

**FLORIDA DEPARTMENT OF EDUCATION**

**2021-2022 Request for Application (RFA Entitlement)**

**TAPS#22B012**

**Bureau/Office**

Division of Career and Adult Education

**TAPS Number**

22B012

**Program Name**

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

**Specific Funding Authority(ies)**

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), 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 (Perkins V), 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 eligible recipients for career and technical education activities which focus funds in rural areas [section 112(c)], including designated rural communities. Eligible recipients must develop more fully the academic and career and technical skills of students who elect to enroll in career and technical education programs that prepare them for High-Skill, High-Wage, and / or High-Demand Fields and align with at least one of the priority focus areas identified in this grant.

These funds must be used to strengthen the connection between Secondary and Postsecondary education by requiring local eligible agencies to offer career and technical education Programs of Study by focusing on one of the priority areas in the Application Narrative Section.

These funds must be in alignment of the Secondary and Postsecondary four (4) year plan and meet all of the Perkins V requirements.

For any county identified for which only a portion of the county is identified with a rural community, funds must be spent on programs offered in the community (ies) identified on the Allocation Chart.

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

**Total Funding Amount**

**$2,400,000 (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)**

Secondary career and technical education students in grades 5 through 12 and Postsecondary career and technical education students

**Eligible Applicant(s)**

Florida Public School Districts and Florida College System Institutions serving rural counties or rural communities who are also eligible recipients of Perkins V Secondary and/or Postsecondary funds.

**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(850) 245-9041 | AlachuaBakerBradfordClayColumbiaDuvalFlaglerNassau | PutnamSt. Johns UnionCollege of Central Florida Daytona State CollegeFlorida State College @ JacksonvilleSt. Johns River State CollegeSanta Fe College |
| **Ebonee Dennis**Ebonee.Dennis@fldoe.org(850) 245-9044 | DixieGilchristHamiltonJeffersonLafayetteLeonMadison | SuwanneeTaylorWakullaFlorida Gateway CollegeNorth Florida CollegeTallahassee Community College |
| **John Occhiuzzo**John.Occhiuzzo@fldoe.org(850) 245-9037 | BrevardBrowardIndian RiverMartinOkeechobeeOrangeOsceolaPalm BeachSt. Lucie | SeminoleVolusiaBroward CollegeEastern Florida State CollegeIndian River State CollegePalm Beach State CollegeSeminole State College of Florida Valencia College |
| **Ordania Jones**Ordania.Jones@fldoe.org(850) 245-9040 | CharlotteCollierDadeDeSotoGladesHardeeHendry | HighlandsLeeMonroe Florida Southwestern State CollegeThe College of the Florida Keys Miami Dade CollegeSouth Florida State College |
| **Daphne Kilpatrick**Daphne.Kilpatrick@fldoe.org(850) 245-9042 | BayCalhounEscambiaFranklinGadsdenGulfHolmesJacksonLiberty | OkaloosaSanta RosaWaltonWashingtonChipola CollegeGulf Coast State CollegeNorthwest Florida State CollegePensacola State College |
| **Cody Zinker**Cody.Zinker@fldoe.org(850) 245-9045 | CitrusHernandoHillsboroughLakeLevyManateeMarionPascoPinellasPolk | SarasotaSumterHillsborough Community CollegeLake-Sumter State CollegePasco-Hernando State CollegePolk State CollegeSt. Petersburg CollegeState College of FL, Manatee-Sarasota |

Grants Management Contact: Phyllis White, 850-245-0715, Phyllis.White@fldoe.orgAssurances

The Florida Department of Education (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.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the 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 appropriate DOE 610 or DOE 620 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>

The Grants Fiscal Management Training and Assessment must be completed annually by the agency head and/or the agency’s financial manager (CFO) within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found here at <https://web01.fldoe.org/TrainingAssessment/SignOn/Home.aspx>. Enter in your email address and follow the steps. Non-participation in the training program may result in termination of payment(s) until training is completed.

