff) 1 night lodging @ $150/night x 7=$1,050; Meals @ $36/day for 1 days=$36x7=$252; Mileage @ 350x.445X7=$1,090.50**Postage & Shipping:** For mailing resources to AE programs throughout the state. 8 locations @ average price of $50 = $400**Printing:**Workshop handouts, flyers, sign-in sheets, course evaluations, etc.**ABE Workshops**Estimated cost of $12.50/per attendee @ maximum of 40 x 12 = $4,000**Train-the-Trainer Face-to-Face** Estimated cost of $12.50/per attendee @ maximum 7=$87.50**Contracted Services:** **ABE Workshops**$8,500 (development of materials $2,500; trainings @ $1,000/workshop x 6 workshops = $6,000)**Train-the-Trainer Face-to-Face** $750 (developer)**Consumable Materials and supplies:** Folders, flip charts, manipulatives, and other general workshop and conference materials. Also, minor equipment (less than $1,000) such as, echo, overhead projector, tablets, speakers, etc.**ABE Workshops**Estimated cost of $10/per attendee @ 40 attendees per workshop for 12 workshop. $10x40x12=$4,800. $1,138 for minor equipment.**Train-the-Trainer Face-to-Face** Estimated cost of $10/per attendee @ 7 attendees = $70  | **Required** **(1)(A-D)****Permissive****(2)(A-I, L, M)** | **3.1 Submit:** 1. Training Announcements
2. Agenda
3. Sign-in Sheets
4. Evaluation Summary
5. Link to Materials
6. Agenda for the TtT F2F Training

**Evaluation Method:** IPDAE’s event calendar (WIOA 233 page 140 the establishment of training calendar) allows us the ability to coordinate registrations of our face to face trainings. All reporting is redirected to the Portal and the back end interface of the website. An underlying relational database maintains all data relevant to this deliverable. Quarterly reports provide an in-depth look at the deliverables listed. Participants will complete an evaluation at every workshop. The evaluations will be summarized and sent to the FDOE upon completion. In addition all evaluation summaries will be included in each quarterly report submitted with each deliverable (Accessing quality Sec. 233 (f). | $31,548 | September 19December 12March 31 |
| **3.2 Six (6) REL Workshops on Evidence-Based Strategies; A Research to Practice Model.** Focusing on increasing the percentage of Florida’s current adult education graduates transitioning into a postsecondary program. These workshops will address Florida’s underlying issues regarding student retention rates, pre and post testing, and enrollment and performance outcomes.Areas or Focus will include:* Preparing a career-ready student
* A look at the instructional practices
* Network-developing work based learning experiences
* Deep dive into counseling

Each area of focus will include a promising practice from a Florida program.**Travel:** Reading Workshop 1 staff per workshop x 6 workshop @ 1 night lodging @ $150/night=$900; Meals @ $36/day for 1 days=$36x6=$216; Mileage @ 350x.445=$155.750x6=$934.50 **Printing:**Workshop handouts, flyers, sign-in sheets, course evaluations, etc.**Workshop Printing** $2,000 | **Required** **(1)(A-D)****Permissive****(2)(A-I, L, M)** | **3.2 Submit:** 1. Training Announcements
2. Agenda
3. Sign-in Sheets
4. Evaluation Summary
5. Link to Materials

