



**FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Entitlement)**

Bureau/Office

Division of Public Schools/Bureau of Educator Recruitment

Program Name

Title II, Part A - Teachers and Principals Training and Recruiting Fund

Specific Funding Authority(ies)

Federal, No Child Left Behind Act, 2001, P. L. 107-110, CFDA 84.367A Title II, Part A - Teacher and Principal Training and Recruiting Fund

Funding Purpose / Priorities

The Title II, Part A – Teacher and Principal Training and Recruiting Fund assists with the implementation of Florida’s Standards. Local Educational Agencies (LEAs) and schools are held accountable for improvements in student academic achievement through evidence- and research-based programs. Projects are intended to increase student academic achievement through strategies such as improving teacher and principal quality, and increasing the number of highly qualified and/or infield and effective teachers in the classroom and highly effective principals and assistant principals in schools. Projects shall address and take action to support beginning teachers, develop the capacity of principals to improve teaching, and learning and support professional learning of educators at high need schools taking into account the differences in teacher effectiveness and equitable distribution of highly effective teachers between particular types of schools.

Total Funding Amount

\$96,632,517.00 (Preliminary)

Type of Award

Entitlement

Budget / Program Performance Period

Effective July 1, 2016 or date received, whichever is later, through June 30, 2017

Target Population(s)

Target populations include educators, administrators and staff.

Eligible Applicant(s)

Local Educational Agencies (LEAs)

Application Due Date

Entitlement projects will be effective on the date received or July 1, 2016 whichever is later and will remain in effect through June 30, 2017. Projects should be submitted as soon as possible and no later than Friday, December 9, 2016.

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

For Federal programs, the project effective date will be 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.

For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30, of the fiscal year, unless otherwise specified in Florida Statute or proviso.

Matching Requirement

NONE

Contact Persons

Program Contact

Kelly Oglesby
Education Policy Consultant - BERDR
850-245-0558
kelly.oglesby@fldoe.org

Grants Management Contact

Felicia Williams
Program Specialist IV - Grants
8504-245-0717
felicia.williams@fldoe.org

Assurances

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.

New: 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>.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

Private Colleges, Community-Based Organizations and Other Agencies

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

Risk Analysis

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

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>

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 at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.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://app1.fldoe.org/grants/trainingMaterials/Default.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 Requirements

- All funded projects and any amendments are subject to the procedures outlined in the 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 accessed online at www.fldoe.org/grants/greenbook/.
- Charges to federal projects for personnel costs, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted accounting principles implemented by the fiscal agent and approved by responsible official(s) of the agent.

- All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

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 or any documentation must be available upon request. All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained for five years.

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.

Unallowable Expenses:

- Costs for items or services already covered by indirect costs allocation
- Costs not allowable for federal programs per the USDE General Administration Regulations (EDGAR), which may be found at www.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at www.myfloridacfo.com/aadir/reference_guide/.

This is not an all-inclusive list of unallowable items. Subrecipients should consult the FDOE program office with questions regarding allowable costs.

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grant Guidance (UGG) found at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

The UGG document provides all of the required definitions in the following sections: 200.12 Capital Assets, 200.13 Capital Expenditures, 200.2 Acquisition cost, 200.33 Equipment, 200.48 General Purpose Equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies, Post Federal Award Requirements Standards for Financial and Program Management, 200.313 and General Provisions for Selected Items of Cost 200.439

Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

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.

Administrative Costs including Indirect Costs:

School Districts

The Florida Department of Education has been given the authority by the U.S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts

are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved by the Florida Department of Education's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at www.fldoe.org/finance/comptroller/.

State Agencies, Public Universities and State Colleges

The Florida Department of Education will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient's rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of \$25,000 and for items of equipment, alterations, renovations and flow-through funds ("pass through" to another entity) on programs issued by the department. This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, the department will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs, such as office space rental when such costs can be directly and appropriately allocated to the program. **Indirect costs shall only apply to federal programs.**

Chapter 1010.06 F.S. Indirect cost limitation.—State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

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>.