**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, DOE101S. 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 accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the 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>.

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

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, and the Projected Equipment Purchases Form to the Florida Department of Education, Comptroller’s Office, by August 22, 2022.

Financial Consequences

FDOE shall periodically review the progress made on the activities and performance measures approved in this grant application. If the eligible provider fails to meet and comply with the performance measures established in the grant application or make appropriate progress on the performance measures, FDOE may approve a reduced payment or request the eligible provider terminate the grant application agreement.

Failure to meet the performance measures may result in additional performance reporting, submission of a program improvement plan, participation in training, and/or decrease in payment commensurate to an applicable amount approved by FDOE. **The contract manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contractor to meet the timely and desired results. These financial consequences shall not be considered penalties.**

**Allowable Expenses:**

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

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

**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 (UGG) and the Florida’s Reference Guide for State Expenditures.

**Federal: Strengthening Career and Technical Education for the 21st Century Act: Funding Shall Supplement, Not Supplant**

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/](http://www.myfloridacfo.com/aadir/reference_guide/).

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

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.

**Administrative Costs including Indirect Costs**

**The Strengthening Career and Technical Education for the 21st Century Act: Local Administrative Cost**

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 assisted for the proposed project.

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

State of Florida, Executive Order 11-116

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

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>

**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.

**Intellectual Property**

The awarded agency is subject to following additional provisions:

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

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

**Program Accountability: Local Program Improvement Plans (PIPs) and Outcome Reporting**

If applicable, Local Program Improvement Plans must be submitted in order to receive a grant award notification. As required in Section 123 of the Act, local eligible recipients will receive under separate cover, instructions for the development and implementation of local program improvement plans for those eligible recipients that failed to achieve at least 90% on any of their 2021-2022 local agreed upon performance levels.

The local program improvement plan must include:

* The targeted performance level
* An analysis of the performance disparities or gaps identified in section 113
* Specific actions that will be taken to improve performance and address such gaps
* Person(s) responsible
* Projected date of completion
* Description of how the local program improvement plan was developed in consultation with appropriate agencies, individuals, and local stakeholders.

Agencies that have failed to meet 90% of their local agreed upon performance level on any measure for two consecutive years after the eligible recipient has been identified for improvement will be required to provide additional evidence of implementation of specific actions that will be taken to improve performance and address such gaps. Additionally, agencies may be required to participate in technical assistance and professional development with the Department and will be contacted separately by staff should they be selected.

**Amendment Procedures**

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 in the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) and on the Division of Career and Adult Education Grants website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities>.

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.

**Compliance Monitoring**

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

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

**Access and Equity**

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

**2021-2022 PERKINS V REQUIREMENTS**

**Rural Innovation 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 (Perkins V), herein known as "Perkins V”.

For more information regarding Florida’s implementation of Secondary and Postsecondary Career and Technical Education Programs, visit **Florida’s Perkins V Four-Year State Plan**, at: <http://www.fldoe.org/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.

Funding for Rural Innovation Grant in fiscal year 2021-22 is contingent upon U.S. Department of Education approval of Florida’s Perkins V Four-Year State Plan (2020-24).

**Rural Innovation Grant: Career and Technical Education Programs Information**

1. These grants are funded ONLY in conjunction with eligible recipients’ Secondary or Postsecondary Perkins V grant applications. To qualify for Rural Innovation program funds, the CTE program must be in alignment of the Secondary and Postsecondary four (4) year plan and meet all the Perkins V requirements.
2. Since eligible recipients of Secondary and Postsecondary projects have provided a four (4) year plan application and have completed assurances in their respective Secondary and Postsecondary grant applications, these identical requirements would be duplicative for Rural Innovation projects. However, there are specific requirements in applying for Rural Innovation projects which must prepare students for High-Skill, High-Wage, and / or High-Demand Fields and align with at least one of the priority focus areas identified in this grant.
3. 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 programs in rural populated areas.