**Evaluation Method:** IPDAE’s event calendar (WIOA 233 page 140 the establishment of training calendar) allows us the ability to coordinate registrations of our face to face trainings. All reporting is redirected to the Portal and the back end interface of the website. An underlying relational database maintains all data relevant to this deliverable. Quarterly reports provide an in-depth look at the deliverables listed. Participants complete an evaluation at every workshop to be submitted with deliverables (Accessing quality Sec. 233 (f). | $4,051 | March 31 |
| **3.3 Building Capacity for Correctional Education Four (4) Regional Workshops for Correctional Education Programs**The topics for the workshops will be based on the results of a state-wide questionnaire developed by IPDAE, FDOE and DOC.Strategies and activities integrated into the workshops will be cognizant of the correctional culture. The limited access to technology and concrete manipulatives, due to issues of security, provides a challenge to instructors. Therefore, these workshops will be developed based on the availability of materials that accommodate the restrictions imposed on the incarcerated student, as well as topics that are of interest to this cliental. **Trainer Pay:****Lead Trainer** $750 x 4 workshops = $3,000**Travel:** (2 trainers/staff per workshop x 4 workshop= 8 attendees ) 1 night lodging @ $150/nightx8=$1,200; Meals @ $36/day for 1 days=$36x8=$288; Mileage @ 350x.445=$155.75 x8=$1,246 **Postage & Shipping:** For mailing resources to AE programs throughout the state. 4 locations @ average price of $50 = $200**Printing:**Workshop handouts, flyers, sign-in sheets, course evaluations, etc.Estimated cost of $12.50/per attendee @ maximum of 40 x 4 = $2,000**Consumable Materials and supplies:** Folders, flip charts, manipulatives, and other general workshop and conference materials. Also, minor equipment (less than $1,000) such as, echo, overhead projector, tablets, speakers, etc.Estimated cost of $10/per attendee @ 40 attendees per workshop for 4 workshop. $10x40x4=$1,600.  | **Required** **(1)(A-D)****Permissive****(2)(A-I, L, M)** | * 1. **Submit**
1. Questionnaire Survey and Results
2. Training Announcements
3. Agenda
4. Sign-in Sheets
5. Evaluation Summary
6. Link to Materials

**Evaluation Method:** IPDAE’s event calendar (WIOA 233 page 140 the establishment of training calendar) allows us the ability to coordinate registrations of our face to face trainings. All reporting is redirected to the Portal and the back end interface of the website. An underlying relational database maintains all data relevant to this deliverable. Quarterly reports provide an in-depth look at the deliverables listed. Participants will complete an evaluation at every workshop. The evaluations will be summarized and sent to the FDOE (and DOC) upon completion. In addition all evaluation summaries will be included in each quarterly report submitted with each deliverable (Accessing quality Sec. 233 (f).  | $9,534 | December 12March 31 |
| **3.4 Conferences****To conduct workshops at conferences such as FLC, Florida Corrections, ACE Conference and ACE Summer Symposium, to demonstrate and provide information about the IPDAE website and resources. As well as attend the different AE advisory committee meetings.** **Travel:** Travel: In/out of district and in/out-of-state travel for Project staff members and/or trainers to attend conferences, technical assistance and professional development such as: **ACE Conference** 3 nights lodging @ $150/night=$450; Meals at $36/day for 3 days=$108; Registration fee @ $300; Mileage @ 330x.445=$146.85 ($1,013.75).**Correction** **Conference** 1 night lodging @ $150/night=$150; Meals @ $36/day for 1 days=$36; Mileage @ 260x.445=$115.70=$115.70 ($301.70) **Summer Symposium** 3 nights lodging @ $150/night=$450; Meals at $36/day for 3 days=$108; Registration fee @ $300; Mileage @ 330x.445=$146.85=$146.85($1,013.75).**Florida Literacy Coalition** 2 nights lodging @ $150/night=$300; Meals @ $36/day for 2 days=$72; Registration fee @ $300/person; Mileage @ 350x.445=$155.75=$155.75 ($827.75) **AE Committees** (up to 4 meetings/1 attendee) 2 night lodging @ $150/night=$300x4=$1,200; Meals @ $36/day for 2 days=$72x4=$576; Mileage @ 730x.445=$323.07x4=$1,299.40 ($3,933.40)  | **Required** **(1)(A-D)****Permissive****(2)(A-I, K, M)** | **3.4 Submit:**1. Agenda
2. Sign-in Sheets
3. Handouts

