

Online Grant System Guidance

Applying for IDEA, Part B Entitlement Grants

Updated January 4, 2021



FLORIDA DEPARTMENT OF
EDUCATION
— fldoe.org

Florida Department of Education
Division of Public Schools
Bureau of Exceptional Education and Student Services
Program Accountability, Assessment, and Data Systems

Table of Contents

Login	3
Registration – Returning Users.....	3
Registration – New Users	4
Grant Application System	5
Main Menu.....	7
Grant Application Menu	8
Program Menu	8
DOE 100 – Set Maximum Budget Amount	9
DOE 101 – Budget Forms	10
Completing the Budget Forms	11
Navigating the Budget Forms	12
Optional Method for Preparing Budget	13
Completion of Forms and Narratives	14
General Navigation Tips	15
Printing the Application	15
Electronic Submission	18
Final Step - Send DOE 100 via ShareFile Folder	21
Processing of Applications.....	21
Contact Information	21
Agency Codes	22

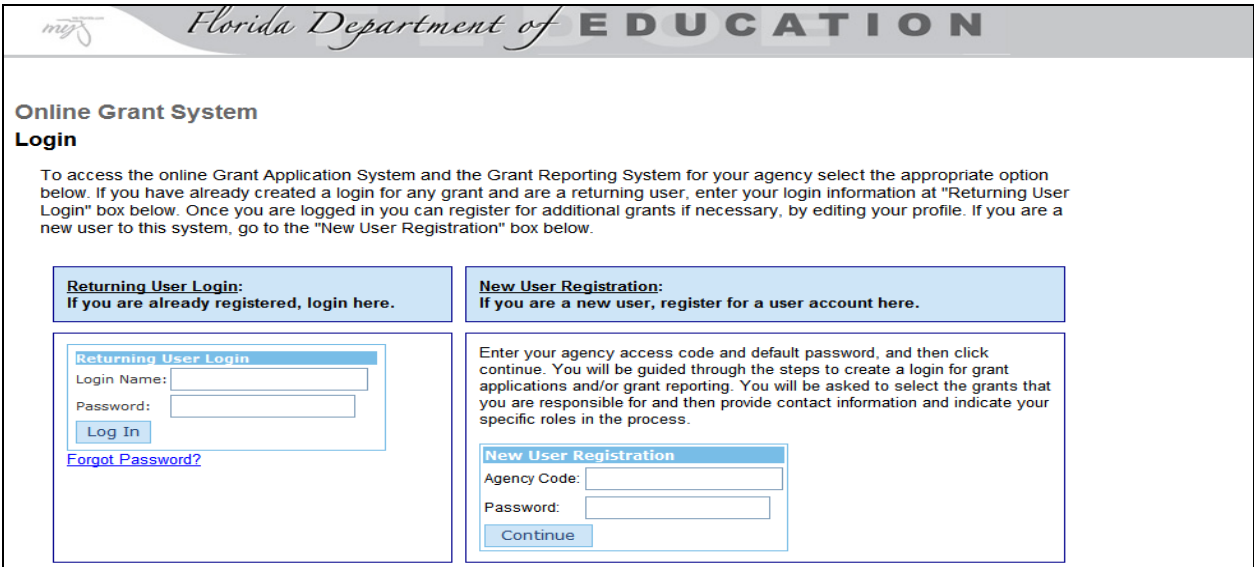
LOGIN

To access the login site, use the following URL: <https://web03.fldoe.org/GrantsReporting/>


As shown in Example 1, the following two choices are available for users to log in:

Returning Users follow instructions beginning on page 3. *Returning Users* include anyone who registered to use the Florida Department of Education (FDOE) online application system to submit a grant application and/or report grant expenditures in previous fiscal years.

New Users follow instructions beginning on page 4.




EXAMPLE 1

 **NOTE:** Users of the online application must enable a browser cookie to use this system by clicking on the link located at the bottom of the Login screen, *Instructions for cookie settings*, and follow the instructions. If you are asked for a website, enter: **fldoe.org**. **Once you have successfully enabled the required cookie, please restart your browser and return to the login using the web address at the top of this page.**

REGISTRATION – Returning Users

At the login screen as shown in Example 1, **enter your Login Name and Password** and click on the **Log In** button to proceed to the next screen.

 **NOTE: Don't remember your login name and/or password?** Use the hyperlink, [Forgot Password?](#), located below the login box and follow the instructions on the next screen, as shown in Example 2. An email response will be sent automatically with the data requested. Hint: If response email is not found in Inbox, check in your Junk email for a response.

Florida Department of EDUCATION

Online Grant System
Retrieve Password

[Home](#)

If you forgot your password you can retrieve it by entering your login name below.
Login Name:

If you forgot your login name you can retrieve your login name using the email you used to register. (This is not available for some FDOE administrators.)
Email:

If you have questions [Contact Us](#).

EXAMPLE 2

Returning Users, click on the hyperlink, [Edit My Profile](#) to edit/update contact information and select the program for which application is being made. Go to page 5 and follow instructions for **GRANT APPLICATION SYSTEM.**

Main Menu

Application
Click on the "Online Grant Applications" link below to access online grant application(s) for which you have registered. **NOTE:** If you are a returning user and have completed applications in a prior year, you must initially register for the grant programs each year by clicking on "Edit My Profile" at the bottom of the screen.

- [Online Grant Applications](#)

User
Click on the "Edit My Profile" link below to modify user information and change or add access to grant programs and roles. To view roles for other registered users in your agency click on "View Registered User Roles for this Agency."

- [Edit My Profile](#)
- [View Registered User Roles for this Agency](#)

EXAMPLE 3

REGISTRATION – New Users

For New users, enter your three-digit **Agency Code** in the first field provided.

NOTE: This three-digit Agency Code number is used by the Department to identify fiscal agents and represents the first three digits of the Department of Education's assigned project number identified on each grant award. See Appendix A of this document for listing of district/agency codes.

Enter your Password, by entering the word "agency" followed by the three-digit agency code for your district/agency, with no space between. For example, *Seminole County School District* would enter: [agency590](#).



