

**FLORIDA DEPARTMENT OF EDUCATION**

**2021-2022 Request for Application (RFA),** **Perkins V - Career Pathway**

**TAPS# 22B090**

**Bureau/Office**

Division of Career and Adult Education

**Program Name**

Strengthening Career and Technical Education for the 21st Century Act (Perkins V), **Career Pathways Career and Technical Education Programs**

**Specific Funding Authority(ies)**

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Title I; Workforce Investment Act, Section 503, CFDA #84.048

The Florida Department of Education’s Perkins State Plan for 2020-2024 was approved by the United States Department of Education (USDOE) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018, herein known as "Perkins V.”

To view **Florida’s Perkins V Four-Year State Plan**, visit: <http://www.fldoe.org/perkins>

**Funding Purpose/Priorities**

Florida will award grants to Florida College System institutions who were adversely affected by the updated allocation formula under Perkins V. All eligible recipients meet one of the requirements in section 112(c) Reserve.

For more information, see the *2021-2022 Florida’s Perkins V Implementation Guide* on the website: <http://fldoe.org/academics/career-adult-edu/perkins/>

**Total Funding Amount**

**$1,514,652 (Allocation is contingent on Florida’s 2021 Federal Award)**

See **Allocation Chart** in the **Attachments** section

**Note:**

* The Florida Department of Education is posting this Request for Application (RFA) before the passage of the U.S. Department of Education’s (USDOE) Fiscal Year (FY) 2021 appropriation in anticipation of the appropriation of funds for Program Year (PY) 2021 Perkins V grants, but we will not obligate any funds for PY 2021 grants until federal funds are appropriated and the Florida Department of Education has received its federal award notification from USDOE.
* The allocations posted in this 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 application.

**Type of Award**

Entitlement

Budget / Program Performance Period

July 1, 2021 to June 30, 2022

**Target Population(s)**

Florida College System Postsecondary career and technical education students

**Eligible Applicant(s)**

Florida College System institutions adversely affected by the formula changes to Postsecondary Programs and meet one or more of the following criteria under the provisions of Section 112: Reserve Fund. Agencies are to carry out CTE activities in:

* rural areas;
* areas with high percentages of CTE concentrators or CTE participants;
* areas with high numbers of CTE concentrators or CTE participants; and
* areas with disparities or gaps in performance.

**Application Due Date**

**Due on or before June 30, 2021**

The due date refers to the date of receipt in the Office of Grants Management.

For Federal programs, applications received after June 30, 2021, will be effective on 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.

**IMPORTANT INFORMATION:​**

To secure a July 1, 2021, Grant Award Notification start date agencies **MUST**:​

* **Step 1:** Upload a signed DOE100A Form (signed by an authorized agency head) on or before June 30, 2021. The DOE100A form is in each RFA.​
* **Step 2:** Upload the additional application required documents as prescribed in each RFA at the earliest date possible (DOE200 Award Notifications will not be issued until all RFA documents are received and approved).​