**Evaluation Method:** Evaluation forms will be distributed and collected.  | $7,090 | December 12June 30 |
|  |  |  | **$377,259.00** |  |

Attachments

* **Funding Matrix**
* **Self-Evaluation Form**
* **Invoicing Procedures**
* **State Leadership Project Invoice Form**
* **DOE 100A, Project Application Form**
* **DOE 101S, Example Budget Narrative Form Information**
* **Projected Equipment Purchases Form**
* **Application Review Criteria and Checklist**

| **FUNDING MATRIX****Adult Education and Family Literacy - State Leadership****Adult General Education** **Professional Development, Non-Competitive****FY 2019-2020****Total: $377,259** |
| --- |
| **State Leadership Targeted Initiatives** | **Fiscal Agency** | **Allocation** | **Project** | **Project Description** |
| Literacy Resource CenterStatewide SignificanceTechnology(E-Learning)Technology Assisted Professional Development | Indian River State College 3209 Virginia AvenueFort Pierce, FL  34981June Rall, Project FacilitatorKelly Amatucci,Associate Dean of School EducationPH: 772-462-7409FX: 772-462-7430Email: jrall@irsc.eduEmail: kamatucc@irsc.edu  | $377,259 | Institute of ProfessionalDevelopmentfor Adult Educators | To provide continuation of the established Institute of Professional Development for Adult Educators and the enhancement/management of the associated website that will provide coordination of resources, professional development and other tools to assist adult educators. Emphasis will be placed on implementation of college and career readiness standards for students in all adult education program areas, career pathways, curriculum training and resources, and other high demand topics identified by the Professional Development Advisory Council and other adult education practitioners throughout the state. |

**Self-Evaluation Form**

**State Leadership, Adult Education and Family Literacy, Professional Development**

**Projects recommended for FY 2019-2020 continuation funding must show successful performance accomplishments during the 2018-2019 project year. Any shortfalls or negative answer(s) must be explained below.**

**See Checklist (last page of this RFA document) for proper placement of this form in the application package.**

Agency name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Project # for 2018-2019:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form prepared by (name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency project coordinator (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cells will expand when text is typed.**

| **Evaluation of FY 2018-2019 Project** | **YES** | **NO** | **If NO, recipient must adequately** **explain any changes.**Use 12-point font and single spacing. |
| --- | --- | --- | --- |
| Are the services and professional development activities to be provided to the target population for FY 2018-2019 consistent with the approved FY 2018-2019 project plan? |  |  |  |
| Are all applicable collaboration arrangements and council representation still in place (financial and non-financial)? |  |  |  |
| Are grant expenditures directly related to and proportionate with performance outcomes achieved in the FY 2018-2019 approved plan? |  |  |  |
| Have all projected performances and grant deliverables been satisfied to date as stated in the FY 2018-2019 approved plan? |  |  |  |

Any performance shortfalls must be explained by including corrective measures put into place to prevent future shortfalls.

**Please respond here and use as much room as necessary to adequately address:**

Do you need technical assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, to facilitate service, please state your need(s) and your program manager will contact you.

**Please respond here:**

**Invoicing Procedures**

ALL agencies paid by **Reimbursement with Performance** must invoice for payment**.** See instructions on the **Project Award Notification, DOE 200**, to determine reimbursement requirements for awarded project(s).