Online Grant System

Login

To access the online Grant Application System and the Grant Reporting System for your agency select the appropriate option below. If you have already created a login for any grant and are a returning user, enter your login information at "Returning User Login" box below. Once you are logged in you can register for additional grants if necessary, by editing your profile. If you are a new user to this system, go to the "New User Registration" box below.

<p>Returning User Login: If you are already registered, login here.</p>	<p>New User Registration: If you are a new user, register for a user account here.</p>
<p>Returning User Login</p> <p>Login Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot Password?</p>	<p>Enter your agency access code and default password, and then click continue. You will be guided through the steps to create a login for grant applications and/or grant reporting. You will be asked to select the grants that you are responsible for and then provide contact information and indicate your specific roles in the process.</p> <p>New User Registration</p> <p>Agency Code: <input type="text" value="590"/> ←</p> <p>Password: <input type="password" value="••••••••"/> ←</p> <p><input type="button" value="Continue"/></p>

EXAMPLE 4

Once your **Agency Code** and **Password** have been successfully entered, click on the **Continue** hyperlink. Another screen will appear below the login requiring users to select access to the **Grant Application System**.

GRANT APPLICATION SYSTEM

New users accessing the IDEA application online will select: **I am registering for the Grant Application System** and **Returning users** will verify that this has been selected.

Then, click the **Continue** hyperlink and **scroll** down the page to select the *FY 2021-22 IDEA Entitlement* program(s). **As data are successfully completed, always SCROLL DOWN the page to view and enter data for the next screen.**

Florida Department of EDUCATION

Online Grant System
New User Registration

[Home](#)

You will be guided through the steps to create a login for grant applications and/or grant reporting. You will be asked to select the grants that you are responsible for and then provide contact information and indicate your specific roles in the process.

You are registering under:
Seminole County District School Board (590) - If this is incorrect, click the "back" link below and enter the correct agency information.

This login allows access to the Grant Expenditure Reporting System and the Grant Application System. If you are **reporting expenditures** for grants that have already been awarded select "[I am registering for the Expenditure Reporting System](#)". If you are **applying for grants** for your district/agency select "[I am registering for the Grant Application System](#)".

[back](#)
Select all that apply:
 I am registering for the Expenditure Reporting System
 I am registering for the Grant Application System
[Continue](#)

Note: The Grant Application System requires that you allow cookies from the fldoe.org domain. [Instructions for cookie settings.](#)

EXAMPLE 5

ALL users, returning and new, will select the program(s) for which the FY 2021-22 application is being made, as shown below in *Example 6*. Then, click **Continue** hyperlink and **scroll** down the page to enter the **Agency Contact** information. The below example shows the 2014-2015 programs have been selected. You will need to select the applications for 2021-22.

Seminole County District School Board (590)

Application
Select the programs for which you are applying and click on the continue button below:

- 2014-2015 IDEA Part B, Entitlement, 590-2635A-5CB01
- 2014-2015 IDEA Part B, Preschool, 590-2675A-5CP01
- 2014-2015 Title I, Part A: Improving the Academic Achievement of the Disadvantaged, 590-2125A-5CB01 (closed)
- 2014-2015 Title I, Part D: Subpart 2: Local Programs for Neglected and Delinquent, 590-2235A-5CD01 (closed)
- 2013-2014 IDEA Part B, Entitlement, 590-2634A-4CB01
- 2013-2014 IDEA Part B, Preschool, 590-2674A-4CP01
- 2013-2014 Title I, Part A: Improving the Academic Achievement of the Disadvantaged, 590-2124A-4CB01
- 2012-2013 IDEA Part B, Entitlement, 590-2633A-3CB01
- 2012-2013 IDEA Part B, Preschool, 590-2673A-3CP01

EXAMPLE 6

For the next screen as displayed in *Example 7*, **New Users** enter the name of the individual responsible for IDEA programs for your district/agency and whose name and mailing address will be printed on the DOE 100 as the primary contact. Primary contact is the individual for whom the FDOE will contact about the application in the event additional information is needed to complete the application for processing.

Enter a **login name** and **password**. These will serve as your district/agency's unique login name and password for accessing the online system for the IDEA programs selected. **Retain this information for future access and share with ONLY authorized staff assisting with the preparation of these grants.**

NOTE: Returning users will make only necessary edits here! Returning users are NOT required to change the login name and/or password. However, if you choose to change either or both, retain a record of these changes for future access to the system for preparing your local educational agency's application.

*Address:

*City: , FL

*Zip:

*Phone (xxx-xxx-xxxx):

Extension:

*Fax (xxx-xxx-xxxx):

*Email:

*Login Name (at least 8 characters):

Passwords must be 8 to 15 characters long. Must contain at least one number.

*Re-type password:

Select data entry responsibilities for each selection:

If the checkbox is grey it has already been selected by another user.

2014-2015 IDEA Part B, Entitlement, 590-2635A-5CB01
 Online Grant Applications Budget Data for Applications

2014-2015 IDEA Part B, Preschool, 590-2675A-5CP01
 Online Grant Applications Budget Data for Applications

Important!
Login name and password entered HERE correspond with Email address. Keep record of these data for logging on to the system again.

Important!
ALL applicable boxes corresponding to programs must be checked!

EXAMPLE 7

Select each program for which application is being made. **ALL four boxes must be checked when applying for BOTH Part B and Preschool!** This ensures access to BOTH program requirements and budget(s) when preparing the IDEA entitlement application.

Click the **Save** button at the bottom of the page, which will activate a new screen showing: **REGISTRATION SUCCESSFUL**. At this point you will be located at the **Main Menu**.

NOTE: If any data entry errors are detected, a message identifying the fields with errors will appear at the top of the page permitting users to reenter data. Enter **SAVE** button again to complete registration.

MAIN MENU

The **Main Menu** permits users to access the online application. Users may also view registered user information for your respective district/agency, including editing your profile, as needed.

To access the IDEA application, click on the hyperlink: **Online Grant Applications**.

Main Menu

Registration Successful.

Application

Click on the "Online Grant Applications" link below to access online grant application(s) for which you have registered. **NOTE:** If you are a returning user and have completed applications in a prior year, you must initially register for the grant programs each year by clicking on "Edit My Profile" at the bottom of the page.