**Matching Requirement**

None

**Contact Persons**

|  |  |  |
| --- | --- | --- |
| **Program Managers** | | |
| **Nicholas Key**  [Nicholas.Key@fldoe.org](mailto:Nicholas.Key@fldoe.org)  (850) 245-9041 | Alachua  Baker  Bradford  Clay  Columbia  Duval  Flagler  Nassau | Putnam  St. Johns  Union  College of Central Florida  Daytona State College  Florida State College @ Jacksonville  St. Johns River State College  Santa Fe College |
| **Ebonee Dennis**  [Ebonee.Dennis@fldoe.org](mailto:Ebonee.Dennis@fldoe.org)  (850) 245-9044 | Dixie  Gilchrist  Hamilton  Jefferson  Lafayette  Leon  Madison | Suwannee  Taylor  Wakulla  Florida Gateway College  North Florida Community College  Tallahassee Community College |
| **John Occhiuzzo**  [John.Occhiuzzo@fldoe.org](mailto:John.Occhiuzzo@fldoe.org)  (850) 245-9037 | Brevard  Broward  Indian River  Martin  Okeechobee  Orange  Osceola  Palm Beach  St. Lucie | Seminole  Volusia  Broward College  Eastern Florida State College  Indian River State College  Palm Beach State College  Seminole State College of Florida  Valencia College |
| **Ordania Jones**  [Ordania.Jones@fldoe.org](mailto:Ordania.Jones@fldoe.org)  (850) 245-9040 | Charlotte  Collier  Dade  DeSoto  Glades  Hardee  Hendry | Highlands  Lee  Monroe  Florida Southwestern State College  Florida Keys Community College  Miami Dade College  South Florida State College |
| **Daphne Kilpatrick**  [Daphne.Kilpatrick@fldoe.org](mailto:Daphne.Kilpatrick@fldoe.org)  (850) 245-9042 | Bay  Calhoun  Escambia  Franklin  Gadsden  Gulf  Holmes  Jackson  Liberty | Okaloosa  Santa Rosa  Walton  Washington  Chipola College  Gulf Coast State College  Northwest Florida State College  Pensacola State College |
| **Cody Zinker**  [Cody.Zinker@fldoe.org](mailto:Cody.Zinker@fldoe.org)  (850) 245-9045 | Citrus  Hernando  Hillsborough  Lake  Levy  Manatee  Marion  Pasco  Pinellas  Polk | Sarasota  Sumter  Hillsborough CC  Lake-Sumter State College  Pasco-Hernando State College  Polk State College  St. Petersburg College  State College of FL, Manatee-Sarasota |

Grants Management Contact: Phyllis White, 850-245-0715, [Phyllis.White@fldoe.org](mailto:Phyllis.White@fldoe.org)

**Assurances**

The FDOE 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 FDOE 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.

**Private Colleges, Community-Based Organizations and Other Agencies**

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

**Note:** The Uniform Grants Guidance (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 FDOE 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 DOE 610 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**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>

**Funding Method**

**Federal Cash Advance (Public Entities only as authorized by the FDOE)**

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE’s Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, and the Projected Equipment Purchases Form to the Florida Department of Education, Comptroller’s Office, by August 20, 2022.

All accounts, records, and other supporting documentation pertaining to all 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 documentation must be available upon request.

**Records Retention**

It is the responsibility of the fiscal agency to retain records for financial transactions and supporting documentation for auditing purposes. If records are requested by the Florida Department of Education or the State of Florida Division of Financial Services, all records must be provided. Records should be maintained for **five years** from the last day of the program or longer if there is an ongoing investigation or audit.

**Amendment Procedures**

All Funded programs and any amendments are subject to the procedures outlined in the FDOE 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 <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

Project amendments may be proposed by the project recipient or by the DOE 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 Budget Amendment Narrative Form (DOE 151) available on the Division of Career and Adult Education Grants website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>

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.

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

**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.

**Unallowable Expenses:**

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

* Costs for items or services already covered by indirect costs allocation
* Costs not allowable for federal programs per the USDE General Administration

Regulations (EDGAR), [Uniform Grant Guidance](mailto:https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards) (UGG) and the Florida’s [Reference Guide for State Expenditures](mailto:https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf).

**Shall Supplement, Not Supplant**

**Federal Requirement**

Section 211 (a) of the Act states that the funds made available for Career and Technical Education activities shall supplement and not supplant non-federal funds expended for Career and Technical Education activities.

**Equipment Purchases**

**Federal Requirement**

Any equipment purchased under this program must follow the Uniform Grants Guidance found at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> or the Reference Guide for State Expenditures, <www.myfloridacfo.com/aadir/reference_guide/>.

Any equipment purchases not listed on the original budget approved by the Florida Department of Education 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 at: <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

The UGG, 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.

**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.

**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 101 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 prior to purchase by the agency awarded the funding.

**Local Administrative Costs including Indirect Costs**

**Federal Requirement**

Section 3 (1) of the Act states that the term ‘administration’, when used with respect to an eligible agency or eligible recipient, means activities necessary for the proper and efficient performance of the eligible agency or eligible recipient’s duties under this Act, including the supervision of such activities. Such term does not include curriculum development activities, personnel development, or research activities.

Section 135(d), of the Act states that each eligible recipient receiving funds under this part shall not use more than **five percent** of the funds for administrative costs associated with the administration of activities under the section.

Positions such as project coordinator, accountant, clerical staff, or other positions not directly serving students are considered administrative. Indirect costs are considered administrative costs.