| **FORMS REQUIRED FOR EACH INVOICE** |
| --- |
| * **The following forms are required for agencies that invoice.**
* These forms provide accountability for financial expenditures based on performance deliverables.
* Each time an invoice is submitted, **all appropriate forms and backup documentation** must be included in the invoice request for payment.
 |
|  **Form**  | **Supporting Documentation**must **accompany forms** |
| Invoice Form | Invoice Form - Return with each invoiceThis form is available in the **Attachments** section of this RFA and is also available at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml>  | * Documentation of activities and deliverables.
* Attach the updated DOE 499 form to each invoice. Allowed expenses for this project are: Programs of Instruction 0-8 and Programs of Instruction 9-12.
 |
| Projected Invoice Schedule Form | Projected Invoice Schedule Form - Return with application – ONLY for agencies required to invoice. |  |
| DOE 300 | For Non-Governmental Recipients Only, Detail of Salary ExpendituresForm available at: <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml>  | * Payroll register
* Timesheets
 |
| DOE 301 | Detail of Monthly TransactionsForm available at: <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml>  | * A copy of all invoices/receipts must be attached to support this request.
* All invoices and receipts must include a legible itemized description of purchases.
 |
| DOE 499 | (Adult Education) -- Interim and FinalForm available at: [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) |  |

**Submit** **invoices and all supporting documentation** to:

Florida Department of Education

Division of Career and Adult Education

325 West Gaines Street, Room 730

Tallahassee, FL 32399-0400

Attention: Patricia Rushing

**State Leadership Project Invoice Form**

**Return with each invoice.**

|  |  |
| --- | --- |
| Invoice #: | Dates of Service for Invoice: |
| Project Title:  | Project #:  |
| Name:  | Award Amount:  |
| E-mail:  | Phone:  |
| Address:  | Zip:  |
| City:  | County:  |

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| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
| **Performance Measures / Criteria** | **Evidence/****Deliverables** | **Evidence/****Deliverable****Amount****Authorized** | **Evidence/****Deliverable****Amount Previously Earned** | **Amount****Difference** | **$ Amount****Requested** |
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| **Totals**  | **$** | **$** | **$** | **$** |

Amounts will be paid on the lesser of expenditures or deliverables as reported on the DOE 399 (Perkins) or 499 (Adult Ed) form and Column F on the chart above. Applicant must request any carryover on a future invoice.

Attach to each invoice submitted:

* Updated DOE 399 or 499 form
* Proof of documented allowable expenses for the performance measure(s) achieved that support the listed deliverable(s) and mail to:

Florida Department of Education

Division of Career and Adult Education

Attention: Patricia Rushing

325 West Gaines Street, Room 730

Tallahassee, FL 32399-0400

|  |  |  |
| --- | --- | --- |
| Print Name of Agency’s Invoice Preparer: | Signature of Agency’s Invoice Preparer: | Date: |

|  |  |  |
| --- | --- | --- |
| **FLDOE USE ONLY** | FLDOE Program Manager: | Date: |

**Florida Department of Education**

**Project Application**

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of EducationOffice of Grants ManagementRoom 332 Turlington Building325 West Gaines StreetTallahassee, Florida 32399-0400Telephone: (850) 245-0496 | **A) Program Name:****Adult Education and Family Literacy** **Adult General Education and Integrated English Literacy and Civics Education****(Indian River State College)****Institute of Professional Development for Adult Educators (IPDAE)****Fiscal Year 2019-2020****TAPS NUMBER: 20B025** | **DOE USE ONLY**Date Received       |
| **B) Name and Address of Eligible Applicant:** |
| **Project Number (DOE Assigned)** |
|
|
| **C) Total Funds Requested:** $ DOE USE ONLY **Total Approved Project:** $ | **D)****Applicant Contact & Business Information** |
| Contact Name:Fiscal Contact Name: |  Telephone Numbers:  |
| Mailing Address: | E-mail Addresses:  |
|  Physical/Facility Address: | DUNS number:FEIN number: |
| **CERTIFICATION** |
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| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. |
| **E) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**Signature of Agency Head Title Date |
|  |



DOE 100A

Revised July 2015 Page 1 of 2 Richard Corcoran, Commissioner

|  |
| --- |
| **Instructions for Completion of DOE 100A** |
| 1. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
2. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
3. Enter the total amount of funds requested for this project.
4. Enter requested information for the applicant’s program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
5. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
* **Note:** **Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
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DOE 100A

