



**FLORIDA DEPARTMENT OF EDUCATION
2022-2023 Request for Application (RFA Discretionary, Non-Competitive)
2022 Specific Appropriation Act, Item 120A
PIPELINE District Fund**

Bureau/Office

Division of Career and Adult Education

TAPS Number

23B132

Program Name

Prepping Institutions, Programs, Employers and Learners through Incentives for Nursing Education (PIPELINE) District

Specific Funding Authority(ies)

2022 Specific Appropriation 120A, Aid to Local Governments – Grants and Aids – Nursing Education from General Revenue Fund - District

Funding Purpose / Priorities

The purpose of the PIPELINE fund is to reward performance and excellence among nursing education programs at school district postsecondary technical career centers that offer a licensed practical nurse program pursuant to section (s.) 1009.897, Florida Statutes (F.S.), which was created through the passage of Senate Bill 2524 (Chapter 2022-154, Laws of Florida).

School district postsecondary technical career centers under 1001.44, F.S., and charter technical career centers under 1002.34, F.S., are eligible to participate.

While these funds are provided based upon recent performance in nursing education programs, the expenditure of these funds are not limited in the statute to only nursing programs. Therefore, agencies have local discretion and flexibility to expend PIPELINE District funds for supporting State fundable programs.

Total Funding Amount

\$20,000,000.00

Type of Award

Discretionary, Non-Competitive

Budget / Program Performance Period

July 1, 2022 - June 30, 2023

Target Population(s)

Students enrolled in School District Postsecondary Technical Career Centers

Eligible Applicant(s)

School district postsecondary technical career centers under 1001.44, F.S. and charter technical career centers under 1002.34, F.S. The 2022-23 PIPELINE District Allocation Chart is located in the attachment section of the RFA.

Application Due Date

Friday, September 30, 2022 by 5:00 PM (EDT)

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

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 Statutes or proviso.

Matching Requirement

None

Contact Persons

Program Contact

Kimberley Epps-Laury
Program Manager
850-245-9482
Kimberley.Epps-Laury@fldoe.org

Grants Management Contact(s)

Shaunita Pompey	Tim Madry
Grant Specialist	Grant Specialist
850-245-9614	850-245-0818
Shaunita.Pompey@fldoe.org	Timothy.Madry@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, applicable regulations and laws pertaining to the expenditure of state funds.

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

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

School Districts, Community Colleges, Universities, and State Agencies

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

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

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

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 form will be required 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/doi610.xls>

Funding Method

Quarterly Advance to Public Entity

For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to DOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final DOE financial report.

Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first quarterly payment period. To receive subsequent quarterly payments, at least 90% of amount advanced must be reported on the DOE 399 and supported by appropriate documents (see Quarterly Performance Reporting and Payment Schedule).

PIPELINE District Fund Quarterly Performance Reporting and Payment Schedule

Agencies must submit quarterly performance reports, fiscal reports and activity summary reports to FDOE at such time and manner required by FDOE, containing the specified information as the department may subsequently require. This information will be used to process the PIPELINE District Fund quarterly advances payments of non-federal funding to local educational agencies (LEAs).

Each awarded agency will submit the following (Quarterly):

- Grant Activity Summary Report
- DOE399 (FDOE Project Disbursement Report)
- PIPELINE District Fund Performance Report
- FDOE may require additional specific supporting documentation and information related to PIPELINE District Fund expenditures

Agencies will receive submission instructions under separate cover, no later than 30 days before the submission deadline.

Quarterly Performance Reporting and Payment Schedule

#	Time Period	Performance and Fiscal Reports Due Date	Advanced Payment
Automate	DOE Award Letter Generated	Award letter Issued Date	FDOE Automate Generated First 25% award amount payment
1 st Quarter	July, August, September	October 15, 2022	Second 25% award amount payment
2 nd Quarter	October, November, December	January 15, 2023	Third 25% award amount payment
3 rd Quarter	January, February, March	April 15, 2023	Fourth 25% award amount payment
4 th Quarter	April, May, June	August 22, 2023 (Final DOE399 Report and Project Summary Report)	August 22, 2023 (Final DOE399 Project Disbursement Report)
Funded agencies will be notified about specific performance reporting submission instructions, format and content under separate cover at least 30 days prior to the reporting due date.			

Return on Investment (state funded programs only):

Each agency is required to provide quarterly return on investment program activities reports to the FDOE. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the FDOE within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary.