**Access and Equity**

**Federal Requirement**

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.)

State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)

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>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities’ executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990.  This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link:

<https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf>

**Intellectual Property**

The awarded agency is subject to the 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 of 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; and

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

**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 is available at: <https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf> and guidelines published in the Florida Department of Education’s [*Green Book*](mailto:http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml).

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>.

**2021-2022 PERKINS V REQUIREMENTS**

**Career Pathways Grant**

The Florida Department of Education’s Perkins State Plan for 2020-2024 was approved by the United States Department of Education (USDOE) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018, herein known as "Perkins V.” To view **Florida’s Perkins V Four-Year State Plan**, visit: <http://fldoe.org/academics/career-adult-edu/perkins/>.

All eligible recipients using funds under this Act must adhere to all of the provisions included in the Act, Florida’s Perkins V Four-Year State Plan (2020-2024), the Florida Department of Education (FLDOE) 2021-2022 Perkins V Implementation Guide and those listed below. Implementation of this new state plan requires each eligible recipient to submit a local application in compliance with the requirements in Section 134 of the Act.

The application shall cover the same period of time as the state plan. Funding for Perkins projects in fiscal year 2021-2022 is contingent upon the final federal Perkins V allocation from the U.S. Department of Education.

For information regarding the distribution of funds to postsecondary career and technical education programs, see the Fiscal Responsibilities section of the state plan.

**Career Pathways Grant: Career and Technical Education Programs Information**

1. This non-recurring grant opportunity is funded ONLY in conjunction with Florida College System institution’s Postsecondary projects. Each eligible agency must adhere to all the requirements of the Perkins V Postsecondary four-year plan to qualify for the Career Pathways Grant. Any award is contingent upon review and approval of the postsecondary project.
2. Florida elects to allocate a portion of its Reserve Funds (The Strengthening Career and Technical Education for the 21st Century Act, Section 112 (c)) to aid Florida College System institutions whose postsecondary allocations were impacted by the removal of students classified with awaiting limited access and general freshman programs of student from the postsecondary formula calculation.
3. Funds are allocated for Florida College System institutions postsecondary career and technical education to carry out activities described in the Perkins V, Section 134 - Local Application and Section 135 - Local use of funds Requirements.
4. In addition, Reserve: Section 112(c ) (2), requires the CTE activities to:
   * foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or
   * promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.
5. The amount available to each eligible recipient is identified on the enclosed **Allocations Chart** in the **Attachments** section.

**PROJECT DESIGN NARRATIVE SECTION**

To receive funds under the Reserve funding, eligible recipients must complete their Postsecondary Local Four- Year Plan Application.

To receive funds under the Reserve funding, eligible recipients must complete their Postsecondary Four-Year Plan Applications. To assist with this Career Pathways RFA, eligible recipients MUST read the accompanying 2021-2022 Perkins V Implementation Guide, which can be accessed at: <http://fldoe.org/academics/career-adult-edu/perkins/>. This guide details federal, state requirements, and must be used as a resource to prepare the Postsecondary grant application.

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| --- |
| **APPLICATION NARRATIVE SECTION** |
| **Instructions for Completing the Narrative Information**  Following the instructions within each narrative component, complete the application using the same sequence presented in this narrative section.   1. Before inserting any text or information into the Application Narrative Section, forms and charts, save the pages/charts/forms in Word on your computer.  * Use size 12-point font. * Responses should be brief, clear and concise. * All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes. * An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record. * The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature. * The department will also accept a typed signature, if the individual signing the document uploads the document.  1. Place all application items in the order specified in the **Application Checklist** (Refer to the last page of this RFA document). 2. NARRATIVE SECTIONS (1-5): MAXIMUM PAGE LIMIT IS THIRTY (30) PAGES   This does not include any required forms and/or other specified information.  **Narrative Section response format:**  a) Font - Arial / Size – 12  b) Margin size - 1” – both sides and top/bottom margins  c) Double spaced (this does not include charts)  d) Single-sided pages  e) Complete the narrative using the same sequence presented in the  **Scope of Work/Narrative Components Section**.   1. **Eligible Applicant(s) must submit all application documents electronically to FDOE Office of Grants Management via ShareFile in TAPS# 22B090 on or before the due date of June 30, 2021.**   **IMPORTANT INFORMATION:​**  To secure a July 1, 2021, Grant Award Notification start date agencies **MUST**:​   * **Step 1:** Upload a signed DOE100A Form (signed by an authorized agency head) on or before June 30, 2021. The DOE100A form is in each RFA.​ * **Step 2:** Upload the additional application required documents as prescribed in each RFA at the earliest date possible (DOE200 Award Notifications will not be issued until all RFA documents are received and approved).​ |

