



Linking Industry to Nursing Education (LINE) Fund

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Webinar Logistics

Participants will be on mute for the duration of the webinar.

Materials from today's webinar can be found in the chat area:

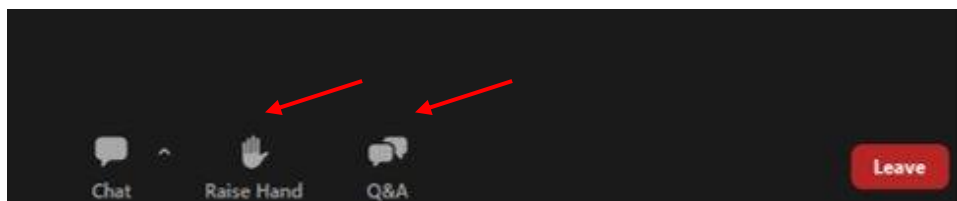
- Today's presentation
- 2023-24 Request for Proposal
- Notice of Intent-to-Apply Form

How to submit questions:

- To submit questions during the webinar, please utilize the Q&A function. During the Q&A portion of the webinar, questions will be addressed.

How to ask a question:

- During the Q&A portion of the webinar, use the "Raise Hand" function to be unmuted.



Agenda

- Overview of LINE Fund provisions from section 1009.8962, Florida Statutes (F.S.) & Rule 6A-10.0352, Florida Administrative Code (F.A.C.)
- 2023-24 Request for Proposal (RFP)
- Required forms
- Questions
- Next Steps

Senate Bill 2524

- In 2022, Senate Bill (SB) 2524 created section 1009.8962, F.S., to create the Linking Industry to Nursing Education (LINE) Fund to incentivize collaboration between nursing education programs and health care partners.
- This competitive grant program will provide matching funds, on a dollar-to-dollar basis, to participating institutions that partner with a health care provider.

Purpose

- The LINE Fund was established combat the growing nursing shortage in the state by providing funds to postsecondary nursing programs to:
 - Recruit faculty and clinical preceptors;
 - Increase capacity of high-quality nursing education programs; and
 - Increase the number of nursing education program graduates who are prepared to enter the workforce.
- The 2023 General Appropriations Act provided \$19 million for the LINE Fund.

Rule 6A-10.0352, F.A.C., LINE Fund

- Rule 6A-10.0352, F.A.C., which sets forth the requirements of the LINE Fund, was initially approved by the State Board of Education in August 2022. A rule amendment was subsequently approved in August 2023.
- The rule includes definitions, proposal criteria, review process, disbursements, and reporting requirements.
- Rule 6A-10.0352, F.A.C., can be viewed here: www.flrules.org/gateway/ruleNo.asp?id=6A-10.0352



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Request for Proposal (RFP)

Eligible Applicants

- Florida College System institutions under s. 1000.21(3), F.S.
- School district postsecondary technical career centers under s. 1001.44, F.S.
- Charter technical career centers under s. 1002.34, F.S.
- Independent nonprofit colleges or universities located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees.

Eligible Applicants Continued

- All eligible applicants must meet performance metrics set forth in s. 1009.8962, F.S.
 - For a CNA program, data supporting a completion rate of at least 70 percent for the prior year.
 - For a LPN, A.S. in nursing, and B.S. in nursing program, data supporting a first-time passage rate on the National Council of State Boards of Nursing Licensing Examination of at least 70 percent for the prior year.
 - For this year's grant period, first-time NCLEX passage rates from the Florida Board of Nursing or institutional completion rates (CNA programs only) for 2021 or 2022 are allowable.

Eligible Applicants Continued

- To be eligible to apply, agencies must present data that demonstrate a performance metric has been met for at least one eligible, active program.
- Applicants with more than one program type are not required to have met performance metrics for every active program if at least one program meets the statutory requirement.
- School districts with more than one postsecondary technical center are not required to meet performance metrics for all operating postsecondary technical centers in order to apply; however, awarded funds may only be spent at the postsecondary technical centers that meet performance metrics.
- New programs that have not been active long enough to calculate performance on the metrics may not be used for eligibility determinations.

Key Deadlines

- **December 8, 2023, at 11:59 p.m. (EST)** – Deadline to submit Notice of Intent-to-Apply.
 - A Notice of Intent-to-Apply form must be completed and signed by an authorized agency official and submitted to LINE_Fund@fldoe.org.
 - A Notice of Intent-to-Apply form must be submitted by the deadline in order to submit a proposal.
- **January 12, 2024, at 11:59 p.m. (EST)** – Deadline to submit completed proposal.
 - A completed proposal must be submitted via the FDOE ShareFile. Agencies will be granted access to the ShareFile after submitting a Notice of Intent-to-Apply.

Method of Review

- Each proposal meeting the conditions for acceptance is reviewed and scored by at least three qualified educational professionals.
- The Program Office will rank the proposals in order from highest to lowest score. The Florida Department of Education (FDOE) retains the discretion to select qualified applicants notwithstanding rank order.
- FDOE staff will review proposals for compliance with the programmatic and fiscal policies of the project.
- In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and the Office of Grants Management staff.