- [Online Grant Applications](#)

User

Click on the "Edit My Profile" link below to modify user information and change or add access to grant programs and roles. To view roles for other registered users in your agency click on "View Registered User Roles for this Agency."

- [Edit My Profile](#)
- [View Registered User Roles for this Agency](#)

EXAMPLE 8

GRANT APPLICATION MENU

The next screen, **Grant Application Menu**, displays the list of programs for which funding was selected (one or both IDEA entitlement programs). Example 9 shows the screen that users view when application is being made for BOTH programs.

Click on the hyperlink: [Program Requirements](#). This will allow users to bypass this screen and proceed directly to the **Program Menu**, which is the site with ALL forms and narratives required for completing this online application.

Online Grant Applications

Below are programs for which funding is requested. Select the program to complete the application. To add additional grant programs to the list, return to the main menu and click on "Edit My Profile." New grant numbers are assigned each year so returning users must initially register for the grant each year.

Select the grant

2014-2015 IDEA Part B, Entitlement, 590-2635A-5CB01

- ✓ [Requested Funds and DOE 100A Form](#)
- [Budget](#)
- [Program Requirements](#)

2014-2015 IDEA Part B, Preschool, 590-2675

- [Requested Funds and DOE 100A Form](#)
- [Budget](#)
- [Program Requirements](#)


IMPORTANT!!

Click the **Program Requirements** hyperlink to access online application.

EXAMPLE 9

PROGRAM MENU

The **Program Menu**, as shown below in Example 10, is the site users have full access to all standard grant forms, assurances, and narratives required for completing the IDEA application.

 **NOTE:** Applicants should keep track of data entered and saved to ensure all parts of the application have been satisfactorily completed. When ready to electronically submit the application, the system will automatically detect any forms and narratives where data have not been entered using yellow highlighting as shown in *Example 18* on page 21.

Additionally, you must **Save Often!** The system will time you out without notification.

Grant Application Menu

Program Main Menu

Log-out

PROGRAM MAIN MENU

Our records indicate that this application has been officially submitted to the FDOE on 4/8/2015. Official notification has been sent to FDOE staff via e-mail. **NO FURTHER EDITS SHOULD BE MADE TO THIS APPLICATION UNLESS REQUESTED BY FDOE STAFF.**

Instructions: Applicants are required to complete the following sections of the IDEA entitlement application as indicated below. Once all sections of the application have been completed and reviewed thoroughly for accuracy, use the links listed under the section, **Complete Application to**

- PRINT copies of the application, using the **Printer Friendly Format of Your Application** link.
- SUBMIT notification to FDOE that application is complete, using the **Verify & Submit to FDOE** link.

The following resources are available to applicants for preparing the IDEA Entitlement application

- o [Request for Application \(RFA\)](#)
- o [Instructions for Using the Web-Based Application](#)

Standard DOE Grant Forms

- o [DOE 100 for Part B, Entitlement](#)
- o [DOE 101 - Budget for Part B, Entitlement](#)
- o [DOE 100 for Part B, Preschool Entitlement](#)
- o [DOE 101 - Budget for Part B, Preschool Entitlement](#)

IDEA General and Special Assurances

- o [IDEA General and Special Assurances](#)
- o [IDEA Assurances Private Schools](#)
- o [Schoolwide Programs Under Title I of the ESEA](#)
- o [Parent Involvement and Participation](#)

Permissive Use of Funds

- o [Benefits to Nondisabled Students](#)
- o [Coordinated Early Intervening Services \(CEIS\)](#)
- o [Administrative Case Management](#)

Entitlement Narratives

- o [Support for Strategic Plan and Reading, Math, and Science Initiatives](#)
- o [General Education Provisions Act](#)
- o [Private School Consultation](#)

EXAMPLE 10


DOE 100 – Set Maximum Budget Amount

First, applicants must click on the hyperlink, **DOE 100**, which corresponds to each program budget as shown in Example 10. A new screen will appear as shown in Example 11.

ENTER the *estimated roll forward amount* to be included in the budget and **click** the **SAVE** button.

If roll funds are NOT being included in your budget, enter ZERO, then click on the SAVE button.

Click on the hyperlink at the top of the screen to **Return to Program Menu**. **This must be completed for BOTH budgets—Part B and Preschool, as applicable.**

 Note: The amount of roll funds identified will be automatically calculated and the sum will be identified as the maximum amount for which funds are budgeted on the corresponding DOE 101 budget forms.

DOE 100 Grant Form

[Grant Application Menu](#)
[Return to Program Main Menu](#)

Funds Requested

Below is the amount allocated for this grant. Indicate the roll forward for this grant. Enter 0 if there is no roll forward. Then click the Save button. To print the DOE 100 form, click on the link below and complete the necessary contact information.

[Print 100A Form for this Grant](#)

Program Name: IDEA Part B, Entitlement 590-2635A-5CB01

Funds Allocated: \$12,981,337.00

Estimated Roll Forward: \$



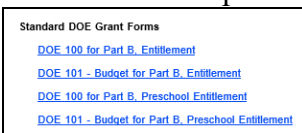
EXAMPLE 11

DOE 101 – Budget Forms

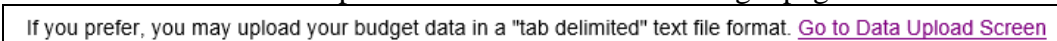
To prepare your budget, select ONE of the budget hyperlinks from the **Program Menu**. Budget forms will appear similar to the one shown in Example 12, which identifies the total amount of funds requested with blank line item fields to be entered, including hyperlinks to various reference documents to assist users in the preparation of the grant application. Users should reference the **Budget Instructions**, by clicking on the hyperlink at the top of the budget form, as well as follow specific instructions for **Completing Budget Forms**, as shown below.

NOTE: To facilitate the application process, to prepopulate the previous year’s budget follow the below instructions:

1. Go to the LEA’s previous budget (DOE 101, Budget for Part B Entitlement or Preschool link).



2. Click on the Go to Data Upload Screen link from the budget page.



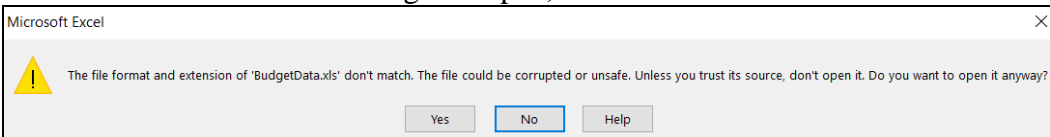
3. Click on Download File of your Existing Budget Data.