This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so legislative staff can review the results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the program for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the FDOE as specified in the grant agreement for payment purposes, please note, that this return-on-investment report is separate and apart from those requirements. All reports shall be submitted to the designated program manager in the Office of Grants Management (OGM) for the FDOE. All questions should be directed to the program manager.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line-item cost.

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

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at:

<http://www.fl DOE.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.stml>.

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

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

Financial Consequences

The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant 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 sub-recipient redo the work or terminate the grant. 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 sub-recipient 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 be kept secure.

Unallowable Expenses:

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.

Grant funds may not be used for **indirect costs** or other costs not allowable for state programs.

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.

Examples of unallowable expenditures:

- 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
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Indirect costs

Eligible agency must adhere to the State of Florida, 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

Please contact the Grant Manager for questions regarding unallowable expenses by email at Kimberley.Epps-Laury@fldoe.org, or by phone at 850-245-9482.

Equipment Purchases

Any equipment purchased under this program must follow the Reference Guide for State Expenditures, https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

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.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

Method of Answering Frequently Asked Questions

If you have questions related to this request for proposal, email Kimberley Epps-Laury, Kimberley.Epps-Laury@fldoe.org.

To ensure that all eligible providers have access to the questions and answers, this information will be posted.

All Frequently Asked Questions will be posted on the Program Office website at:

<https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/2022-2023-funding-opportunities/>

The last date that questions will be answered is **Friday, September 16, 2022**.

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

Narrative Section

Project Design-Narrative

A. To receive a PIPELINE District award, agencies must submit the following:

1. DOE 100A, Project Application Form (PDF)

- Enter the amount listed in Attachment B - PIPELINE District Fund Allocation Chart
- Must be signed by the agency head or other authorized person

2. PIPELINE Project Performance Accountability Form

- Submit the form as provided in the attachment section.

3. A List of State fundable Career and Technical Education (CTE) Programs (Tab A - Excel)

- Tab - A: Complete the chart by providing a list of all anticipated State fundable CTE programs PIPELINE District funds will be used to support.

4. Budget Narrative 101S (Tab B - Excel)

- Agencies have local discretion regarding which State fundable Career and Technical Education (CTE) programs PIPELINE District funds will be used to support.
- Tab - B: Complete the DOE 101S Budget Narrative Form, Account Title and Narrative. All funds requested by the agency must be included on this form.
- Enter the specific Program Number for all budgetary line items supported with these funds.

B. How to submit the PIPELINE District Fund application to FDOE:

Agencies must submit all documents to FDOE via the **OGM ShareFile** system in folder #1 TAPS# 23B132.

1. DOE 100A, Project Application Form

Agency must complete the form and submit it with a signature from the agency head or other authorized person. Application DOE 100A form must be saved as a PDF file and renamed using the following naming convention:

- 999_22-23PIPELINE_DOE100A.pdf.
- Replace the number “999” with your agency grant number

2. PIPELINE Project Performance Accountability Form

- Copy as a PDF and submit the form

3. PIPELINE Excel Workbook:

The Excel Workbook includes the following tables/forms that must be completed:

a. Title Page

Agencies must identify their Grant Number from the “drop down” menu. The following data elements will auto-populate: allocation amount, agency name and TAPS#.

b. Tab A - State Fundable Career and Technical Education (CTE) Programs Chart

c. Tab B - DOE 101S, Budget Narrative Form

Applicants must provide one DOE 101S, Budget Narrative Form, **Account Title and Narrative**. All funds requested by the agency must be included on this form (see attachment B – PIPELINE District Fund Allocation Chart)

Application PIPELINE District Excel workbook must be saved as an “Excel” file and renamed using the following naming convention:

- 999_22-23PIPELINE_Workbook.xlsx
- Replace the number “999” with your agency grant number

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 (PIPELINE excel workbook).
- 3) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with 668.50(2)(h), F.S.
 - **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.
- 4) Application must be submitted electronically to the Office of Grants Management via SHAREFILE Folder #1 TAPS# 23B132.
- 5) Save the grant application as a PDF and Excel documents and use the following naming convention: TAPS#23B132 PIPELINE District.

Compliance Monitoring:

FDOE will evaluate the effectiveness of PIPELINE activities based approved performance reports. FDOE staff monitors recipients’ compliance with program and fiscal requirements according to applicable State of Florida laws, rules and regulations specified.

