2025-2026 Application Process

Bureau of Exceptional Education and Student Services (BEESS)

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Agenda

- Application Submission to the Office of Grants Management (OGM) ShareFile

- Budgets (Florida Department of Education [FDOE] 101)

- Resources

- Contact Information

Application Submission and Budgets Overview

Required Documentation for Upload

- Projects will need to submit the required forms mentioned below, in addition to the excel application (*IDEA-funded state projects only):

    - DOE-100A signed by the agency head (one per project number);
    - DOE-101S Budget Narrative Form (one per project number);
    - *Baseline Data;
    - *Split Funded Form
    - *Schedule of Deliverables

- Applications and other required forms must be submitted electronically to OGM via ShareFile.

- Projects can locate the appropriate ShareFile folder at https://fldoe.sharefile.com/home/shared by following the example naming convention: (*1-LEA_XXC001_XXC002_Submit).

- Please contact OGM@fldoe.org for ShareFile assistance.

Application Submission Process

A requirement for the successful submission of the project application is submitting the signed (DOE 100A) to the OGM ShareFile folder #1:

- Access a downloadable version of the DOE 100A at https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml

Project Application Single (DOE 100A)

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

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) Program Name: TAPS NUMBER:	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned) [DO NOT LIST MORE THAN ONE]

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:

Budget Narrative Form – DOE 101S

- **Allowable Expenses** – stipends, training and materials.
- **Unallowable Expenses** – advertisement, capital improvements and permanent renovations, marketing, food, services covered by indirect costs, gift cards, and incentives (not an all-inclusive list).

Budget Examples

Unallowable

Function	Object	Account Title and Narrative	FTE	Amount	% Allocated to this project
	1234	**Administrative Costs-** Expenditures associated with the administration of the project. (0.0740740731342662 X 1,970,458.00 = 145,959.85)		145,959.85	100%

Allowable

FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
6110	130	Stipends for trainers @ $200 per trainer per class x 30 classes		$ 6,000.00	100%
6400	120	Teacher stipends @ $20/hr x 6 hrs x 30		$ 3,600.00	100%
6400	220	Social Security on teacher stipends @ 7.65% = 275.40		$ 272.20	99%
6400	520	Youth Mental Health First Aid Manuals @ 18.95 x 702 trainees		$ 13,302.90	100%
6400	730	Virtual seats from National Council @ 23.95 x 702 trainees		$ 16,812.90	100%

Project Abstract Scope of Work

Sample Entry View

SCOPE OF WORK

Project Abstract

Applicants are required to provide a description of the key elements and primary focus of the project.

Limit 64,000 characters or about 12,800 words.

Save

Baseline Data

- Projects will identify the starting point from which progress will be measured.

- This section should include data from FDOE, the Individuals with Disabilities Education Act (IDEA)-funded state project and the local educational agency (LEA).

- There should be evidence in the application of input from the exceptional student education (ESE) directors in the school districts that are served by the IDEA-funded state project. In the absence of existing data, initial data collection plans should be provided.

Baseline Data (Continued)

Types of data that may be used include:

- Quantitative data, such as relevant indicator data as reflected in the State Performance Plan (SPP) and Annual Performance Report or LEA profiles, information regarding LEAs that are targeted or have been determined to have patterns of non-compliance, student performance outcome data, school district graduation rates and formal survey results;

- Quantitative data reflecting recent project performance activities, such as the number of people trained by the IDEA-funded state project and school/LEA impact data collected by the project;

- Qualitative data, such as informal needs assessment results, focus group results or case studies; or

- Data specific to the IDEA-funded state project (e.g., quarterly census).

Established Need

- The IDEA-funded state project will identify the state, region or district need based on an analysis of the baseline data.
- The project must show evidence of input from ESE directors to ensure that the needs of students with disabilities (SWDs) in their LEAs are addressed.
- There may be differences based on the regions or areas served.
- The project must align the established need to the corresponding statute, as applicable.
- The project is expected to review the manner in which the project has collected data in order to determine the need of the LEAs to be served.

Description of Alternate Methods for Trainings and Meetings

Projects must provide the following information:

- The types of alternate methods for training events or meetings;
- The methods that will be continued for the current project award period; and
- Any new methods or innovations that will be added for the 2025-2026 project award period.