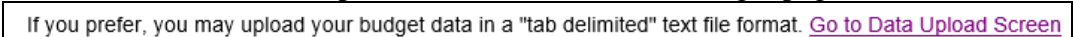
4. At the bottom of the page on the dialog box, click Open.



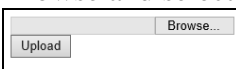
5. Once the Microsoft Excel dialog box open, click “Yes”.




6. Save file as a Text (Tab delimited) file.
7. Go to the LEA’s current budget (DOE 101, Budget for Part B Entitlement or Preschool link).
8. Click on the Go to Data Upload Screen link from the budget page.



9. Browse and select the saved file and click upload.



10. At the top of the page, the system tells how many rows were accepted.

 Ten blank lines will always follow the last budget entry. When updating the budget for the new fiscal year, in order for data to be SAVED successfully, the **Budget Total** must be less than or equal to the **Funds Requested** amount, which may require deleting or reducing line items at the onset of editing the budget.

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET**

[Grant Application Menu](#) | [Print or View Budget Data](#)
[Return to Program Main Menu](#)
For IDEA Part B, Entitlement 590-2635A-5CB01

If you prefer, you may upload your budget data in a "tab delimited" text file format. [Go to Data Upload Screen](#)
[Green Book](#) | [Red Book](#) | [Budget Instructions](#) |
Funds Requested: \$12,993,337.00 | Budget Total: \$0.00 | Amount Remaining: \$12,993,337 (rounded to the nearest dollar) Edit the budget data in the rows provided and click the "Save Records" button. Each time you save, 10 additional rows will be added to the table.
 NOTE: Only rows that have a function and object code will be saved. If the function or object code is left blank, the row will be ignored.


count	Program Set-Aside Code view codes	Function view codes	Object view codes	Account Title and Description	FTE (decimal value)	Amount (decimal value, no dollar signs)	delete
1	N/A		<input type="checkbox"/> exception to FTE rule Alt. desc: <input type="text"/>				<input type="checkbox"/>

EXAMPLE 12


COMPLETING THE BUDGET FORMS

The following fields are located on the budget forms and must be completed as follows:

- ❖ **Program Set Aside Code** – Select appropriate code for identifying one of the following set-asides:
 - **I-1** – Coordinated Early Intervening Services (CEIS)
 - **I-2** – Proportionate Share
 - **N/A** – Default code when “not applicable”


 **NOTE:** The line item identified as a set-aside must reflect **ONLY** information appropriate for that type of set-aside. For example, if the line item is identified as **I-1** or **CEIS set-aside**, description for the allocated funds should be applicable activities exclusive to CEIS. This is to ensure that the total amount of set-asides for CEIS accurately identifies proposed budget for this intended purpose. This same rule applies to all line items coded **I-2** for **proportionate share set-asides**.


- ❖ **Function Code** – Enter the appropriate four-digit code. (*Function code* classification identifies the overall purpose of the cost.) For agencies that do not use function codes, please enter “9999” in the function code field.
- ❖ **Object Code** – Enter the appropriate three-digit code. (*Object code* classification identifies the type of good or service.) A universal listing of object codes used by districts/agencies may be accessed by clicking on the hyperlink, *View Codes*, in the object code column. This listing also indicates whether an FTE is required for the object code.

 **NOTE:** The title of the object code used **HERE** will automatically populate the *Account Title and Description* field as the heading once the data have been entered and saved successfully. This is visible when using the *Print or View Budget Data* option.

- ❖ **Alt. desc.** – This field may be used when an optional description of the object code is needed. This would be applicable to university and other participating agencies using object codes, which may not be included in the drop-down menu listing object codes (see hyperlink). When titles for the object codes are entered in this field, the titles will be visible in the *Account Title and Description* field when the *Print or View Budget Data* option is used. **Leave this field blank, if this is not applicable.**
- ❖ **Exception to FTE Rule** – Use this box to override the requirement for identifying FTEs when certain object codes for personnel have been reported, but the actual cost is NOT a full-time equivalent position. This should ONLY be used when the object code for personnel such as Object Code 100 series or 750 is identified and FTEs are not applicable, i.e., stipends for teachers. Utilizing this exception ensures that an error message does not occur when entering personnel object codes for which FTEs cannot be reported.
- ❖ **Account Title and Description** – Enter a description of the goods and services being budgeted. Descriptions should contain sufficient information for reviewers in both the program and grants management offices to determine whether the item meets the general criteria as an **allowable cost** to the IDEA entitlement program. An **allowable cost** must be necessary and reasonable for the proper and efficient performance of the program and allocable according to the relative benefits received by the program.

When describing budget items specifically for the IDEA set-asides (CEIS or Proportionate Share), provide ONLY appropriate budget information for that specific set-aside. For example, CEIS items should only benefit interventions for nondisabled students identified at Tier II and Tier III. Comprehensive CEIS may include language that pertains to programs and services benefiting students with disabilities. The same applies to Proportionate Share, to include ONLY descriptions applicable to provision of services for parentally-placed private school students with disabilities. **Separate line items must be used for goods or services NOT applicable to the set-aside identified, especially for personnel whose time and effort may be split.**

 **NOTE: To avoid duplication of the object code title in this field, do not type the object code title in this field.** These titles will show automatically when using the universal object codes in the system. Users must periodically click on *Print or View Budget Data* link option to view entered/saved data as it will appear when printed.

- ❖ **FTE** – Enter the number of FTEs, if applicable. This applies to only those Object Codes representing personnel. Use the drop-down menu provided for Object Codes to verify whether FTE is required for the object code identified. Leave this field **BLANK**, if object codes used do not require FTEs identified. See *Exception to FTE Rule* description, which permits an override of this requirement, when stipends and supplemental pay for personnel are identified.
- ❖ **Amount** – Enter the total amount of the line item using ONLY whole numbers. Do not use dollar signs (\$) or commas (,) to express the total amount since they are not recognized by the system.
-  When the line item has been identified as a **Set-Aside**, the total amount entered in this field should reflect ONLY the amount of funds intended for that **Set-Aside**. **Set-Aside** data are automatically calculated with the total amount of set-asides appearing at the bottom of the last budget page. Use the *Print or View Budget Data* hyperlink to view this when in the budget form.

