

# FLORIDA DEPARTMENT OF EDUCATION

**2024-2025 Request for Application (RFA Discretionary)**

**Perkins V – Career and Technical Student Organization (CTSO)**

Bureau / Office

Division of Career and Adult Education

TAPS Number

25B014

Program Name

Strengthening Career and Technical Education for the 21st Century Act (Perkins V), State Leadership, Career and Technical Student Organization (CTSO)

Specific Funding Authority(ies)

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

The Florida Department of Education’s *Perkins V State Plan* for 2020–2024 was approved by the United States Department of Education (US ED or USDE) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018, herein known as "Perkins V.” Florida has elected to continue its current State Plan beyond the original four-year period. The State Plan is currently under revision for the 2024-2028 program years.

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

Funding Purpose / Priorities

The purpose is to develop more fully the academic and career and technical skills of secondary education students who elect to enroll in career and technical education programs.

Section 124 (b) The state leadership activities described in subsection (a) *may* include-

(17) support for career and technical student organizations, especially with respect to efforts to increase the participation of students in nontraditional fields and students who are members of special populations;

For more information, see the *Perkins V Implementation Guide* on the website: <https://www.fldoe.org/academics/career-adult-edu/perkins/>

Total Funding Amount

**$450,000** **(Allocation is contingent on Florida’s 2024 Federal Award)**

See the **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) 2024 appropriation in anticipation of the appropriation of funds for Program Year (PY) 2024-2025 Perkins V grants, but we will not obligate any funds for PY 2024-2025 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

Discretionary Non-Competitive

Budget / Program Performance Period

July 1, 2024 - June 30, 2025

Target Population(s)

Identified Career and Technical Student Organizations

Eligible Applicant(s)

CTSOs identified on the **Allocation Chart** in the **Attachments** section

Application Due Date

**Friday, May 17, 2024**

**Eligible Applicant(s) must submit all application documents to FDOE Office of Grants Management via the ShareFile System.**

**For Federal programs,** applications received after June 30, 2024, will be effective on **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.**

**Matching Requirement**

None

Contact Persons

**Program Contact Grants Management Contact**

Lee Chipps-Walton Phyllis White

CTE State Director OGM Grants Manager

850-245-9020 850-245-0715

Lee.chipps-walton@fldoe.org Phyllis.White@fldoe.org

**Assurances**

The FDOE has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

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

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

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

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

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

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

**Risk Analysis**

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued.

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found athttps://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx

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

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

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

Submit the DOE 620 (if applicable) to the FDOERiskAnalysis@fldoe.org mailbox; do not include the DOE 620 with the application documents. Indicate the Project Name and TAPS in the subject of the mail.

Funding Method

**Reimbursement with Performance**

Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives. Requests for reimbursement with the appropriate back-up documentation should be submitted in accordance with applicable program requirements and instructions on the DOE 200, Project Award Notification. See **Invoicing Procedures** section.

All applicants are advised that grantees will be funded according to the projected goals in their applications. In the event that performances do not meet projected goals and result in overpayment, the overpayment must be returned along with the final DOE 399 form, by the date specified on the DOE 200 Project Award Notification. Monitoring and performance reports will assist grantees in achieving their performance goals and avoiding overpayment. 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 project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, to the Florida Department of Education, Comptroller’s Office, by the date specified on the DOE 200 Project Award Notification form.

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

**Records Retention**

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

**Amendment Procedures**

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

Project amendments may be proposed by the project recipient or by the DOE Program Manager. Program and budget amendments to approved project applications for all programs shall be prepared by project recipients on the Project Amendment Request Form (DOE 150) and the Budget Amendment Narrative Form (DOE 151) available on the Division of Career and Adult Education Grants website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>

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

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

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

**Financial Consequences**

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

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

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.

* Proposal preparation including the costs to develop, prepare or write the proposal
* Pre-award costs
* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g. retreats, lock-ins)
* Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
* Gift cards
* Decorations
* Advertisement
* Promotional or marketing items (e.g., flags, banners)
* Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
* Land acquisition
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
* Dues to organizations, federations or societies for personal benefit
* Clothing or uniforms
* Costs for items/services already covered by indirect costs allocation
* Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at <https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2>

**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, at <https://www.djj.state.fl.us/content/download/51004/primary_file/fdjj1410-attachment2-102019-dfs_referenceguideforstateexpenditures.pdf>.