Revised July 2015 Page 2 of 2 Richard Corcoran, Commissioner

**EXAMPLE Budget Narrative Form (DOE 101S Form)**

Please visit our website at <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml>. See the **Program Management Resources** section to access the DOE 101S Budget Form and the instructions for completing the form. Show all amounts in whole dollars only.

| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| --- | --- | --- | --- | --- | --- |
| **FUNCTION** | **OBJECT** | **ACCOUNT TITLE, NARRATIVE, AND EXPLANATION** | **FTE POSITION** | **AMOUNT** | **% ALLOCATED to this PROJECT** |
| ##### | ##### | **Salaries:** Part-time hourly salary for 6 teachers to provide direct instruction in Adult Education programs. The calculation: 20 hours per week x $25.00 per hour x 32 week x 6 teachers. | 3 | **$96,000** | **100%** |
| ##### | ##### | **Employee Benefits**, **Retirement:** Contributions to retirement plan for 6 part-time teachers at 9.85% |  | **$9,456** | **100%** |
| ##### | ##### | **Employee Benefits**, **Social Security:** Contributions to retirement plan for 6 part-time teachers at 7.65% |  | **$7,344** | **100%** |
| ##### | ##### | **Employee Benefits,** **Worker’s Compensation:** Contributions to retirement plan for 6 part-time teachers at 1.01% |  | **$969** | **100%** |
| ##### | ##### | **Computer Hardware:** Purchase of computer equipment to be used by students for instructional purposes. The equipment items will include monitors, CPU’s peripheral devices memory, and 10 laptop computers. The required equipment form is attached to the application. |  | **$8,830** | **100%** |
| ##### | ##### | **Travel:** Travel will support 2 instructional teachers, and one curriculum coordinator to attend the Adult Education State Conference. Expenditures for costs of transportation, lodging, and meals (state rate) are as follows:* Roundtrip airfare is $400 x 3 persons = $1,200.
* Two nights lodging @ $90 per night is $180 x 3 persons = $540.
* Meals at $36/day for two days is $72 x 3 persons= $216.

Total Travel Costs for Conference: $1,956 |  | **$1,956** | **100%** |
| ##### | ##### | **Contractual Service Agreements:** Must provider budget information for each sub-recipients, partnership agreements, and Workforce Board (Career Source) MOUs |  | **$15,200** | **100%** |
|  |  |  | **Total** | **$139,755**  |  |

**NOTE:** When completing the **Budget Narrative** **Form** located on the website, under Column (3), **Account Title and Narrative**, for each line item specify the budgetary expenditures such as salaries, equipment and supplies. Expenditures should focus on performance improvement, as noted in the application.

Place **TAPS** number **20B025** on the Budget Narrative Form DOE 101S form.

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

 **A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TAPS Number**

**20B025**

Name of Eligible Recipient

**B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

**PROJECTED EQUIPMENT PURCHASES**

**(Cells will expand when text is typed.)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM****#** | **FUNCTION CODE** | **OBJECT CODE** | **ACCOUNT TITLE** | **DESCRIPTION** | **SCHOOL /** **PROGRAM** | **NUMBER OF ITEMS** | **ITEM COST****($)** | **TOTAL AMOUNT****($)** |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

**Inventory Guidelines**

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency’s inventory system contain all required federal and state elements listed above?

 YES NO

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

**Instructions for Completion**

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA). Use multiple forms as needed.