Rural areas are defined by the State and documented by the Rural Economic Development Initiative, known as REDI, which recognizes those rural or economically distressed counties or communities designated pursuant to Sections 288.0656 and 288.06561, Florida Statutes, as REDI qualified.

The REDI program is administered within the Office of Tourism, Trade and Economic Development. The designation of the REDI counties is updated periodically. To view a listing of the REDI counties visit website: <http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition>

1. Only counties as identified by the Rural Economic Development Initiative (REDI) shall be considered for participation in this funding. This includes counties with Designated Rural Communities Located in an Urban County identified by REDI.
2. Rural Areas are defined by the State and documented by the Rural Economic Development Initiative (REDI). No rural populated county or designated rural community in an urban county will receive less than $25,000. The remainder of the funds are distributed proportionately by the number of individuals in the labor force for each of the rural counties.
3. Each county is funded according to the relative share of the Florida Labor Force population as measured by Florida’s Labor Market Statistics’ Local Area Unemployment Statistics (LAUS) report. Funds allocated for Rural counties and communities are distributed proportionately by the number of individuals in the labor force for each of the rural counties identified as Rural Areas by REDI. Labor Force data represents the number of potential working age population in the county.
4. Funds are allocated for Secondary and Postsecondary career and technical education in identified Rural counties or communities to carry out activities described in the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Section 134 - Local Application Requirement and Section 135 - Local use of funds.
5. Funds shall be allocated consistent with federal laws on a formula basis as identified by the Division of Career and Adult Education. The amount available to each county or community is identified on the enclosed **Allocations Chart** in the **Attachments** section.
6. Eligible recipients providing Secondary and Postsecondary programs in the geographic area will be required to provide documentation in the application to support the local agreement. Rural Innovation Grant funds must use to support CTE programs offered by school district, district Postsecondary or Florida College System institution serving the county.

A signed local letter of agreement must be included in the grant application which outlines the following:

* 1. allocation distributions for each local education agency,
	2. the number of CTE students served from the rural county or receiving services in the county and
	3. List the name, Program # or CIP # of the CTE program, and the size of the population (Secondary and Postsecondary) impacted by the funds.
1. If all eligible recipients for the county are unable to reach a fiscal agreement for allocation of funds prior to application due date (June 30, 2021), eligible recipients must contact the Division of Career and Adult Education to negotiate an allocation based upon students in eligible programs offered in the county.

**PROJECT DESIGN NARRATIVE SECTION**

To receive funds under the Reserve funding, the Rural Innovation grants are funded ONLY in conjunction with eligible recipients Secondary or Postsecondary Local Four- Year Plan Application.

To assist with this Rural Invocation 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 grant application.

|  |
| --- |
| **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 – 12b) Margin size - 1” – both sides and top/bottom marginsc) Double spaced (this does not include charts)d) Single-sided pagese) Complete the narrative using the same sequence presented in the**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# 22B012 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).​
 |

**1A. Priority Areas**

 Eligible recipients must address at least 1 of the 4 following priority areas that focus on High-Wage, High-Skill, and/or High-Demand Occupations for the 2021-2022 fiscal year.

|  |  |  |
| --- | --- | --- |
| **Check all that apply** |  | **Priority Areas** |
|  | 1. | Distance Learning |
|  | 2. | Priorities of the Secondary or Postsecondary Comprehensive Local Need Assessment |
|  | 3. | Entrepreneurship Education and Training Initiatives (EETI) |
|  | 4. | Addition integration or support on the Postsecondary credential of value to ensure all CTE programs continue to meet Size, Scope and Quality (SSQ) |

**1B. Abstract**

Based on the priority areas checked in the box above, describe how the proposed project will focus on preparing students for High-Wage, High-Skill, and/or High-Demand Occupations by addressing 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.
* Description of the CTE services and activities that will be offered during the program year.