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

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

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

**State Requirement**

The Florida Administrative Code, Rule, 69I-72.002, Threshold for Recording Tangible Personal Property for Inventory Purposes states: All tangible personal property with a value or cost of $5,000 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**

In accordance with UGG, Section 200.302 (b) (4) Internal Controls, regardless of cost, the agencies must maintain effective control and “safeguard all assets and assure that they are used solely for authorized purposes.”

In order for FDOE to monitor effective internal controls, DCAE requires agencies to maintain adequate records of all single items $1,000 to $4,999. Items over $5,000 must be inventoried, as outlined in UGG, Section 200.313 Equipment. Each agency will be required during the Quality Assurance and Compliance monitoring review to provide this information as requested.

To ensure the Florida adequately monitors equipment purchased with federal funds, applicants must record ALL equipment with a unit cost of $5,000 or more on the DOE 101S Budget Narrative Form and on the Projected Equipment Purchases Form (applicant may use this form or another format that contains the information appearing on this form).

**Administrative Costs including Indirect Costs: Federal**

In accordance with the Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V), administrative and indirect are shared costs that cannot exceed 5% of the award amount. The administrative cost must apply to an administrative function.

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.

This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to, rental of office space, bookkeeping and accounting services, and utilities.

Administrative costs are costs that cannot be identified with any single program but are indispensable to conducting agency activities and to the organization's survival. The Florida Department of Education recognizes that allowable general and administrative costs are essential and legitimate costs of provider agencies.

The administrative costs of the provider represent costs which are incurred for common or joint objectives in providing services. Such costs are distributed to all provider programs on an allocation basis; that is, a fair share of expenses is distributed to each service program. G & A costs may include:

* Salaries and wages plus applicable fringe benefits for staff engaging in administrative duties;
* Audit costs;
* Legal fees;
* Equipment associated with administrative tasks or positions;
* Office supplies, postage, communications, travel and other general office costs associated with administrative tasks;
* Maintenance and housekeeping costs incurred through salaries and wages plus fringe benefits or through a contract for the administrative offices;
* Facility costs, such as depreciation, rental of space, maintenance and repair, utilities, and property insurance if approved by FDOE;
* Liability insurance; and
* Any other cost associated with administrative activities or tasks.

**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.

**Intellectual Property**

The awarded agency is subject to the following additional provisions:

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

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

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

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

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

1. The written source code;

2. The source code files;

3. The executable code;

4. The executable code files;

5. The data dictionary;

6. The data flow diagram;

7. The work flow diagram;

8. The entity relationship diagram; and

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

**Compliance Monitoring**

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

**Services and Support for Special Populations**

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

State of Florida, Executive Order 11-116

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>

**Invoicing Procedures**

Agencies that are paid by **Reimbursement with Performance MUST** invoice the Florida Department of Education on a quarterly basis as follows:

|  |  |  |
| --- | --- | --- |
| **Quarter #** | **Period Covered** | **Invoice Due** |
| 1 | July 1, 2024 – September 30, 2024 | October 19, 2024 |
| 2 | October 1, 2024 – December 31, 2024 | January 19, 2025 |
| 3 | January 1, 2025 – March 31, 2025 | April 19, 2025 |
| 4 | April 1, 2025 – June 30, 2025 | August 19, 2025 |

* Agency may only invoice for each Minimum Level of Service Task completed and documentation of expenditures is submitted with the invoice requesting reimbursement for completed deliverable(s).
* Summary Activity Report **MUST** be submitted with each invoice.
* Failure to adhere to the required invoicing procedures may result in delay of payment and/or non-payment of completed deliverables.

See instructions on the **Project Award Notification, DOE 200**, to determine reimbursement requirements for awarded project(s).

| **REQUIRED INVOICE FORMS** |
| --- |
| * **The following forms are required for agencies that invoice.**
* These forms provide accountability for financial expenditures based on performance deliverables.
* Each time an invoice is submitted, **all appropriate forms and backup documentation** must be included in the invoice request for payment.
 |
| **Form #** | **Title** | **Supporting Documentation****Must accompany forms** |
| NA | Scope of Work and Grant Activity Report FormReturn with application.  |  |
| NA | State Leadership Invoice Form – Return with each invoice.  | * One invoice form submitted per quarterly invoice.
 |
| NA | Monthly/Quarterly Activity Report – Return with each invoice. | * See Sample in Attachment section
 |
| DOE 300 | For Non-Governmental Recipients Only, Detail of Salary ExpendituresForm available at: [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml)<http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml> | * Payroll register
* Timesheets
 |
| DOE 301 | Detail of Monthly TransactionsForm available at: [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) | * A copy of all invoices/receipts must be attached to support this request.
* All invoices and receipts must include a legible itemized description of purchases.
 |
| DOE 399 | Carl D. Perkins -- Interim and FinalForm available at: [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) | * Three (3) DOE 399 forms submitted for each quarterly invoice
* Each 399 reflecting monthly expenditures paid-out
 |