NAVIGATING THE BUDGET FORMS

To navigate the budget page, scroll down the page to review the data one line item at a time. Each line item is numbered as identified in the *Count* column.

To edit data, move the cursor to the selected line item or field (cell) and revise, deleting any data that is not applicable and entering edits or new data. Using the **Tab** key also permits users to move from cell to cell (left to right). After making edits to all fields, click on the **Save Records** button to save data successfully. Records will appear in the budget in numerical order by function and object codes. **Save records** buttons are located at the top and bottom of each budget form, for user convenience.

To view the budget in a truncated print format, click on the following hyperlink: [Print or View Budget Data](#). **To display in full text**, then click on the hyperlink: [Show](#). To reverse the display back to the abbreviated version, click on [Hide](#). To continue entering data in the budget, click on the hyperlink: [Back to Budget Page](#).

To enter additional budget items, scroll down the budget form to the first available blank row for entering a line item. Ten blank records will be available following the last SAVED data. Once data are saved successfully, the item will appear in the budget in numerical order by function and object code.

To delete an entire line item, point and click on the **Delete** box located in the far right hand column of the line item to be deleted. The entire line item will be deleted from the budget once the **Save Records** button is clicked.

If an error message occurs following the ENTERING and SAVING of data, the error types and locations of those errors will be identified at the top of the budget form. Below are examples of errors that may occur while entering data in the budget form.

If there are any remaining amounts still to be budgeted, the following message will be shown:
Funds Requested: \$6,836,744.00 | Budget Total: \$4,856,744.00 | Amount Remaining: \$1,980,000 (rounded to the nearest dollar)

If the budget entries EXCEED the total funds requested, the following message will be shown:
WARNING: Your budget exceeds the amount of funds requested by: -7,520,000.00


If the object code entered is not a valid code, the following message will be shown:
Data NOT Saved. Correct the following errors and click the 'Save Record' button again:

- **Row 1 the Object Code is not valid. It should be 3 or 6 digits. Your value is read as '66'**

If the object code entered is a code requiring FTEs entered, the following message will be shown:
Data NOT Saved. Correct the following errors and click the 'Save Record' button again:

- **Row 11, for this object code, FTE is required.**

To correct any errors, scroll down the budget page to make the necessary changes to the budget. Once all errors have been corrected, click on the **Save Records** button. The **Save Records** button will trigger the system to automatically calculate data entered for **Set-Asides** and line item **Amounts**.

 **NOTE:** Using the **Back Button** will undo the last entry of data in the budget form, requiring reentry of data. Always use the hyperlinks located at the top of the budget page for returning to the last menu executed: [Program Menu](#) or [Grant Application Menu](#)

Once ALL new records and revisions have been entered on the budget, click on the **Save Records** button located at the top OR the bottom of the page. The following statement will appear on the screen to indicate successful updates: **Data Saved Successfully**.

Optional Export to Excel file is available for users to save and store each completed budget locally. Click on the following link: [Export to Excel for Your Records](#), located at the top of the budget form when the *View/Print* option has been selected.

After data have been successfully entered and the total budget equals the total funds requested, click on the hyperlink [Return to Program Menu](#).

OPTIONAL METHOD FOR PREPARING BUDGET

To edit data from a separate Excel file, users may download the data in the budget form. First, users must save these data into an Excel file, then edit the budget according to the specifications, and upload these data into the budget form. Click on the hyperlink: [Go to Data Upload Screen](#).

Right click on the hyperlink: [Download File of your Existing Budget Data](#), then choose from the menu: **SAVE TARGET AS**. Name and SAVE the file for later access. If data is presently in your budget, data will transfer to the Excel file in the same order as the formatting of the specifications displays (on the screen shot above). Data specifications should be followed exactly. Once data have been edited, **SAVE** these data as a separate **tab delimited** text file format. When ready to upload these data to the appropriate budget, using this site again, click on the Browse button, select the file from your computer using the browse link, when ready for upload, then click on **Upload** button. Click on the hyperlink: [Back to Budget Form](#) to review the budget for accuracy.

COMPLETION OF FORMS AND NARRATIVES

Continue entering data in the forms and narratives as required under **IDEA General and Special Assurances, Permissive Use of Funds, and Entitlement Narratives**. Users are responsible for making sure each section is completed.

Maintenance of Effort Budgetary Data —Each LEA is required to enter budgetary information regarding the MOE. LEAs are allowed to determine these amounts with the use of local funds or the combination of state and local funds. Additionally, these amounts may be reported as total dollar amounts or on a per capita basis. To meet MOE requirements, the LEA must budget for the education of children with disabilities, at least the same amount as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available.

Adjustment to Maintenance of Effort (MOE) – Applicants must indicate “Yes” or “No” whether an adjustment to maintenance of effort (MOE) will be taken during the FY 2021-22. If the LEA is reducing its MOE, it must detail the reasons why.

Coordinated Early Intervening Services (CEIS) — Any LEA using CEIS funds, whether required or voluntarily, must include detailed information explaining the processes and systems the LEA has or plans to put into place to address issues regarding the disproportionality for which the LEA has been identified. The entirety of the narrative and the corresponding budgets for the CEIS set-aside will be reviewed by Bureau of Exceptional Education and Student Services staff to determine acceptability of the CEIS narratives. Upon the recommendation of the bureau’s staff, the narratives will be accepted or returned to the LEAs for revision. No application will be approved until the narratives have meet bureau standards.

The application also requires the applicant to complete questions and budgetary information designed to assist LEAs in determining if they are required to carry-forward CEIS funds from previous fiscal years.

Proportionate Share (School Districts ONLY) – Two separate worksheets are provided for applicants to enter data for calculating the Part B and Preschool proportionate share amounts. The calculation will occur **AFTER** clicking on the **Save** button. To view the results, return to the **Program Menu** and click on the individual proportionate share worksheet.