**Table: 2021-2022 CTE Programs Rural Innovation grant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program or CIP#** | **Program Name** | **Program Type**  | **Program is part of an eligible Perkins V Program of Study that is operational****(Yes or No)** | **Program meets Perkins V** **Postsecondary or Secondary Size, Scope & Quality** **(Yes or No)** |
| **A** | **B** | **C** | **D** | **E** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 \*Insert additional rows as needed.

**2. Letter(s) of Agreement Options for Rural Innovation Projects**

Determining whether the school district (Secondary or Postsecondary), Florida College System institution, or combination, will apply for the allocation is a local decision. Applicants must document through Letter(s) of Agreement between the school district and Florida College System institution serving that county. Letters with original signature by the agency’s heads must be included in the application package.

**Note:** School districts may used funds for Secondary programs and Postsecondary programs offered in the county. Florida College System institutions may apply for funds from any county that is included in its service area. Funded recipients will receive their allocation via Federal Cash Advance. See **Attachment A** for Rural Innovation Allocation Chart by rural county and community.

A letter of agreement must be received from the district superintendent, charter technical career authorized representative (if applicable), and the Florida College System president which confirms the fiscal agent and the program funds distribution

**Fiscal Section**

|  |  |  |
| --- | --- | --- |
| **Check only one** | **Option****#** | **Fiscal Section of the Letter of Agreement** |
|  | 1. | A school district may apply for the total county allocation. In this case, a letter from the Florida College System institution president should be attached to the completed grant application agreeing to the arrangement. |
|  | 2. | A Florida College System institution may apply for the total county allocation. In this case, a letter from the school superintendent should be attached to the completed grant application agreeing to the arrangement. |
|  | 3. | If the school district and Florida College System institution wish to split the funds, two separate applications on separate forms may be submitted. In these cases, a letter of agreement from both the school district superintendent and Florida College System institution president, must confirm the arrangement. |
|  | 4. | Division of Career and Adult Education negotiate the allocation based upon students in eligible CTE programs offered in the county. Due to Local Education Agencies providing CTE programs in the county are unable to reach a fiscal agreement for allocation of funds.  |

**Distribution of Funds**

|  |  |  |
| --- | --- | --- |
| **Check only one** | **Option****#** | **Distribution of Funds Among Eligible Recipients** |
|  | 1. | All funds will be used for the support of Secondary career and technical education programs in the county offered by the school district. In this case, a letter from the Florida College System institution president should be attached to the completed grant application agreeing to the arrangement. |
|  | 2. | All funds will be used for the support of Postsecondary career and technical education programs in the county offered by the Florida College System institution. In this case, a letter from the school superintendent should be attached to the completed grant application agreeing to the arrangement. |
|  | 3. | All funds will be used for the support of Postsecondary career and technical education programs in the county offered by the school district Postsecondary institution(s). In this case, a letter from the Florida College System institution president should be attached to the completed grant application agreeing to the arrangement. |
|  | 4. | Funds will be used to support both Secondary and Postsecondary programs students in the county. If the school district and Florida College System institution wish to split the funds, two separate applications on separate forms may be submitted. In these cases, a letter from both the school district superintendent and Florida College System institution president, must confirm the arrangement. |

**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)**

Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs*.* For details, refer to:<http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

**5. Budget Narrative Form, DOE 101**

The grant application should be in alignment with your agency’s Secondary or 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 Secondary or 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 in the attachments section. The chart below shows all 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 should be met for applications to be considered for review:

1. Application is received in the Office of Grants Management within the timeframe specified by the RFA
2. Application includes required forms: DOE 100A Project Application Form and DOE 101 Budget Narrative Form
3. All required forms must have the assigned TAPS Number included on the form
4. 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**