**Submit invoices via email and all supporting documentation** **to: Lee.Chipps-Walton@fldoe.org**

|  |
| --- |
| **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.
* 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 (do not use signature password protection).
* 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 (1-3): MAXIMUM PAGE LIMIT IS THIRTY (30) PAGES

This does not include any required forms and/or other specified information.**Narrative Section response format:**1. Double spaced (this does not include charts)
2. Complete the narrative using the same sequence presented in the **Scope of Work/Narrative Components Section**.
3. **Eligible Applicant(s) must submit all application documents electronically to FDOE Office of Grants Management via ShareFile system folder Agency Number\_AgencyName\_XXB014\_submit on or before the due date of Friday, May 17, 2024.**

\*Note: Applications that are late will not be reviewed or scored. |

**Project Design-Narrative**

1. Complete the **Scope of Work and Project Deliverables Form** located in the **Attachments** section.

**Note:** Submission of timely invoices as listed and approved on this form and the required documentation for deliverables will provide the FDOE program manager with the necessary information to determine whether the recipient is meeting the approved performance measures for the project.

1. Describe how your agency will utilize the CTSO funds to reduce barriers for students identified as special populations. Indicate the data source(s) used to support this narrative response.
* Refer to Perkins V, for definition of special populations

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**](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**](http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf)

**Budget Narrative Form, DOE101S**

Eligible recipients must complete the [Budget Narrative Form, DOE 101S](https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/2022-2023-funding-opportunities/) in detail, and ensure alignment with the program’s goals, objectives, and proposed costs. The budget form is an Excel document titled Budget Narrative Form, DOE 101S

All CTSOs must indicate on their DOE 101S form, all budgeted line items that address recruitment and outreach cost supporting special populations.

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

* Agency Chart of Accounts must accompany the Budget Narrative Form.

**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 101S Budget Narrative Form
3. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
* **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
* An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record (do not use signature password protection).
* 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 system folder Agency Number\_AgencyName\_XXB014\_submit** on or before the due date of Friday, May 17, 2024.

**Method of Review**

* All eligible recipients’ applications will be reviewed for approval by FLDOE staff using the criteria specified in the Perkins V Act, Florida’s Perkins V State Plan and Perkins V Implementation Guide (2024-2025 Edition).
* 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 FLDOE staff to review applications.

Attachments

* Allocation Chart
* CTSO Scope of Work and Grant Activity Report
* Self-Evaluation Form
* State Leadership Project Invoice Form
* Monthly/Quarterly Activity Report Sample
* DOE 100 A, Project Application Form
* DOE 101S, Example Budget Narrative Form
* Application Review Criteria and Checklist

**2024-2025**

**Career and Technical Student Organization (CTSO)**

 **Allocation Chart**

|  |  |
| --- | --- |
| **AGENCY NAME**  | **2024-2025Allocated Amount****$450,000** |
| Florida Business Professional of America (BPA) | $35,484 |
| Florida DECA, Inc. (DECA) | $35,824 |
| Florida Collegiate Delta Epsilon, Inc. (DEX) | $16,649 |
| Florida FBLA-PBL Association, Inc. (FBLA/PBL) | $55,071 |
| Florida Family Career and Community Leaders of America (FCCLA) | $42,064 |
| Florida FAA Association, Inc. (FFAA) | $67,389 |
| Florida Public Service Association, Inc. (FPSA) | $21,831 |
| Florida Health Occupations Student of America (HOSA) | $50,760 |
| Florida SkillsUSA | $54,594 |
| Florida Technology Student Association Foundation, Inc. (TSA) | $70,334 |
| **TOTALS** | **$450,000** |

This allocation chart is calculated on a $12,500 base-level for each Career and Technical Student Organization (CTSO) with additional funds calculated equally on the number of members, chapters and state level competitive events (1/3 on members,1/3 on chapters and 1/3 based on competitive events at the state level for both secondary and postsecondary students).