Proportionate Share Expenditures (School Districts ONLY) – Applicants must also report the proportionate share expenditure amounts for students with disabilities enrolled in private schools for the 2021-22 fiscal year and any funds that were NOT spent, which will be expended in the next fiscal year. A brief narrative describing how funds were expended during the fiscal year is also required. Additional functionality has been added to this page to assist districts in determining the total amount of proportionate share funds that must be budgeted, including the amounts calculated for the proportionate share for which the current application is being submitted and the amount of carry-forward funds that must be added to the calculated amount.

Support to Charter Schools (School Districts ONLY) – Applicants must describe how students with disabilities enrolled in charter schools benefit from IDEA funds in the same manner as students with disabilities in their other public schools. “Benefit” of IDEA funds may be services provided by personnel funded through IDEA as well as materials, supplies, and equipment purchased with IDEA funds.

GENERAL NAVIGATION TIPS

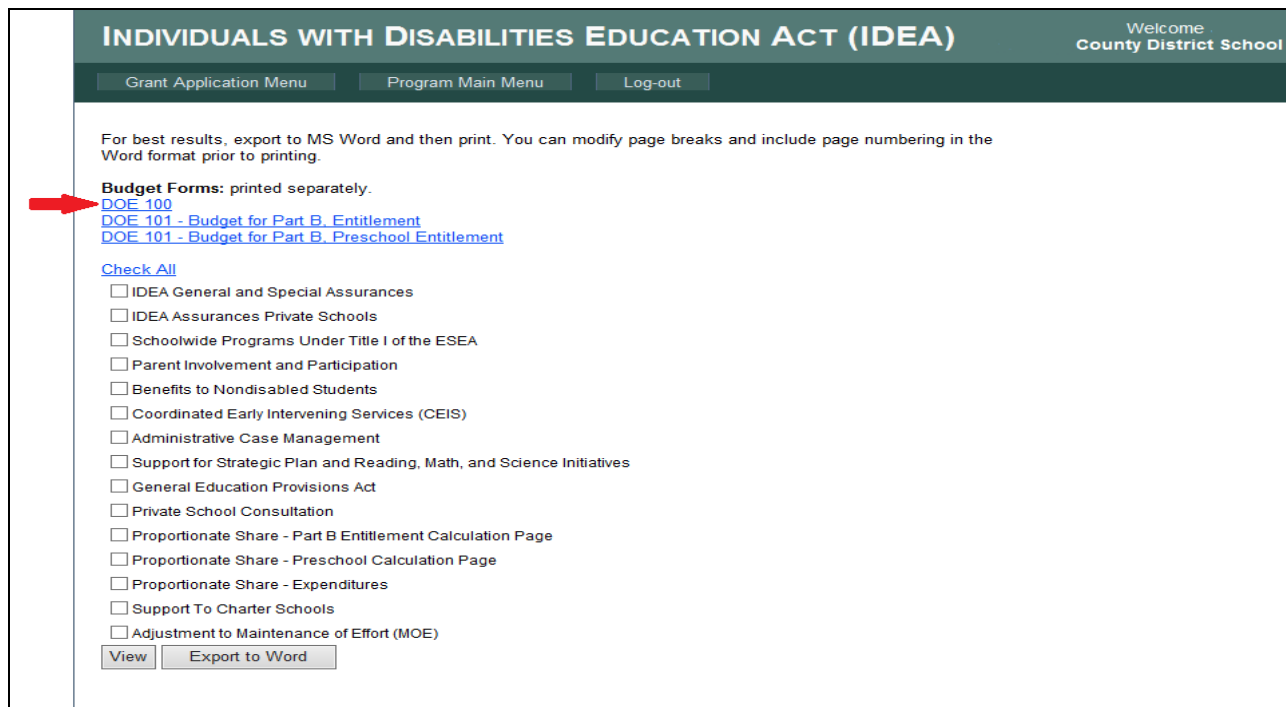
- Use the *hyperlinks* at the top of the page for returning back to the **Program Menu** or return to a previous screen. Avoid using the **Back Button**, as this may delete all data entered and saved. Following are hyperlinks appearing at the top of the page for navigating back and forth through the online application system:
 - **Program Menu** – site for access to all forms and narratives to prepare and submit application. This is “home base” for completing your application!
 - **Grant Application Menu** – site for access to DOE 100, budget forms, and program requirements. Click on **Program Requirements** link, which will return users to the **Program Menu**.
 - **Main Menu** – This is the initial site of the **Online Grant System**. To navigate to the **Program Menu**, users will need to click on the **Online Grant Requirements** and then **Program Requirements** for completing the application forms and narratives.
- **Users may logout of the system at any time. Just make sure that you have completed the initial registration as a user first, then log back into the system as a “returning user” entering the unique login name and password established during registration.**
- **To obtain the Password registered for your program application**, go to the **Login** screen using the link on page 3 of this document and select the hyperlink: [Forgot Password?](#) At the prompt, enter the email address associated with the account and the password will be sent to the primary contact’s email address. Instructions for obtaining the login name are also located here.

- **Users must save data regularly while using the online system.** After 20 minutes of inactivity the system will automatically timeout. In the event that a timeout occurs, it is recommended that users reauthorize cookies again from **fldoe.org**. Follow instructions provided at initial login to the system.
- **Server error has occurred**, if one of the following messages appears on the screen: **500 Error or Internal Server Error**. Users should logoff the system and immediately notify the **IDEA grant staff** via email at IDEAGrant@fldoe.org. In the event this does occur, every effort will be made to have the system in full operation as soon as possible.
- **Browser caches** or *temporary internet files* that your computer holds may clash with any changes users make to the online application. When this occurs, those changes may not be readily visible on the screen since the browser may be caching the previous entry of data. If this persists, you may need to adjust the setting on your browser to ensure that these files are deleted. Please be careful not to select and delete Cookies and All Files. Users may also seek additional assistance from their local IT staff.

PRINTING THE APPLICATION

Step 1: Once all forms and narratives have been completed as listed on the **Program Menu**, print a copy of the entire application for your files by selecting the button at the bottom of the **Program Menu** page: **Printer friendly format of your application**. This will convert all forms and narratives in a print-ready format.