Method of Review

- Eligible recipient applications will be reviewed for approval by FDOE staff.
- Eligible recipients may be asked to revise and/or change content stated in their application to be approved for funding.
- In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement and Division of Career and Adult Education (DCAE) Program Manager.
- The **Application Review Checklist** found in the **Attachments** section will also be used by FDOE staff to review applications.

Attachments

- **Project Performance Accountability Form**
- **DOE 100A, Project Application Form**
- **PIPELINE District Allocation Chart**
- **Application Review Checklist**

PIPELINE Project Performance Accountability Form

**Submit this form with the grant application
(DO NOT ALTER THIS FORM)**

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables	Evidence (verification)	Due Date (completion)	Unit Cost
• Expend funds on State fundable CTE programs.	Expend funds to enhance School district postsecondary technical career centers programs. Agencies have local discretion regarding which <u>State fundable Career and Technical Education (CTE) programs</u> these funds will support.	• Grant Activity Summary Report • DOE399 (FDOE Project Disbursement Report) • PIPELINE District Fund Performance Report	Quarterly Fiscal and Performance Reports: • October 15, 2022 • January 15, 2023 • April 15, 2023 • August 22, 2023	• Cost reimbursement • Agencies will provide a DOE399 to validate the actual cost.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education upload into Office of Grants Management (OGM) ShareFile folder#1 23B132	A) Program Name: 2022-2023 Specific Appropriation 120A, Aid to Local Governments – Grants and Aids – Nursing Education from General Revenue Fund, PIPELINE Fund TAPS NUMBER: 23B132	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ <hr style="border: 1px solid black; width: 200px; margin-left: 0;"/> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px; display: inline-block;">DOE USE ONLY</div>	D) Applicant Contact & Business Information	
	Contact Name: Fiscal Contact Name:	Telephone Numbers: E-mail Addresses:
	Mailing Address:	DUNS number: FEIN number:
CERTIFICATION		
I, _____, (<i>Please Type Name</i>) 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



Instructions for Completion of DOE 100A

- A. If not pre-populated, enter the name and TAPS number of the program for which funds are requested.
- B. Enter the name and mailing address of the eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C. Enter the total amount of funds requested for this project.
- D. 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.
- E. **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 DOE 100A when the application is submitted.**

2022-2023 PIPELINE DISTRICT ALLOCATION CHART

Agency Name	Allocation Amount
Bay County School Board	\$ 318,645
Bradford County School Board	\$ 659,385
Broward County School Board	\$ 2,057,241
Charlotte County School Board	\$ 618,774
Citrus County School Board	\$ 320,923
Collier County School Board	\$ 863,554
Miami-Dade County School Board	\$ 1,538,767
Gadsden County School Board	\$ 216,216
Hillsborough County School Board	\$ 841,530
Indian River County School Board	\$ 759,957
Lake County School Board	\$ 697,150
Lee County School Board	\$ 1,443,511
Leon County School Board	\$ 503,363
Manatee County School Board	\$ 543,771
Marion County School Board	\$ 855,641
Okaloosa County School Board	\$ 460,453
Orange County School Board	\$ 572,551
Osceola County School Board	\$ 467,391
Pinellas County School Board	\$ 1,142,737
Polk County School Board	\$ 1,400,698
Saint Johns County School Board	\$ 854,507
Santa Rosa County School Board	\$ 519,165
Sarasota County School Board	\$ 655,039
Suwannee County School Board	\$ 288,931
Taylor County School Board	\$ 405,275
Walton County School Board	\$ 316,384
Washington County School Board	\$ 678,441
Total	\$ 20,000,000

**PIPELINE DISTRICT Specific Appropriations 120A Program Funds
2022-23 State Appropriation, Section 120A Aid to Local Governments**

APPLICATION REVIEW CHECKLIST

- **Place all items requested in the order indicated below.**
- Include only the items requested. (Do not include **Instructions** pages).
- Include this form in the application package.

Place in the following order	Item	DOE Staff	
		Complete	Incomplete
		✓ Check appropriate box below	
1	DOE 100A, Project Application – with authorized signature (PDF)		
2	PIPELINE Project Performance Accountability Form		
3	PIPELINE DISTRICT Workbook (Excel) a. Tab - A: State Fundable Career and Technical Education (CTE) Programs Chart b. Tab - B: DOE 101S, Budget Narrative Form		
4	Application Review Checklist		