**SCOPE OF WORK AND GRANT ACTIVITY REPORT**

**Instructions:** In Column 2, fill in any blanks as accurately as possible. Column 4 reflects the invoicing quarter associated with the completion of each task. In Column 5, enter the dollar amount for the associated activity based on the maximum percentage of the total allocation allowed. Total dollar amounts cannot exceed the total award amount. The calculated amount in Column 5 cannot exceed the predetermined percentage listed for each associated activity in column 6.

|  |  |
| --- | --- |
| **CTSO Name:** | **Prepared by (name and title):** |
| **Email Address:** | **Phone:** | **Date:** |
| **Total Award Amount: $** | **Signature of Preparer:** |

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

| **GOVERNANCE DELIVERABLES** |
| --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Task Identifier** | **Minimum Level of Service Task** | **Section 124****Required / Permissive****Use of Funds** | **Completion Quarter** | **Calculated $ Amount** | **Maximum % Allowed** | **Evidence of Acceptable Documentation (Deliverables)** |
|  | Plan, implement, and document board meetings. | Sec 124 (B)(17) |  |  | 4% | Documentation of state director’s role in planning, coordinating, and implementing board meetings.Include:* Documents that demonstrate state director’s involvement in planning, coordinating, and implementing board meetings.
* Emails to board members (with sender/recipient listed) showing that board members were notified of board meetings in a timely manner.
* Board meeting agenda
* Detailed meeting minutes
 |
|  | Prepare CTSO operating budget for the program year for approval by governing body. | Sec 124 (B)(17) |  |  | 2% | Submit verification that operating budget was approved by Board of Directors.Include:* A copy of the approved operating budget AND
* A copy of the meeting agenda when the Board discussed and voted on the budget AND
* A detailed copy of the minutes from the meeting.
 |
|  | Develop and disseminate a calendar of events, activities, and deadlines to each member, school/chapter, appropriate district personnel, and other stakeholders for the program period of July 1st through June 30th.  | Sec 124 (B)(17) |  |  | 2% | Provide a copy of state CTSO calendar for the entire year. |
|  | Prepare and disseminate a newsletter (print or digital format) to stakeholders and publish the newsletter to the CTSO’s website. | Sec 124 (B)(17) |  |  | 4% | Include:* A copy of newsletter (dated).
* Distribution list.
 |
|  | Provide technical assistance and leadership to stakeholders regarding competitive events, operational issues, legislative activities, requests for assistance. | Sec 124 (B)(17) |  |  | 2% | Documentation reflecting technical assistance and/or leadership to stakeholders for events and other issues.Include: * Information about district, state, and national events (competitive and non-competitive).
* Copies of emails, printed materials, digitally maintained/distributed information and documents (e.g., FAQ page, instructional guides).
* If submitting materials printed from the state-level website, include the URL and date of printing.

Do not include materials disseminated by the national organization. |

| **LEADERSHIP DELIVERABLES** |
| --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Task Identifier** | **Minimum Level of Service Task** | **Section 124****Required / Permissive****Use of Funds** | **Completion Quarter** | **Calculated $ Amount** | **Maximum % Allowed** | **Evidence of Acceptable Documentation (Deliverables)** |
|  | Plan, coordinate, and conduct leadership activities for general membership. | Sec 124 (B)(17) |  |  | 10% | Documentation of the number and type of leadership activities for general membership.Include: * Include proof of event planning (e.g., reservations, agendas, speakers).
* Evidence of communication with stakeholders and attendees (e.g., emails, rosters, copies of presentations).