Step 2: Click on the **DOE 100** hyperlink to prepare the **DOE 100** for printing.



EXAMPLE 13

Step 3: Select the **IDEA entitlement program** for which application is being made. A separate DOE 100 is required if the LEA is submitting BOTH IDEA Part B Entitlement and Preschool application.

DOE 100 Form Print

[Grant Application Menu](#)
[Return to Program Main Menu](#)

To generate a printable DOE 100 form, first select the programs for which application is being made. In part A, enter the address of the agency receiving the award. In part B, enter the name and address of the contact person. In the "Agency Head" text box enter the name of the district superintendent or agency head whose signature will be certifying the DOE 100, then click the "Generate Printable Form" button.

These data will automatically populate the DOE 100 as entered below.

To print the DOE 100 Form, either go to the File menu in your browser's menu and select Print or right click on your mouse and select Print.

IDEA Part B, Entitlement, 590-2635A-5CB01
 IDEA Part B, Preschool, 590-2675A-5CP01

A) Address of Eligible Applicant:
 Seminole County District School Board

City: SANFORD
 Zip: 32773

B) Applicant Contact Information:
 Contact Name: Dan Sanchez
 Address: 400 East Lake Mary Blvd.
 City: Sanford
 Zip: 32773

EXAMPLE 14

Scroll down the screen and review data to ensure ALL fields are correct, including the contact name and address entered when registration was completed.

Step 4: Enter the name of the superintendent or agency head in the box provided. Then, click on the **Generate Printable Form** at the bottom of the page.

Step 5: Scroll down the page to view the completed product ready for printing. If any data have been omitted, error messages will appear at the top of the page. Example 15 displays the finished product ready for printing.

Using the **PRINT** menu on your browser, print a copy of the DOE 100 and obtain the required approval and signature for mailing. To continue printing the next forms, click on the hyperlink: **Return to Program Print Menu**.


FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION				TAPS: 1. 15C001	
Please return to: Florida Department of Education Office of Grants Management Room 332, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Name and Address of Eligible Applicant: Seminole County District School Board 400 E LAKE MARY BLVD SANFORD, FL 32773		DOE USE ONLY Date Received		
B) Applicant Contact Information					
Contact Name	Contact Data Appears HERE!		Telephone Number:	Ext:	
Mailing Address			Fax Number:		
E-mail Address					
Programs					
C) Program Name:	Project Number: (DOE Assigned):	D) Total Funds Requested:	Total Approved Funds (DOE USE ONLY):		
1. IDEA Part B, Entitlement 2014-2015	590-2635A-5CB01	\$12,993,337.00			
CERTIFICATION					
I, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. 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.					

EXAMPLE 15

Step 6: Click on the Budget for Part B. Review the budget in print format and proceed to printing the form. Be sure to click on the *Show all text* option to ensure all text is visible. Budgets with program set-asides will display the total amounts budgeted for each type of set-aside at the bottom of the budget page.

Step 7: Click on the Budget for Part B, Preschool. Review the budget in print format and print as instructed above for Part B.

Step 8: Click on the hyperlink: [Check All](#). This prepares all remaining forms and narratives for printing in continuous form. **If you wish to print each section individually, click on each item and print, returning to the program print menu to select the next item on the menu.**

 A separate hyperlink, **Export to Word**, is available for users to save all forms (narratives and assurances) to a Word document. This also allows user to store the documents and modify page breaks for printing.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Welcome
County District School

Grant Application Menu Program Main Menu Log-out

For best results, export to MS Word and then print. You can modify page breaks and include page numbering in the Word format prior to printing.

Budget Forms printed separately.
[DOE 100](#)
[DOE 101 - Budget for Part B, Entitlement](#)
[DOE 101 - Budget for Part B, Preschool Entitlement](#)

Check All

- IDEA General and Special Assurances
- IDEA Assurances Private Schools
- Schoolwide Programs Under Title I of the ESEA
- Parent Involvement and Participation
- Benefits to Nondisabled Students
- Coordinated Early Intervening Services (CEIS)
- Administrative Case Management
- Support for Strategic Plan and Reading, Math, and Science Initiatives
- General Education Provisions Act
- Private School Consultation
- Proportionate Share - Part B Entitlement Calculation Page
- Proportionate Share - Preschool Calculation Page
- Proportionate Share - Expenditures
- Support To Charter Schools
- Adjustment to Maintenance of Effort (MOE)

EXAMPLE 16

ELECTRONIC SUBMISSION

Step 1: PROOFREAD thoroughly all data entered, BEFORE proceeding to the final electronic submission, which sends the data to the Department for processing. Please remember these applications are public records. As such, they are a direct reflection of the LEA's and SEA's professionalism.

Step 2: When ready to submit the FINAL application to the Department of Education, point and click on the hyperlink located at the bottom of the **Program Menu: Verify & Submit to FDOE.**

PROGRAM MAIN MENU

Instructions: Applicants are required to complete the following sections of the IDEA entitlement application as indicated below. Once all sections of the application have been completed and reviewed thoroughly for accuracy, use the links listed under the section, **Complete Application** to

- PRINT copies of the application, using the **Printer Friendly Format of Your Application** link.
- SUBMIT notification to FDOE that application is complete, using the **Verify & Submit to FDOE** link.