Deliverables

Schedule of Deliverables – Sample Entry View

No.	**Type**	**Title/Description**	**BEESS Strategic Plan**	**Indicators**	**Source Documentation Maintained by the Project to Support the Deliverable**	**Funding Source (Federal or State General Revenue)**	**Total Budget for Deliverable**	**Performance Requirements: Grant Year Total Deliverable Units**	**Cost Per Unit**	**Performance Targets/Deliverable Units to be Completed per Quarter**

Product Deliverables

No.										Performance Targets
P1										Qtr.I: Qtr.II: Qtr.III: Qtr.IV:
P2										Qtr.I: Qtr.II: Qtr.III: Qtr.IV:
P3										Qtr.I: Qtr.II: Qtr.III: Qtr.IV:
P4										Qtr.I: Qtr.II: Qtr.III: Qtr.IV:
P5										Qtr.I: Qtr.II: Qtr.III: Qtr.IV:

Deliverables

Accountability Type- Select the appropriate type and sub type. (products, training or service delivery) and select one option.

- **Products**
  - Analytical
  - Informational
  - Instructional

- **Training**
  - Presentation
  - Facilitation
  - Provision of a Training

- **Service Delivery**
  - Direct
  - Indirect
  - Leadership Activities

Completing the Deliverables

Title – Click on the appropriate cell. Enter a clear and concise title that reflects the content of the deliverable.

Description – Click on the appropriate cell. Enter a description that summarizes the content and objective of the deliverable and details the applicant's role, intended audience, critical timelines and performance target (minimum number of units). **The description needs to include a strong action verb**.

Completing the Deliverables (Continued)

State Performance Plan Indicators

- ❑ SPP 1: Graduation Rate
- ❑ SPP 2: Dropout Rate
- ❑ SPP 3: Participation/Performance on Statewide Assessments
- ❑ SPP 4: Discipline Rates
- ❑ SPP 5: Least Restrictive Environment (LRE), Ages 6-21
- ❑ SPP 6: LRE, Ages 3-5
- ❑ SPP 7: Preschool Outcomes
- ❑ SPP 8: Parent Involvement
- ❑ SPP 9: Disproportionate Representation in Special Education
- ❑ SPP 10: Disproportionate Representation in Specific Disability Programs
- ❑ SPP 11: 60-Day Timeline
- ❑ SPP 12: Transition from Part C to Part B
- ❑ SPP 13: Secondary Transition (Individual Educational Plan components)
- ❑ SPP 14: Postschool Outcomes
- ❑ SPP 15 & 16: ESE compliance and Dispute Resolution
- ❑ **Restraint and Seclusion**
- ❑ **CCEIS – Identification**
- ❑ **CCEIS – Discipline**
- ❑ **CCEIS – Placement**

Select "N/A" if none of these indicators apply to the deliverable.

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Completing the Deliverables (Continued)

Source Documentation – Enter the source documentation you will use to confirm completion of the deliverable, such as Paid National Council Invoices.

Funding Source – Enter the funding source (Federal or State General Revenue).

Total Budget for Deliverable – Enter the total budget allocated to the specific deliverable.

Performance Requirements: Total Deliverable Units – Click on the appropriate cell and enter the total deliverable units.

Completing the Deliverables (Continued)

Performance Targets/Deliverable Units to be Completed by Quarters – Click on the appropriate cell(s) for each quarter and enter the deliverable units for each quarter.

*Applicants should be sure to save changes.

Project Performance Accountability (Deliverables)

- Deliverables must:
  - Be directly linked to a specific line item/cost item that in turn links to the specific task, activity or service;
  - Identify the minimum level of service to be performed; and
  - Be quantifiable, measurable and verifiable (e.g., how many, how often, duration).

- Deliverables: BEESS defines deliverables to include product, training and service delivery.

- References: Chapter 215, Florida Statutes – Financial Matters: General Provisions: 215.971 – Agreements funded with federal or state assistance (http://m.flsenate.gov/Statutes/215.971).

Common Challenges and Solutions

Vague/Non-Specific Entry

6400	100	Salaries - for Other Personnel Services/ESE staff to attend or conduct training in support of students with disabilities.	3,000.00
6400	100	Salaries - Workshop pay for attending approved workshops or similar activities outside the duties of the regular job. (district used object code 117)	2,500.00

Solution: Please specify the number of staff attending trainings, what trainings they attend, when the trainings will take place, and a price range.

6300	730	Dues and Fees: CPI Instructor Training	$ 5,000.00
7800	150	Aides	$ 127,600.00

Solution:

- **6300 730** - Please specify the number of staff for the training and all fees associated with training.
- **7800 150** - Please specify the number of staff (full-time equivalents [FTEs]). Please add a description.

* All LEAs must have language to support SWDs on all line-item narratives except benefits and indirect costs.