Types of Activities:* State-level leadership conference for the general membership.
* Leadership activities that help students develop technical skills, human relations skills, and decision-making abilities.
* Citizenship activities; social/community outreach activities; volunteer opportunities.
 |
|  | Coordinate activities of state officers.  | Sec 124 (B)(17) |  |  | 4% | Documentation of state officer activities.Include:* Documentation of state officers’ attendance at meetings.
* Evidence of travel planning and coordination with state officers and their advisers.
* Evidence of state officers’ participation in opening/closing ceremonies at scheduled events (e.g., copy of script/speech, photos from the event, agenda).
* Work plan for state officers at conferences.
* Other evidence of state officers’ participation in chapter-level and state-level activities.
 |
|  | Plan, coordinate, and conduct a leadership training workshop for state officers during the first quarter of their term of office within the program year. | Sec 124 (B)(17) |  |  | 10% | Documentation reflecting training of new officers.Include:* Workshop agenda including date(s) and location of training.
* Emails demonstrating planning and collaboration with advisers and/or state officers.
* Invitations sent to speakers/presenters (include contact information).
* Copies of presentations or handouts.
* Coordination with travel agents, hotel representatives, caterers, and/or advisers.
* Registration information (if required).
 |
|  | Conduct planning activities related to election of state officers. | Sec 124 (B)(17) |  |  | 2% | Include:* Proof of election planning activities (e.g., emails exhibiting collaboration, revised documents).
* Provide a copy of election guidelines disseminated to advisers and candidates.
 |
|  | Facilitate election of state officers. | Sec 124 (B)(17) |  |  | 2% | Include:* Copies of completed applications.
* An outline of election procedures, including date(s) and location(s) of voting.
 |
|  | Disseminate list of newly elected state officers to stakeholders. | Sec 124 (B)(17) |  |  | 1% | Provide stakeholders a list of winning candidates; include the name, state officer position, and term of office. |

| **MEMBERSHIP DELIVERABLES** |
| --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
|  | Increase previous year’s membership by \_\_\_\_ members through recruitment activities performed in coordination with chapter advisors.  | Sec 124 (B)(17) |  |  | 3% | Documentation of student recruitment activities Include:* Official membership reports from current and previous years.
* Evidence of state director’s involvement in recruiting activities (e.g., emails, handouts, pictures).
* Narrative outlining student recruitment goals, including strategies for targeting Special Populations identified by the Perkins Act.
* Evidence to support the increased allocation related to special population outreach and recruitment initiative (such as: agendas, sample curriculum, outreach materials, social media outreach).
 |
|  | Collect membership dues, make deposits into CTSO bank account, and issue receipts to members for \_\_\_\_\_\_\_\_\_\_\_ members. | Sec 124 (B)(17) |  |  | 6% | Documentation of dues collected and deposited.Include:* Bank statements with deposited dues highlighted.
* National Dues Collection: If dues are collected by the national organization, include evidence that dues were distributed to state organization; highlight this information on bank statements.
* Membership list from the national organization identifying dues paid.
 |
|  | Distribute membership items to \_\_\_\_\_\_\_\_\_\_\_\_ members.  | Sec 124 (B)(17) |  |  | 1% | Documentation of the type and number of membership items distributed to state members.Include:* A copy or sample of membership item (e.g., member ID card, pin, emails and print communication).
* Evidence that membership items were distributed.
 |

| **PARTNERSHIP DELIVERABLES** |
| --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
|  | Contact current business and/or education partners to elicit continued support of CTSO activities.Number of Existing Partners \_\_\_\_\_\_ | Sec 124 (B)(17) |  |  | 2% | Documentation of continued partnerships.Include:* A list of existing business or education partners.
* Copies of emails or letters demonstrating outreach to existing partners/sponsors; include the recipient’s email and/or physical address and contact information.
* Brochures or fliers that accompany outreach emails/letters.
 |
|  | Actively seek \_\_\_\_\_\_\_ new business and/or education partnerships in support of CTSO activities. | Sec 124 (B)(17) |  |  | 2% | Documentation of outreach to potential partners.Include:* Copies of emails or letters demonstrating outreach to each new partner or sponsor; include recipient’s email and/or physical address and contact information.
* Brochures or fliers that accompany outreach emails/letters.
 |
|  | Maintain the collection and distribution of scholarship funds in an account separate from the CTSO’s general bank account.Florida Collegiate DECA Only: Maintain documentation of awards and recognition granted to members for demonstration of outstanding marketing, merchandising, and management skills. | Sec 124 (B)(17) |  |  | 3% | Documentation of scholarship funds maintained and distributed to student-members.Include:* List of available scholarships including requirements to obtain, deadlines, and amount available (total and per award).
* Bank account statements indicating collection and distribution of funds from scholarship account.
* List of scholarship winners including name, school, city, and adviser’s name for each; identify the scholarship and amount awarded.