The following resources are available to applicants for preparing the IDEA Entitlement application

- [Request for Application \(RFA\)](#)
- [Instructions for Using the Web-Based Application](#)

Standard DOE Grant Forms

- [DOE 100 for Part B, Entitlement](#)
- [DOE 101 - Budget for Part B, Entitlement](#)
- [DOE 100 for Part B, Preschool Entitlement](#)
- [DOE 101 - Budget for Part B, Preschool Entitlement](#)

IDEA General and Special Assurances

- [IDEA General and Special Assurances](#)
- [IDEA Assurances Private Schools](#)
- [Schoolwide Programs Under Title I of the ESEA](#)
- [Parent Involvement and Participation](#)

Permissive Use of Funds

- [Benefits to Nondisabled Students](#)
- [Coordinated Early Intervening Services \(CEIS\)](#)
- [Administrative Case Management](#)

Entitlement Narratives


- [Support for Strategic Plan and Reading, Math, and Science Initiatives](#)
- [General Education Provisions Act](#)
- [Private School Consultation](#)
- [Proportionate Share - Part B Entitlement Calculation Page](#)
- [Proportionate Share - Preschool Calculation Page](#)
- [Proportionate Share - Expenditures](#)
- [Support To Charter Schools](#)
- [Adjustment to Maintenance of Effort \(MOE\)](#)

Complete Application

- [Printer friendly format of your application](#)
- [Verify & Submit to FDOE](#)



EXAMPLE 17

 **NOTE:** Any forms or narratives for which data have not been entered or boxes checked will be highlighted in yellow, requiring users to return to the **Program Menu** to complete applicable sections. See Example 18 with yellow highlighted sections which are incomplete. **The online system will not permit submission until these areas have been completed.**

PROGRAM MAIN MENU

Highlighted items are not complete. These items must be completed before data can be submitted to FDOE.

Our records indicate that this application has been officially submitted to the FDOE on 4/8/2015. Official notification has been sent to FDOE staff via e-mail. NO FURTHER EDITS SHOULD BE MADE TO THIS APPLICATION UNLESS REQUESTED BY FDOE STAFF.

Instructions: Applicants are required to complete the following sections of the IDEA entitlement application as indicated below. Once all sections of the application have been completed and reviewed thoroughly for accuracy, use the links listed under the section, **Complete Application** to

- PRINT copies of the application, using the **Printer Friendly Format of Your Application** link.
- SUBMIT notification to FDOE that application is complete, using the **Verify & Submit to FDOE** link.

The following resources are available to applicants for preparing the IDEA Entitlement application

- o [Request for Application \(RFA\)](#)
- o [Instructions for Using the Web-Based Application](#)

Standard DOE Grant Forms

- o [DOE 100 for Part B, Entitlement](#)
- o [DOE 101 - Budget for Part B, Entitlement](#)
- o [DOE 100 for Part B, Preschool Entitlement](#)
- o [DOE 101 - Budget for Part B, Preschool Entitlement](#)

IDEA General and Special Assurances

- o [IDEA General and Special Assurances](#)
- o [IDEA Assurances Private Schools](#)
- o [Schoolwide Programs Under Title I of the ESEA](#)
- o [Parent Involvement and Participation](#)

Permissive Use of Funds

- o [Benefits to Nondisabled Students](#)
- o [Coordinated Early Intervening Services \(CEIS\)](#)
- o [Administrative Case Management](#)

EXAMPLE 18

Step 3: A new screen will prompt you to click on the final submit button: [Submit my data to FDOE](#)



FINAL Clicking the button will record that your applications is complete and a notice will be sent to FDOE.

[Submit my data to FDOE](#)

EXAMPLE 19

Following this final submission, an email will be sent to FDOE staff documenting completion of your application. A message will appear on the **Program Menu** identifying the official date submission occurred. Completion of this final step is important, as this date is used to determine the date substantially approvable form or SAF was met.

Once submission of the electronic application has occurred, DO NOT make any further edits to your application unless requested to do so by DOE staff.


To exit the system, click on the hyperlink: [Log Out](#)

FINAL STEP – SEND DOE 100

Eligibility is also contingent upon sending a copy of the signed DOE 100 with an original signature of the superintendent or agency head, to the Department of Education's Office of Grants Management, which must be submitted ON or BEFORE close of business (5:00 p.m. EDT) July 1, 2021, for a project start date of July 1, 2021 via the ShareFile. Please refer to the Request for Application (RFA) for more specific requirements.

PROCESSING OF APPLICATIONS

Applications will be processed in the date order received. Priority handling will be given to those applications that have met BOTH requirements first: submitted electronically and DOE 100 received in *substantially approvable form* (SAF). A program review is conducted FIRST by BEESS staff, followed by a final technical review by Grants Management staff. Staff from either office may contact applicants for further clarification and/or revisions, as appropriate.

-  NOTE: When requested to make edits, please remember to use the **SAVE** button to ensure each entry of data was saved. Use the hyperlinks at the top of the screen to move from screen to screen. Once all edits have been entered and saved, **LOG OFF** the system. **Do NOT click on the Verify & Submit to FDOE link**, as this may change the date your application was initially submitted.

CONTACT INFORMATION

Should you experience problems logging in to the system or any other technical difficulty, please contact the **IDEA grant staff** at IDEAGrant@fldoe.org. Contact persons for program and grants management issues are identified in the Request for Application (RFA).

Agency Codes

Code #	District Name	Code #	District Name
010	Alachua	390	Liberty
020	Baker	400	Madison
030	Bay	410	Manatee
040	Bradford	420	Marion
050	Brevard	430	Martin
060	Broward	440	Monroe
070	Calhoun	450	Nassau
080	Charlotte	460	Okaloosa
090	Citrus	470	Okeechobee
100	Clay	480	Orange
110	Collier	490	Osceola
120	Columbia	500	Palm Beach
130	Miami-Dade	510	Pasco
140	DeSoto	520	Pinellas
150	Dixie	530	Polk
160	Duval	540	Putnam
170	Escambia	550	St. Johns
180	Flagler	560	St. Lucie
190	Franklin	570	Santa Rosa
200	Gadsden	580	Sarasota
210	Gilchrist	590	Seminole
220	Glades	600	Sumter
230	Gulf	610	Suwannee
240	Hamilton	620	Taylor
250	Hardee	630	Union
260	Hendry	640	Volusia
270	Hernando	650	Wakulla
280	Highlands	660	Walton
290	Hillsborough	670	Washington
300	Holmes	#	Lab Schools and Other Agencies
310	Indian River	015	UF – PK Yonge DRS
320	Jackson	48C	Florida Virtual School
94B	Jefferson/Somerset	53D	Lake Wales Charter
98Z	KIPP	557	Fla. School for the Deaf and the Blind
99H	IDEA	48E	UCP of Florida Charter Schools
340	Lafayette	685	FAMU – DRS
350	Lake	371	FSU – DRS
360	Lee	687	FAU – DRS
370	Leon	708	Dept. of Corrections
380	Levy	50D	South Tech Academy