Scoring Criteria

- Each prompt in the narrative section has an assigned points value.
- Within each narrative component are *Criteria*. *These are the bulleted, italicized statements used by proposal reviewers to assess and score each narrative component.*
 - Example: *The goals are specific, realistic, and consistent with measurable objectives and outcomes.*
- The standard scoring *Criteria* are based on a 100-point scale, with a minimum score of 70 points required for a proposal to be considered eligible for funding.

Health Care Partner(s)

- Applicants must identify a health care partner whose monetary contributions will be matched by the LINE fund on a dollar-to-dollar basis.
- “Health care partner” means a health care provider as defined in s. 768.38(2), F.S., must be located and licensed to operate in the state, and make a monetary contribution to the postsecondary institution.
- Applicants are allowed to have more than one health care partner when applying for the LINE Fund.
- If an applicant has more than one health care partner, the applicant should submit one application with all health care partners with the total funds contributed.

Health Care Partner Contribution

- Applicants are not required to have received the health care partner's contribution at the time of proposal submission.
- If the contribution has not yet been received, a pledge, signed by the health care partner, will be required with the proposal materials.
- Applicants who have not received the health care partner's contribution may be chosen to receive LINE Funds; however, funds will not be dispersed to the applicant until documentation is submitted to the FDOE showing the receipt of the health care partner's contribution.
- Applicants who are selected to receive LINE Funds must be in receipt of the health care partner's contribution by April 1, 2024, in order to be dispersed LINE program funds.

Allowable Expenses

- Program funds must be solely used for:
 - Funding scholarships to students who are residents of this state, as determined under Section 1009.21, F.S.;
 - Recruiting additional faculty;
 - Purchasing equipment; and
 - Supporting simulation centers to advance high-quality nursing education programs throughout the state.
- Administrative services for program/grant management, personnel consulting, and associated services, as well access to technology, resources, and facilities is allowable. All administrative costs must be associated with the management of the LINE Fund and may not exceed five percent of the applicant's total award.

Unallowable Expenses

- Program funds may **not** be used for the construction of new buildings. Additionally, expenses associated with indirect costs are unallowable.
- Other unallowable expenses include, but are not limited to:
 - Proposal preparation including the costs to develop, prepare or write the proposal
 - Entertainment
 - Meals, refreshments or snacks
 - End-of-year celebrations, parties or socials
 - Out-of-state travel without FDOE pre-approval
 - Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
 - Advertisement
 - Promotional or marketing items (e.g., flags, banners)
 - Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
 - Furniture
 - Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)

Equipment Purchases

- Any equipment purchased under this program must follow the Uniform Grants Guidance or the Reference Guide for State Expenditures.
- 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.

Budget/Program Performance Period

- July 1, 2023, through June 30, 2024
- If the health care partner’s contribution was received by the institution on or after July 1, 2023, and the contribution was spent on, or has been appropriated for, an “eligible purpose,” as defined in Rule 6A-10.0352, then it can be included in the agency’s proposal.

Funding Method

Private Institutions

- The funding method for private institutions is "reimbursement with performance".
- "Performance" is measured as the agency expending the state-awarded funds on the items they requested in their proposal's DOE101S, Budget Narrative Form.
- Once the agency expends these funds, they will send in documentation to the FDOE for reimbursement. The FDOE will provide all required reimbursement forms once a project award notification is issued.
- Additionally, the agency must be in receipt of their health care partner(s) monetary contribution, and send proof of receipt to FDOE, prior to receiving any reimbursements from FDOE.

Funding Method

Public Institutions

- The funding method for public institutions is "quarterly advance".
- The 2023 General Appropriations Act allows public institutions to receive a portion of their total awarded LINE funds upon issuance of a project award notification.
- In accordance with s. 1009.8962, F.S., the Department will release funds to agencies on a dollar-for-dollar basis, subject to funds availability, upon receipt of documentation of the health care partner providing the cash contribution to the agency.
- Public institutions will show how they expended their state-awarded funds in their quarterly reports.

Performance Reporting

- Agencies will be required to submit reports to FDOE on a quarterly basis. This report is to show how the agency has spent both state-awarded and health care partner funds during the previous quarter.
- No later than thirty (30) days before the submission deadline, the FDOE will release guidelines for agencies to transmit an electronic file to meet this requirement.
- Additionally, agencies will have to submit an annual report in February 2025. A template will be provided for this report.