Florida Collegiate DECA Only: Include documentation of awards and recognition granted to members for demonstration of outstanding marketing, merchandising, and management skills. |

| **COMPETITIVE EVENT DELIVERABLES** |
| --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
|  | Plan district or regional-level competitive events. | Sec 124 (B)(17) |  |  | 6% | Documentation of development of district/chapter competitive events.Include:* Documentation of state director’s role in planning of district/chapter competitive events.
* Evidence of collaboration with advisers and other district-level stakeholders.
* Copies of materials used to prepare for competitive events.
* Information sent to districts, advisers, students and other stakeholders regarding each district-level competitive event.
* Agenda and minutes from planning meetings, if applicable.
 |
|  | Plan and conduct a state competitive event conference. | Sec 124 (B)(17) |  |  | 20% | Evidence of state-level competition and conference planning.Include:* Meeting minutes or notes related to planning stages of event.
* Evidence of coordination with stakeholders (e.g., advisers, state officer team members, board members, speakers/presenters, travel agents, hotel representatives, caterers, production crews).
* Conference program booklet and any other handouts distributed to attendees by state organization.
* Documentation of (a) the number of students registered, (b) the amount of registration fees collected (total and per registrant), and (c) the deposits into CTSO bank account.
 |
|  | Plan, coordinate, and participate in the national competitive event and conference.Florida Public Service Association Only: Plan and coordinate one statewide public service project with local chapters. | Sec 124 (B)(17) |  |  | 14% | Include:• Information sent from the state director to members, advisers, and other stakeholders regarding the national-level competitive event.• Distribution list of appropriate stakeholders.• Evidence of state director’s participation in planning meetings prior to the event.• List of state-level competition winners who will be participating in the national competition; include the name, school, adviser’s name, and specific competitive event(s) for each winner.• Results of the competition.Florida Public Service Association Only:* Information sent from the state director to members, advisors, and other stakeholders regarding one public service project
* Distribution list of appropriate stakeholders
* Evidence of state director’s participation in planning meeting with the state student board, prior to the event(s)
* List of state public service events including dates, chapters, number of students participating, amount and type of donations raised and recipients
 |

**Self-Evaluation Form**

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

Projects recommended for FY 2024-2025 continuation funding must show successful performance accomplishments during the

2023-2024 project year. Any shortfalls or negative answers must be explained.

Eligible Recipient name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Project # for 2023-2024:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form prepared by (name and title):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Perkins Grant Lead Contact (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

| **Evaluation of FY 2023-2024 Project** | **YES** | **NO** | **If NO, recipient must adequately** **explain any changes.**Use 12-point font and single spacing. |
| --- | --- | --- | --- |
| 1. Are grant expenditures directly related to and proportionate with performance outcomes achieved in 2023-2024?
 |  |  |  |
| 1. Is the eligible recipient familiar with the Quality Assurance and Compliance Policies, Procedures and Protocols developed by the Division of Career and Adult Education?
 |  |  |  |
| 1. Have invoices and documentation been submitted according to the Performance-Based Schedule of Payments approved for this funding?
 |  |  |  |

**Address the following: Cells will expand when text is typed.**

|  |  |
| --- | --- |
| 1. What was the total amount of your agency’s Perkins V 2023-2024 funding allocation for this project?
 | $ |
| 1. How much has been spent to date?
 | $ |
| 1. What amount will be spent and/encumbered by June 30, 2024?
 | $ |
| 1. If 100% of the total allocation will not be spent and/or encumbered by June 30, 2024, explain why:
 |

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

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

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

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

**Please respond here:**

**State Leadership Project Invoice Form**

**Return with each invoice.**

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

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

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

Attach to each invoice submitted:

* Updated DOE 399 Proof of documented allowable expenses for the performance measure(s) achieved that support the listed deliverable(s) and email to: Ninafe.Awong@fldoe.org

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

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

**SAMPLE**

State Leadership

Monthly/Quarterly Activity Report

Project # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Agency Name |  |
| Agency Contact |  |
| TAPS # |  |
| Billing Period |  |
| **Scope of Work** | **Narrative report** |
| Coordinate and distribute current membership information to prospective members.  | Include specific items such as:-what membership information was distributed-who it was distributed to-dates distributed-how many were distributed |
| Collect dues, make deposits into CTSO account, and issue receipts for members. | Include specific items such as:-what dues were collected and from who-when the dues were collected-from how many agencies-when deposits were made -who receipts were issued to-dates for when all instances occurred |
| Process membership affiliations and distribute membership items to members | Include specific items such as:-how many membership affiliations processed-who were they processed for-what membership items were distributed -when were they distributed |
| Fiscal accounts management for accounting procedures that ensure proper disbursement of CTSO funds | Include specific items such as:-what reports were completed-what dates they were completed  |
| Partnerships of continuing new partners | Include specific items such as:-what was developed and disseminated -who were the items disseminated to-when were they developed and disseminated |
| Coordinate and distribute current membership information to prospective members.  | On November 1, 2024, a total of thirty-two membership packages were distributed middle schools in the Leon County district providing current information for prospective members.  |
| Collect dues, make deposits into CTSO account, and issue receipts for members. | During the month of November 1, 2024, (Name of agency) collected dues for \_\_\_\_\_ from \_\_\_\_ members. The dues collected were deposited on (date) and receipts were issued to members.  |