**Application for Career Pathways Funds**

**1. Project Summary (no more than 5 pages)**

Provide a narrative summary that includes the following:

* Description of how your agency will use these Reserve funds for the support and development of career pathways for career and technical education students.
* Description of how the results of the comprehensive local needs assessment informed the

selection of the specific career and technical education programs and activities selected to

be funded with this grant.

**2. Program List**

Complete the table below, list the CTE postsecondary programs that meet all state of Program of Study and Size, Scope and Quality (SSQ) requirements, which will be supported using the Career Pathways funds during the 2021-2022 program year. CTE Programs that expenses are included on the Budget Narrative Form; DOE 101 must appear in this table.

Instructions

* The same program(s) offered in multiple schools/locations should only be listed once.
* For those programs that meet all the state requirements for Program of Study, mark “yes” in Column C.
* For programs that do not meet all state requirements, mark “no” in Column C.

**2021-2022 CTE Programs Funded with Career Pathways Grants\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CIP#**  **(10-Digit)** | **Program Name** | **Program Type**  **(A.S., A.A.S., CCC, Career Certificate, Applied Technology Diploma, Apprenticeship)** | **Program is part of an eligible Perkins V Program of Study that is operational**  **(Yes or No)** | **Program meets Perkins V Postsecondary Size, Scope & Quality**  **(Yes or No)** |
| **A** | **B** | **C** | **D** | **E** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Insert additional rows as needed.

**3. Support for Reading/Strategic Imperatives**

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>

**4. Federal Programs - General Education Provisions Act (GEPA)**

For the fiscal year 2021-2022, provide a concise, one-page 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 URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

**5. Budget Narrative Requirements**

**Budget Narrative Guidelines: (Career Pathways Grant Applications)**

The grant application should be in alignment with your agency’s Postsecondary four- year local application.

All eligible recipients’ budget line items will be evaluated and approved based on the CLNA results and written narrative in the Postsecondary local application to support direct alignment of the CLNA results to the proposed Budget expenditures.

Perkins V, allows eligible recipient to use funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive local needs assessment.

Therefore, all budget narrative must be aligned with the 2021-2022 CLNA priorities and needs addressed in the narrative sections of this RFA. This information is significant as it relates to how eligible recipients will be allowed to support CTE program costs with Perkins V funds.

Eligible recipients must complete and submit the **Budget Narrative Form, DOE 101**, in detail, and ensure alignment with the following:

* 1. (Sec. 134) Comprehensive Local Needs Assessment Results
  2. (Sec. 135) Requirements for Uses of Funds and
  3. (Sec. 135) Size, Scope, and Quality to be effective

To meet this requirement of the Perkins V, eligible recipients must provide on DOE 101, Budget Narrative Form under Column (3), **Account Title and Narrative**, the specified CLNA need, Requirements for the Uses of Funds and \*Program number or CIP#, for all budgetary line item supported with Perkins V funds such as salaries, travel, professional development, equipment, supplies, etc.

An example of how to complete the budget form is located in the attachments section. The chart below shows all of the information required for each budget line litem (this chart does not include all allowable budget line items).

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Title** | **CLNA Need #** | **\*Program Number or CIP#** | **Requirements for Uses of Fund #** |
| Salary | X | X | X |
| Benefits | X | X | X |
| Travel | X | X | X |
| Supplies | X | X | X |
| Equipment | X | X | X |
| Textbooks | X | X | X |
| Admin Cost/Indirect Cost | n/a | n/a | n/a |

\*Any budget line item for a **particular CTE program** must meet Labor Market alignment standards; therefore, each cost on the budget narrative form must provide program number or CIP# for the appropriate CTE programs.