1. Enter Name of Eligible Recipient.
2. Project Number **(DOE USE ONLY)**

|  |  |
| --- | --- |
| **COLUMN A - FUNCTION CODE:** | **SCHOOL DISTRICTS ONLY:** Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual. |
| **COLUMN B - OBJECT CODE:**  | **SCHOOL DISTRICTS:** Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual. **COMMUNITY COLLEGES:**Use the first three digits of the object codes listed in the Accounting Manual for Florida’s Public Community Colleges.**UNIVERSITIES AND STATE AGENCIES:**Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.**OTHER AGENCIES:** Use theobject codes as required in the agency’s expenditure chart of accounts. |
| **COLUMN C – ACCOUNT TITLE:**  | Use the account title that applies to the object code listed in the accordance with the agency’s accounting system. |
| **COLUMN D – DESCRIPTION:** | Provide detailed descriptions/specifications of all equipment items to be purchased that have a projected unit value of $1000 (State’s threshold) or more with a useful life of one year or more. **Note:** If the agency has a threshold of less than $1000 the lower amount is the guiding threshold**.** |
| **COLUMN E – SCHOOL/PROGRAM:**  | Providethename of the school and the name of the program for which the equipment is being purchased. |
| **COLUMN F – NUMBER OF ITEMS:** | Provide the total number purchased of this item. |
| **COLUMN G – ITEM COST:** | Provide the projected cost for each item. |
| **COLUMN H – TOTAL COST:** | Provide the total projected cost of all items. |

**Adult Education and Family Literacy**

**Adult General Education**

**Adult and Community Educators of Florida Foundation (ACE)**

**Fiscal Year 2019-2020**

**APPLICATION REVIEW CRITERIA AND CHECKLIST**

* Include this form in the application package. (Do not include **Instructions** pages).
* Place all items requested in the order indicated below.
* Include only the items requested.
* Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page one of the application package. Page numbers written by hand are permissible if electronic numbering is a problem.
* Place a binder clip in the upper left corner of the complete application package (no spiral bindings, notebooks or cover pages).

| **PLACEMENT ORDER** | **ITEM** | **APPLICANT** | **DOE STAFF****check appropriate****box below** |
| --- | --- | --- | --- |
| **Indicate Page Numbers Below** | **Complete** | **Incomplete** |
| **1** | DOE 100A, Project Application – with original signature |  |  |  |
| **2** | DOE 101S, Budget Narrative Form |  |  |  |
| **3** | Projected Equipment Purchases Form **or** other equipment documentation - *if applicable* |  |  |  |
|  | **Narrative Components** |  |  |  |
| **4** | 1. Project Abstract or Summary  |  |  |  |
| 2. Project Design and Implementation (AGE or IELCE) |  |  |  |
| 3. Evaluation |  |  |  |
| 4. Support for Strategic Plan  |  |  |  |
| 5. Budget Narrative |  |  |  |
|  | **Attachments** |  |  |  |
| **5** | General Education Provisions Act (GEPA) – one page |  |  |  |
| **6** | Contractual Service Agreements – *if applicable* |  |  |  |
| **7** | Project Performance and Accountability Form |  |  |  |
| **8** | Adult Education Program Improvement Plan (AEPIP): *(attach hard copy and submit electronic) - if applicable* |  |  |  |
| **9** | Invoice Schedule Form - *if applicable* |  |  |  |
| **10** | Risk Analysis (DOE 610 or DOE 620) - *if applicable* |  |  |  |
| **11** | **COMMUNITY-BASED AND FAITH-BASED ORGANIZATIONS** – must include the following |  |  |  |
| **12** | 1. General Terms, Assurances and Conditions– certification of adherence page signed by the agency head
 |  |  |  |
| 1. Copy of the organization’s current operating budget
 |  |  |  |
| 1. List of current Board of Directors and Articles of Incorporation
 |  |  |  |
| 1. Chart of Accounts
 |  |  |  |
| 1. Proof of eligibility to operate a business in FL (signed document from FL Secretary of State)
 |  |  |  |
| 1. Copy of agency’s most recent audit report prepared by an independent Certified Public Accountant licensed in FL – if available
 |  |  |  |
| 1. DOE 600 - Eligibility Grant Funding Requirements for Non-Governmental Entities
 |  |  |  |
| **13** | Attachments |  |  |  |
| **14** | Application Review Criteria and Checklist Form |  |  |  |

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