For 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://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Equitable Services for Private School Participation

In accordance with Public Law 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local educational agency(ies) service area. For details, refer to <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>.

Narrative Section

Project Design-Narrative

Allowable activities under Title II, Part A are in the attached application. Activities are chosen by the applicant based on the required needs assessment.

The description of program activities will be based on the required needs assessment. The needs assessment shall include the aggregate assessment of local needs for professional development (teachers and principals); results of annual performance appraisals; data on the number of teachers who are not highly qualified and/or infield, based on State Board of Education (SBE) Rule 6A-1.0503, FAC, reasons why teachers are not highly qualified and/or infield as determined by section 1012.34 F.S. and what may be keeping teachers from being effective or highly effective. LEAs shall consider the historical and current value added data.

LEAs are to conduct activities that will be inclusive of Florida's college and career ready academic standards, Florida Educator Accomplished Practices (FEAPs), standards of high quality professional learning on instructional and leadership practices that will impact student success, Florida Principal Leadership Standards (FPLS) and state assessments.

Activities conducted shall be (scientifically) research-based and specifically assist teachers who are not highly qualified and/or infield or are not effective based on elements evaluated in the LEA's Performance Evaluation System, and how the LEA will continue to maintain teachers' infield and/or highly qualified status. The plans must be developed through consultation with principals, highly effective teachers, and be coordinated with, and support other reform efforts at the school(s).

To that end, LEAs are directed to focus on the three areas below.

1. LEAs shall implement evidence- and research-based programs that provide targeted, specific support for beginning teachers. These may include, but are not limited to, summer academies for new teachers teaching summer school to actual students, full release and trained mentors/coaches, a differentiated system of support utilizing real-time coaching, whisper/elbow coaching, planning conferences and/or video-taping.
2. LEAs are expected to implement activities that will develop the capacity of principals and other instructional leaders to improve teaching and learning, coach and/or train principals to recognize effective teaching skills, ineffective teaching and know how to take action to ensure quality learning for all students as determined by F.S 1012.34. LEAs are expected to establish effective ways to build and sustain a school-site learning culture that supports collegial learning practices. These activities may include, but are not limited to, partnerships with approved external organizations, collaborative learning activities between and among principals and principal supervisors, differentiated instructional leadership coaching/support based on district and individual school principal needs, and/or a focus on the skills of observing, analyzing and developing instructional expertise.
3. LEAs are expected to address and take action to support the professional learning of educators at high need schools, as well as address and take action to ensure an equitable distribution of effective

teachers and principals among particular types of schools. Priority shall be given to principals and assistant principals who need training and/or assistance in determining levels of teacher effectiveness/performance. Activities are expected to address high need schools (other than Title I and differential accountability schools) based on student achievement data, teacher effectiveness and/or other documented elements of the school/district needs assessment. Activities are expected to include and build upon, but not limited to, job-embedded, high fidelity collegial professional learning.

LEAs are required to include an evaluation component that will determine the effectiveness of the delivery of professional development utilizing equipment and technology, if purchased, with Title II, Part-A funds. The evaluation must be based on the Professional Development System Evaluation Protocol.

Support for Reading/Strategic Imperatives

Describe how the project will incorporate one or more of the Areas of Focus included in the Florida's Next Generation PreK-20 Education Strategic Plan.

URL: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

Describe how the project will address the reading and math/science initiatives of the Department of Education. For further guidance, use the following:

Just Read Florida

<http://www.justreadflorida.com>

Math/Science Initiative

<http://www.fldoe.org/bii/oms.asp>

Conditions for Acceptance

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

- Application is received in the Office of Grants Management within the timeframe specified by the RFA
- Application includes required forms: DOE 100A Project Application Form and DOE 101 - Budget Narrative Form
- All required forms must have the assigned TAPS Number included on the form
- All required forms must have original signatures by an authorized entity

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.

- Application must be submitted to:
Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 332
Tallahassee, Florida 32399-0400