Examples – Very Informative Budget Entries

			to June 30,2025) ($8000)			
	6100	369	**Tech Related License Rentals** Technology-Related Rentals Basic Software License-Additional Q-Global online Psychological Administrative Report Scoring: BASC-3 Vineland-3 Comprehensive , and KBIT-2; Additional online ASHA-3 license rentals for district Speech/Language Patholigists-16 licenses ; Additional online ContinuED license rentals for district Speech Langugae Pathologisy Assistants- 8 licenses Additional CE-Occupational Therapy Tech related rentals for Certified Occupational Therapy Assistants- 2 Lesson Pix and/or Symbol Stix- online subscriptions renewals for ESE teachers of students with disabilities. (Est. 56 license rentals) All staff supports SWD. Price range $75-$1,225		$ 10,000.00	

Includes:
- Types of Supplies
- Price range $75-$1,225

- Specific quantities noted
- Language to support SWDs

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Missing Language

For supplies, materials, etc., where the quantity or price is an estimate, the description must include price range language.

8	N/A	5200	510	Supplies Supplies Supplies Materials/supplies for Pre-K SWD classrooms to be utilized to enhance the program and to foster language development to include consumable workbooks such as Board maker materials, laminate and Velcro.	0.000	$11,908.92

Solution: Please specify the estimated quantities and cost per unit, or include a price range.

Missing Language (Continued)

- Each budget description must include "to support SWDs" or comparable language.
- The price range for items needs to be included.

| 9 | N/A | 5200 | 642 | Furniture, Fixtures and Equipment Non-Capitalized Furniture, Fixtures and Equipment Non-Capitalized Furniture, Fixtures and Equipment Non-Capitalized Furniture & Fixtures for PreK Classrooms to provide equal access and opportunity for participation in the classroom and to promote developmentally appropriate age activities to include classroom sets of work/play stations, tables and chairs and shelves. | 0.000 | $6,000.00 |

Solution: Please include "to support SWDs" or comparable language. Include price range $100-$500.

Personnel Information Lacking Detail

Include as much of the following as possible:	
Salaries Personnel	**Contracted Services**
• Percentages of FTE • Original salaries • Correct sum of FTE values in FTE column	• Number of contractors • Estimated cost per hour • Estimated number of hours

Personnel Information – Insufficient Description

137	I-2	6300	122	Additional hours after duty time instructional staff who support SWDs who are parentally placed in private schools.	0.000	$8,000.00

Solution: Please specify the estimated amount of personnel/hours/cost per hour.

Personnel Information – Incorrect FTE Calculation

121	N/A	6190	130	Other Certified Instructional Personnel Other Certified Instructional Personnel Diagnostician, Language (12) @ 100%, 4 @ 50%, and 1 @ 30%: To provide, (a) comprehensive language evaluations required for placement of students into classes for moderate/severe language impairments; (b) provide resources and support for teachers and parents of students with speech/language disabilities; (c) assessments and observations of students; and, (d) assistance in the development of IEP's.	9.300	$531,109.00

Calculation ⟶ (12 x 1.00) + (4 x .500) + (1 x .300) = 14.3

Solution: The FTE in the narrative and the FTE column value are not the same. Please correct the information.

Examples of High-quality Line Items for Personnel

99	N/A	6190	130	Other Certified Instructional Personnel Salary - 1 Teacher (Placement Specialist) to provide support to schools for placement of students with disabilities for job training/opportunities.	1.000	$58,312.00

Includes:
- Matching FTE in column and narrative

17	N/A	5200	310	Professional and Technical Services Registered Nurse to provide full-time nursing services to students with disabilities. The service is necessary to proved the students FAPE. This is required by the students' IEP. The nurses will remain with the students 100% of the time the students ae on the bus, school campuses, and any school sponsored activities. (Maxim Healthcare Services, Inc. - 2 Registered Nurses for 8 hours/day @ $55 per hour.)	0.000	$158,000.00

Includes:
- Number of contracted personnel
- Cost per hour
- Number of hours

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Category Does Not Match Description

Items in the description should fall under the category used.

| 17 | N/A | 6300 | 312 | Subagreements greater than $25,000 Subabreements greater than $25000.00 Translation Services to provide translations both in person and via phone services, for parents of SWD who need translations from either Spanish or Creole to English in order to attend IEP or reevaluation meetings for students identified through Pre-K activities. | 0.000 | $5,000.00 |

$5,000 < $25,000 - Category should be *Sub-agreements up to $25,000*.

Solution: The item(s) described in the narrative do not fall under this category. Please correct the category or correct the information in the narrative.

Examples – High Quality Budget Entries

21	I-2	5200	369	Technology-Related Rentals Web-based Licenses for electronic instructional materials for SWD at private schools. Mind Play Virtual Reading Coach (60 @ $125 each = $7,500); Ascend Math IDEA (50 @ $39 each = $1,950); iReady Reading (40 @ $33 each = $1,320)	0.000	$10,770.00

Includes:
- Types
- Quantity
- Price

46	N/A	5200	641	Furniture, Fixtures and Equipment Capitalized Specialized equipment used for students with disabilities that have mobility issues that require staff to lift them throughout the day for purposes such as toileting, require specialized equipment to ensure their safety and the safety of the staff. Electric Mobility Lift with Swivel Hook (1 @ $5,066 each = $5,066)	0.000	$5,066.00

Includes:
- Type
- Quantity
- Price
- Explanation of use

* If you choose to write your narrative in this format, please ensure that each narrative line item matches the corresponding amount.