**RURAL INNOVATION 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.

|  |  |
| --- | --- |
| **District** | **Allocation** |
| **Alachua (Hawthorne)** | **$25,000** |
| **Baker** | **$64,140** |
| **Bradford** | **$62,963** |
| **Calhoun** | **$55,720** |
| **Collier (Immokalee)** | **$25,000** |
| **Columbia** | **$85,486** |
| **Desoto** | **$67,265** |
| **Dixie** | **$57,081** |
| **Flagler** | **$105,947** |
| **Franklin** | **$55,625** |
| **Gadsden** | **$72,122** |
| **Gilchrist** | **$58,455** |
| **Glades** | **$56,246** |
| **Gulf** | **$56,044** |
| **Hamilton** | **$55,062** |
| **Hardee** | **$60,184** |
| **Hendry** | **$68,752** |
| **Highlands** | **$91,667** |
| **Holmes** | **$58,254** |
| **Indian River (Fellsmere)** | **$25,000** |
| **Jackson** | **$70,736** |
| **Jefferson** | **$56,424** |
| **Lafayette** | **$53,345** |
| **Lake (Astatiula)** | **$25,000** |
| **Levy** | **$69,911** |
| **Liberty** | **$53,130** |
| **Madison** | **$59,150** |
| **Martin (Indiantown)** | **$25,000** |
| **Nassau** | **$99,621** |
| **Okeechobee** | **$70,590** |
| **Palm Beach (Pahokee, Belle Glade, South Bay)** | **$25,000** |
| **Polk (Dundee, Fort Meade, Frostproof, Lake Wales)** | **$25,000** |
| **Putnam** | **$81,816** |
| **Santa Rosa (Jay)** | **$25,000** |
| **District** |  |
| **Sumter (Webster)** | **$25,000** |
| **Suwannee** | **$71,340** |
| **Taylor** | **$59,819** |
| **Union** | **$55,472** |
| **Volusia (Pierson)** | **$25,000** |
| **Wakulla** | **$67,878** |
| **Walton** | **$88,356** |
| **Washington** | **$61,399** |
| **TOTAL** | **$2,400,000** |

# Florida Department of Education

**Project Application**

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of EducationOffice of Grants ManagementShareFile System | **A) Program Name:****Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Rural Innovation****Entitlement****Fiscal Year 2021-2022****TAPS NUMBER: 22B012** | **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 |
|  |



DOE 100A

Revised July 2019 Page 1 of 2 Richard Corcoran, Commissioner

|  |
| --- |
| **Instructions for Completion of DOE 100A** |
| 1. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
2. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
3. Enter the total amount of funds requested for this project.
4. Enter requested information for the applicant’s program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
5. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or Florida College System institution 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.**
 |
|  |
|  |
|  |
|  |



DOE 100A

Revised July 2019 Page 2 of 2 Richard Corcoran, Commissioner

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

# A)

**TAPS Number**

**22B012**

 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 the CLNA need, Requirements for the Uses of Funds and program number/CIP, by number for all budgetary line item supported with Perkins V funds such as salaries, travel, professional development, equipment, supplies, etc. Show amounts in whole dollars only.

* Consortiums that meet the requirements in Section 131 (f) (1) (2) of the Act must submit a separate Budget Narrative Form for each participating member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(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 |
| **####** | **###** | **FICA:** |  | $1586 |
| **####** | **###** | **Worker’s Comp:** |  | $1054 |
| **####** | **###** | **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 |
| **####** | **###** | **FICA:**  |  | $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 |
|  |  |  | **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**

**22B012**

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**

**2(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, Rural Innovation**

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 FormOR other equipment documentation |  |  |  |
| **4** | **Narrative Section**  |
| 1A. Priority Areas Selected |  |  |  |
| 1B. Abstract |  |  |  |
| 2. Letter of Agreement / Option Selection |  |  |  |
| 3. Support for Reading/Strategic Imperatives |  |  |  |
| 4. General Education Provisions Act (GEPA) - one page summary |  |  |  |
| **5** | Attachments – if applicable |  |  |  |
| **6** | Application Review Criteria and Checklist |  |  |  |