The budget form is a Word document titled Budget Narrative Form, DOE 101. Visit our website at <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml> and see the 2021- 2022 RFA Applications Program Management Resource Section to access the budget form and the instructions for completing the form.

**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.

**Conditions for Acceptance**

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

1. Application includes required forms: DOE 100A Project Application Form and DOE 101 - Budget Narrative Form
2. All required forms must have the assigned TAPS Number included on the form
3. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.

* **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.** 
  + An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
  + The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
  + The department will also accept a typed signature, if the document is uploaded by the individual signing the document.

1. Application must be submitted electronically to the Office of Grants Management via ShareFile.

**Method of Review**

* All eligible recipients’ applications will be evaluated for funding to determine that the eligible recipient plans to utilize the funds in accordance with the provision of Perkins V, including, but not limited to, promoting continuous improvement in academic achievement, technical skills attainment and addressing current or emerging occupations. Further, an eligible recipient shall conduct a CLNA and include its results in the local application submitted to FDOE.
* FDOE will evaluate and approve allowable budget items based on the CLNA results and written narrative in the local application to support direct alignment of the CLNA results to the proposed Budget expenditures.
* All eligible recipients’ local applications will be reviewed for approval by FDOE staff using the criteria specified in the Strengthening Career and Technical Education for the 21st Century Act and Florida’s Perkins V State Plan.
* Eligible recipients may be asked to revise and/or change content stated in their application in order to be approved for funding.
* In addition, 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 FDOE staff to review applications.

Attachments

1. **Allocation Chart**
2. **DOE 100A, Project Application Form**
3. **Example DOE 101 Budget Narrative Form**
4. **Projected Equipment Purchases Form**
5. **Application Review Criteria and Checklist**

**Allocation Chart**

**The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)**

**FY 2021-2022**

**CAREER PATHWAYS ALLOCATIONS**

The **Allocation Chart** is subject to change based on the final federal allocation and local performance data. All agencies will be notified regarding their final allocation prior to the issuance of their 2021-2022, DOE 200, Award Notification.

|  |  |
| --- | --- |
| **Florida College System (FCS) Institutions** | **2021-2022 Allocation** |
| Eastern Florida State College | $77,125 |
| Broward College | $113,223 |
| Hillsborough Community College | $260,611 |
| Indian River State College | $49,847 |
| Miami Dade College | $159,816 |
| Polk State College | $68,154 |
| St. Johns River State College | $41,555 |
| Tallahassee Community College | $25,890 |
| Valencia College | $718,431 |
| **Total Allocation** | **$1,514,652** |

# Florida Department of Education

**Project Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please return to:**  Florida Department of Education  Office of Grants Management  Sharefile system | **A) Program Name:**  **Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Career Pathways**  **Entitlement**  **Fiscal Year 2021-2022**  **TAPS NUMBER: 22B090** | | **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** | | | | |
|  | | | | |
| 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 | | | | |
|  | | | | |

FDOE Logo_Small (2)

DOE 100A

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|  |
| --- |
| **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

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**EXAMPLE Perkins V Budget Narrative Form (DOE 101 Form)**

**TAPS Number**

**20B012**

# A)

**TAPS Number**

**22B090**

Name of Eligible Recipient:

**B)**

Project Number: **(DOE USE ONLY)**

**NOTE:**

When completing this form under Column (3), **Account Title and Narrative**, for each line item, specify “Use of Funds” by number for all budgetary expenditures such as salaries, equipment and supplies. Expenditures must focus on continuous performance improvement. Show amounts in whole dollars only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
| **FUNCTION** | **OBJECT** | **ACCOUNT TITLE, NARRATIVE, AND EXPLANATION** | **FTE** | **AMOUNT**  **(whole $)** |
| **####** | **###** | **Salaries:** Full-Time: Career Specialist responsible for advisory committees, students scheduling, career specialists work collaboratively with the ESE Department to facilitate academic assistance to further the integration of academic and career and technical components and curriculum modifications and other support services collaborating with business partner.   * **Section 134: CLNA Need:** Section 1 - Part A:4; Part C:2; Part D:2 * **Program Number or CIP#:** 123456789 * **Section 135: Requirement for the Uses of Funds:** 1A; 2B; 5O; 5D | 1.0 | 59.,000 |
| **####** | **###** | **Retirement:** |  | 4,425 |
| **####** | **###** | **Social Security:** |  | 1,156 |
| **####** | **###** | **Worker’s Comp:** |  | 1,054 |
| **####** | **###** | **Salaries:** Part-Time Perkins Project Coordinator to assist with administrative requirements of the Perkins Grant. **(ADMINISTRATIVE COST)**   * **Section 134: CLNA Need:** * **Program Number or CIP#:** * **Section 135: Requirement for the Uses of Funds:** | .50 | 15,352 |
| **####** | **###** | **Retirement:** |  | 1,118 |
| **####** | **###** | **Social Security:** ( |  | 868 |
| **####** | **###** | **Worker’s Comp:** |  | 115 |
|  |  | **Salaries:** One-full-time CTE/Student with Disabilities Specialist to provide programmatic assistance to disabled students enrolled in CTE programs and teachers who are teaching CTE student with disabilities.   * **Section 134: CLNA Need:** * **Program Number or CIP#:** * **Section 135: Requirement for the Uses of Funds:** | 1.0 | 85,000 |
|  |  | **Retirement:** |  | 7,989 |
|  |  | **FICA:** |  | 5,315 |
|  |  | **Worker’s Comp:** |  | 2,272 |
| **####** | **###** | **Materials and Supplies:** Consumables for CTE programs to include paper, binders, pens, pencils, instructional and recruiting materials. No item costs $1,000 or more.   * **Section 134: CLNA Need:** * **Program Number or CIP#:** * **Section 135: Requirement for the Uses of Funds:** |  | 28,186 |
| **####** | **###** | **Travel- In-County:** To provide and/or reimburse in-county travel expenses for CTE teachers and project related staff attending local CTSO activities, professional conferences, school site program area reviews, industry/internship visitations   * **Section 134: CLNA Need:** * **Program Number or CIP#:** * **Section 135: Requirement for the Uses of Funds:** |  | 652 |
| **####** | **###** | **Computer Hardware:** Purchase of 45 desktop computers to use by CTE students for instructional purposes in the Health Science CTE program. Includes monitors, CPU’s peripheral devices memory, and 50 laptop computers are assigned to student for virtual instruction. See Equipment Form.   * **Section 134: CLNA Need:** * **Program Number or CIP#:** * **Section 135: Requirement for the Uses of Funds:** |  | 176,600 |
| **####** | **###** | **Indirect Cost\*\*** |  | 3,050 |
|  |  |  | **Total** | **$353,314** |
| **\*** Showing the percentage on benefits is optional.  **\*\*** Indirect Cost plus Administrative Cost cannot exceed 5% of the total grant allocation. | | | | |

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

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

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

**TAPS Number**

**22B090**

Name of Eligible Recipient

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

**P**roject Number **(DOE USE ONLY)**

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

**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 |  |  |  |  |  |  |  |  |

**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/STATE COLLEGES:**  Use the first three digits of the object codes listed in the Accounting Manual for Florida’s Public College System.  **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. |

**Strengthening Career and Technical Education for the 21st Century Act (Perkins V),**

**Career and Technical Education, Career Pathways**

**TAPS#22B090**

APPLICATION REVIEW CRITERIA AND CHECKLIST

* **Place all items requested in the order indicated below**.
* Include only the items requested. (Do not include **Instructions** pages).
* Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
* Include this form in the application package.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place in the following order** | **Item** | **Applicant**  Provide page #s for items listed | **DOE Staff**   * **Check appropriate box below** | |
|  |  |  | **Complete** | **Incomplete** |
| **1** | DOE 100A, Project Application – with original signature |  |  |  |
| **2** | DOE 101, Budget Narrative Form |  |  |  |
| **3** | Projected Equipment Purchases Form  OR other equipment documentation |  |  |  |
| **4** | **Narrative Section** | | | |
| 1. Program Summary |  |  |  |
| 2. Program List |  |  |  |
| 3. Support for Reading/Strategic Imperatives |  |  |  |
| 4. General Education Provisions Act (GEPA)- one  page |  |  |  |
|  | 5. Budget Narrative |  |  |  |
| **5** | Attachments – if applicable |  |  |  |
| **6** | Application Review Criteria and Checklist |  |  |  |