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Required Forms

Overview of Required Forms

Pre-Proposal

Due December 8

Notice of Intent-to-Apply

Proposal Submission

Due January 12

1. DOE 100A, Project Application (PDF) – with authorized signature
2. Narrative Section (Word)
3. DOE 101S, Budget Narrative (Excel)
4. Health Care Partner Certification Form (PDF)
5. Project Performance Accountability Form (PDF)
6. Documentation of health care partner's contribution

Pre-Proposal: Notice of Intent-to-Apply

- For consideration for the LINE Fund, a Notice of Intent-to-Apply form must be completed and signed by an authorized agency official.
- In the Notice of Intent-to-Apply form, applicants are required to:
 - Identify the institution's health care partner(s); and
 - Provide evidence of eligibility based on the performance metrics requirements outlined in s. 1009.8962, F.S.
 - Attachment B of the RFP serves as a data resource to determine LINE Fund eligibility.
 - Agencies wishing to provide alternative data to justify eligibility may do so when submitting the Notice of Intent-to-Apply.
- Agencies must submit a Notice of Intent-to-Apply to LINE_Fund@fldoe.org by December 8, 2023, at 11:59 p.m. (EST).

Required Forms for Proposal Submission

- For consideration of a LINE Fund allocation, the proposal must submit the following documents:
 1. DOE 100A, Project Application Form
 - *Must be signed by the agency head or other authorized person*
 2. LINE Fund Narrative Section
 3. DOE101S, Budget Narrative (Excel)
 4. Health Care Partner Certification Form
 - *Must be signed by the health care provider's authorized officer*
 5. Project Performance Accountability Form
 6. Documentation of health care partner's contribution

Proposal Submission Process

- Applicants must submit all documents to the FDOE ShareFile. Agencies will be granted access to the ShareFile after submitting a Notice of Intent-to-Apply.
- Details for completing and submitting each required document, including naming conventions, are outlined in the RFP.
- Word versions of each required form can be found on the LINE Fund website:
www.fldoe.org/academics/career-adult-edu/funding-opportunities/linefund

1. DOE100A, Project Application Form

- Applicant must complete the form and submit with a signature from the agency head or other authorized person.
- All required forms have signatures by an authorized entity. FDOE 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.
 - FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
 - FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.

2. Narrative Component

- Following the instructions within each narrative component, complete the application using the same sequence presented in this narrative section.
- Before inserting any text or information into the Application Narrative Section, forms and charts, save the pages/charts in Word on your computer.
- Responses should be brief, clear and concise. Font must be Arial size 12. The document must be double spaced (this does not apply to charts) with 1” margins.
- The maximum page limit for the Narrative Components (1-5) is twenty (20) pages. This does not include any required forms and/or other specified information.

Narrative Components

- 1) Project Abstract - 10 points**
- 2) Health Care Partnership - 30 points**
- 3) Purpose of Requested Funds - 40 points**
- 4) Job Placement – 0 points (fixed requirement)**
- 5) Meeting Workforce Demand – 20 points**

3. DOE101S, Budget Narrative

- Applicants must provide one DOE 101S, Budget Narrative Form, Account Title and Narrative (Excel).
- All funds being requested by the agency must be included on this form.
 - Function Codes – only required for school districts.
 - Object Code – only one should be used per line item.
- The DOE101S should only include the state-matching funds the agency is requesting. Do not include the health care partner's monetary contribution.
- Attachment E in the RFP provides an example DOE 101S form.

4. Health Care Partner Certification Form

- To apply for the LINE Fund, this certification form must be completed and signed by an authorized official of the health care partner and included in the application.
- If an applicant has more than one health care partner, the applicant should submit this form for each health care partner.

5. Project Performance Accountability Form

- Applicant must submit a Project Performance Accountability Form (PPAF) at the time of proposal submission.
- FDOE pre-populated the information in the LINE Fund PPAF, located in Attachment G of the RFP.
- Applicants should not make any changes to the PPAF when including it in their submission.

6. Documentation of health care partner's contribution

- Documentation must indicate the cash amount the health care partner plans to contribute (“pledged”) or has contributed (“fulfilled”).
- If the contribution has been pledged but not been fulfilled at the time of proposal, acceptable documentation includes:
 - Scope of work, copies of irrevocable pledge letters, or letters of intent; the documentation must indicate the timeline for the fulfillment of the contribution.
- If the contribution has been pledged and fulfilled at the time of proposal, acceptable documentation includes:
 - Financial statements, bank statements, budget reports, or bank letters that show the cash transaction(s).



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Questions



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Next Steps

Next Steps

- Agencies may submit questions at any time by emailing LINE_Fund@fldoe.org.
- For questions received by **December 8, 2023**, FDOE will post written responses on the LINE Fund webpage so they are available to all agencies.
- **December 8, 2023, at 11:59 p.m. (EST)** – Deadline to submit completed Notice of Intent-to-Apply.

Next Steps

- **January 12, 2024, at 11:59p.m. (EST)** – Final deadline to submit a completed proposal to be considered for a LINE Fund allocation.
 - Agencies that do not submit a proposal by this date will not be considered.

FDOE Contact

Katie Grissom

Director of Workforce and
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**Please submit all questions regarding the LINE
Fund to LINE_Fund@fldoe.org.**

Resources

- LINE Fund website
 - www.fldoe.org/academics/career-adult-edu/funding-opportunities/linefund
- Rule 6A-10.0352, F.A.C.
 - www.flrules.org/gateway/ruleNo.asp?id=6A-10.0352