Description and Amount Values Do Not Match

The calculations/values in the description should match the value in the amount column.

54	N/A	6300	130	Other Certified Instructional Personnel Supplement: one time recruitment and retention supplement of $1000 provided to behavior specialists supporting students in self contained special classrooms.	25.000	$83,333.00

Calculation ⟶ $1,000 x 25 one-time supplements = $25,000

Solution: The amount listed in the narrative and the line item do not match. Please confirm which is correct.

Lack of Detailed Description

A detailed description is important for expensive items (e.g., assistive technology devices).

| 20 | N/A | 5200 | 643 | Capitalized Hardware and Technology-Related Infrastructure Capitalized Computer Hardware and Technology Related >$999: laptop- $1,500, Dynavox I-13 SGD (for Communication with Eves) - $14,845 for SWDspecial needs | 0.000 | $16,345.00 |

Solution: This item requires additional information/justification. Please include language as indicated in the individual educational plan.

Open Language

Budgets need to be specific. They cannot include indeterminate amounts/items.

| 12 | N/A | 5200 | 641 | Furniture, Fixtures and Equipment Capitalized including occupational, physical, vision or deaf/hard of hearing related equipment or devices needed to execute prescribed activities for SWD (devices needed to enhance vision including monitors, cameras, braille readers, PT or OT equipment, microphones and devices to fit hearing aids, and other equipment that may be needed to assist students with disabilities). It is estimated that the individual items will be less than $1000. | 0.000 | $5,000.00 |

| 11 | N/A | 5200 | 644 | Computer Hardware Non-Capitalized Computer Hardware Non-Capitalized equipment to include communication systems and devices, to include One Steps, Dynavox, screen magnifiers, ipads and/or other devices to support SWDs | 0.000 | $3,000.00 |

Solution: Avoid certain phrases, for example the highlighted open language, as well as "such as".

Travel

Travel lines must include:
- Hotel, per diem, mileage rate, etc.
- Number of personnel traveling
- Conference/forum/event information – be specific
- Type of travel – in/out of county, in/out of state

Travel – Lack of Description

Descriptions should include the purpose of the travel and how that travel will benefit SWDs.

93	N/A	6130	330	Travel In County travel reimbursement to include mileage	0.000	$1,000.00

Solution: Please include additional information regarding the purpose of travel and/or how travel will benefit SWDs.

Travel – Missing Type of Travel

36	N/A	7730	330	Travel Travel: Travel for Paraprofessionals to attend training to ensure rules and regulations are in compliance with SWD policies. CPI Training and CPR training as needed for staff who need renewals or new SWD personnel.	0.000	$2,000.00

Solution: Please specify what type of travel this will be (in county or state/out of county or state). Include the type of travel, price range and mileage.

Travel – Missing Information

134	N/A	6300	333	Travel. Out-of-county travel reimbursement for one Director of Exceptional Student Education to include mileage and hotel to attend FDLRS regional planning meetings, CEC conference, CASE Conference, AMM, FASA, VISIONS Conference and other mandated meetings for various programs and services for students with disabilities. No out-of-state travel.	0.000	$10,000.00

Solution: Please include the estimated number of personnel and the cost for hotel, per diem, mileage and conference related fees.

Example – Sufficient Budget Entry for Travel

| 171 | N/A | 6400 | 330 | Travel ESE staff to travel out-of-county for Professional Development to better serve SWD. Administrators' Management Meeting (AMM) will be held December 13-15, 2022, at Caribel Royale, Orlando, Florida. ██████████ Executive Director, ESE) Mileage @ $66; Food @ $72; Hotel @ $370. | 0.000 | $508.00 |

Includes:
- Type of travel (in county, out of county, out of state)
- Estimates for hotel mileage, per diem, etc.
- Specific conference/event
- Number of personnel

Contacts and Resources

BEESS Fiscal Team Contacts

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Office Contacts

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Resources

- **FDOE Grant Forms**

    https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml

- **Uniform Grant Guidance: Title 2, Part 200, Code of Federal Regulations**

    https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

- **Red Book**

    http://www.fldoe.org/finance/fl-edu-finance-program-fefp/financial-program-cost-accounting-repo.stml

- **Green Book**

    http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml

- **State Expenditure Reference Guide**

    https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf

Questions??

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