All narratives must include specific information to include what actions have been taken, when the actions took place to include a specific date as appropriate, and who completed the actions.

# Florida Department of Education

## Project Application

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of EducationOffice of Grants Management via ShareFile system folder **Agency Number\_AgencyName\_****XXB014\_submit** | **A) Program Name:****Strengthening Career and Technical Education for the 21st Century Act (Perkins V) State Leadership-CTSO****Discretionary****Fiscal Year 2024-2025****TAPS NUMBER: 25B014** | *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: | UEI 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

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

Revised June 2022 Page 2 of 2



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

| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| --- | --- | --- | --- | --- | --- |
| **FUNCTION** | **OBJECT** | **ACCOUNT TITLE, NARRATIVE, AND EXPLANATION** | **FTE POSITION** | **AMOUNT** | **% ALLOCATED to this PROJECT** |
| #### | #### | **Contractual Service:** XYZ CTSO will contract with ABC Training Company\* to provide intensive professional development for Leadership Strategies. Training will be conducted in the Fall of 2024.\* Contractual Service Agreement is provided with the original application for FDOE approval. |   | $ 30,000 | **100%** |
| #### | #### | **Salaries:** Perkins Project Coordinator to assist with administrative requirements of the Perkins Grant**. ADMINISTRATIVE COST** | 0.25 | $ 11,352 | **100%** |
| #### | #### | **Retirement**: \* (9.85%) ADMINISTRATIVE **COST** |   | $ 1,118 | **100%** |
| #### | #### | **Social Security**: (7.65%) ADMINISTRATIVE **COST** |   | $ 868 | **100%** |
| #### | #### | **Worker’s Comp**: (1.01%) **ADMINISTRATIVE COST** |   | $ 115 | **100%** |
| ##### | ##### | **Materials and Supplies:** Consumables for CTE programs to include paper, binders, pens, pencils, instructional and recruiting materials. No item costs $5,000 or more. |   | $ 28,186 | **100%** |
|  |  | **Travel- Out of County:** 2 CTE Teachers to attend FACTE State Conference. |   | $ 652 |  |
|  |  | **Computer Hardware:** Purchase of computer equipment to be used by CTE students for instructional purposes. Includes monitors, CPU’s peripheral devices memory, and 50 laptop computers. See Equipment Form. |   | $ 76,600 |  |
| ##### | ##### | **Indirect Cost** |   | $ 3,050 |  |
|  |  |  | **Total** | **$151,941** |  |

**NOTE:** When completing the **Budget Narrative** **Form** located on the website, under Column (3), **Account Title and Narrative**, for each line item specify the budgetary expenditures such as salaries, equipment and supplies. Expenditures should focus on performance improvement, as noted in the application. Place **TAPS** number **25B014** on the Budget Narrative Form DOE 101S form. |

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

**State Leadership, CTSO TAPS# 25B014**

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.

|  |  |  |
| --- | --- | --- |
| **Placement Order** | **Item** | **Applicant** |
| **Indicate Page Numbers Below** |
| **FORMS** |
| **1** | DOE 100A, Project Application – *with original signature* |  |
| **2** | DOE 101S, Budget Narrative Form |  |
| **3** | Self-Evaluation Form |  |
| **4** | DOE 620 Risk Analysis Form  |  |
| **NARRATIVE SECTION** |
| **5** | 1. Attachment - Scope of Work and Project Deliverables Form |  |
| 2. Special Populations - statement |  |
| 3. Support for Reading/Strategic Imperatives |  |
| 4. Federal Programs - General Education Provisions Act (GEPA) |  |
| **OTHER REQUIRED DOCUMENTS** – must be included with application |
| **6** | General Terms, Assurances and Conditions for Participation in Federal and State Programs |  |
| **7** | Attachments – if applicable |  |
| **8** | Application Review Criteria and Checklist |  |