

# FLORIDA DEPARTMENT OF EDUCATION

**2024–25 Request for Application (RFA) — Discretionary Non-Competitive**

**Perkins V Career and Technical Education (CTE)**

**Equipment Upgrade and Modernization (EUM) Grant**

Bureau / Office

Division of Career and Adult Education

TAPS Number

**25B143**

Program Name

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

Upgrade and Modernization Grant

Specific Funding Authority(ies)

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 State Plan for 2020–2024 was approved by the United States Department of Education (US ED) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V), herein known as "Perkins V.”

To view Florida’s Perkins V Four-Year State Plan, visit the FDOE Perkins page: <http://www.fldoe.org/perkins>.

Funding Purpose / Priorities

This grant offers funds to agencies that have a current need for equipment upgrades and modernization for an established postsecondary Perkins-V CTE Program. These funds will assist agencies in meeting industry standards, which will better equip students for future job opportunities in high-demand fields. In addition to high-skill, high-wage, in-demand jobs, the EUM grant also seeks:

* To support an efficient and effective of funds.
* To provide solutions for a variety of educational and economic priority needs in Florida.
* To meet needs not readily addressed by other funding sources.

Please especially note the following:

* The focus of this grant is maintaining industry standards for existing programs rather than expansion.
* In the current program year, there is no distinction between upgrading and modernization.
* Requests must be: 1) Perkins-eligible, and 2) meet a need identified on the Perkins Comprehensive Local Needs Assessment (CLNA).
* No administrative or indirect costs are permitted, and funds may not be used for fixed capital costs.
* EUM funds may be used in conjunction with other funds, but may not used as a substitute funding source for items listed on the Perkins V Entitlement Grant application.
* A Perkins V Entitlement Grant application for the current year must be received, and all required Program Improvement Plans must be approved, to be eligible.

Total Funding Amount

$5,923,850

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

Upon receipt and approval of application through June 30, 2025

Target Population(s)

Postsecondary career and technical education students.

Eligible Applicant(s)

Postsecondary agencies invited to apply based on their Concept Pitch Proposal reviews. (Attachment A)

Application Due Date

**Monday, November 18, 2024 at 5:00 PM Eastern Time. 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.**

Matching Requirement

None

Contact Persons

**Program Contact** **Grants Management Contact**

Dr. John Nelzén Phyllis White

Program Specialist IV Grants Manager

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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.

**School Districts, Community Colleges, Universities, and State Agencies**

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

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

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

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

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). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

**Fiscal Records Requirements and Documentation**

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

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

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

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

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

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report 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.

**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.

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.

* 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
* Furniture
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Tuition
* 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>

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, <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 FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

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

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 to 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 101 Budget Narrative Form**](https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml)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

Administrative costs; including indirect costs, are not allowed.

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>

**Support for Reading/Strategic Imperatives (FDOE Requirement)**

Eligible recipients must 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>

**Instructions for Submitting the Application and Completing the Application Narrative**

**Please note:**

* Responses should be clear and concise.
* The application and all required forms must be submitted electronically to the Office of Grants Management via ShareFile Folder #1 TAPS# 25B143. (Folder may appear as XXB143.)

How to submit the grant application documents:

**Agencies** will upload two (2) separate files via ShareFile.

1. PDF File: Submission Naming Convention: XXX-Agency Name-EUM

Arrange the documents in the PDF in the order listed below.

* + - * DOE 100A, Project Application Form, signed by the agency head or other authorized person. (Attachment C)
			* Assurances Form, signed by the agency head or other authorized person (Attachment B)
			* DOE 610 Form (if applicable)
1. Word Document: Submission Naming Convention XXX-Agency Name-EUM
	* + - Support for Reading/Strategic Imperatives

**FDOE** will attach the agency’s previously submitted Concept Pitch narrative, DOE 101S Budget Narrative Form, and Projected Equipment Purchase Form.

All required forms must 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 document is uploaded by the individual signing the document.

For a list of all items that must be included in the application package, see the **Application Review Criteria and Checklist** in the **Attachments** section.

**Federal Programs - General Education Provisions Act (GEPA**) **(Federal Requirement)**

The agency head’s certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements, incorporated herein by reference, to ensure equitable access to and participation of students, teachers, and other program beneficiaries with special needs. GEPA requirements may be accessed at: <https://www.govinfo.gov/content/pkg/USCODE-2020-title20/html/USCODE-2020-title20-chap31-subchapII-part2-sec1228a.htm>.

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 DOE 100A Project Application Form.
3. All required forms must have the assigned TAPS Number included on the form.
4. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
5. Application must be submitted electronically to the Office of Grants Management via ShareFile.

**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 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.

Attachments

1. **Allocation Chart**
2. **DOE 100A, Project Application Form**
3. **Assurances Form**
4. **Application Review Criteria and Checklist**

**Attachment A**

**EQUIPMENT UPGRADE AND MODERNIZATION ALLOCATION CHART**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name** | **Career Cluster** | **Program Name** | **Amount** |
| Collier County School District | Transportation, Distribution & Logistics | Automotive Service Technology 1 | $170,000 |
| Collier County School District | Architecture & Construction | Drafting | $170,124 |
| Escambia County School District | Law, Public Safety & Security | Florida Law Enforcement Academy | $118,782 |
| Lake County School District | Law, Public Safety & Security | Firefighter/Emergency Medical Technician Combined | $238,625 |
| Manatee County School District | Architecture & Construction | Electrician | $204,100 |
| Pinellas County School District | Manufacturing | Machining Technologies | $242,950 |
| Polk County School District | Transportation, Distribution & Logistics | Diesel Systems Technician 1 | $222,570 |
| St. Johns County School District | Transportation, Distribution & Logistics | Diesel Systems Technician 1 | $249,451 |
| St. Johns County School District | Manufacturing | Welding Technology | $240,758 |
| Taylor County School District | Manufacturing | Millwright 1 | $209,345 |
| Walton County School District | Transportation, Distribution & Logistics | Automotive Service Technology 1 | $130,662 |
| Washington County School District | Law, Public Safety & Security | Florida Law Enforcement Academy | $214,010 |
| Daytona State College | Manufacturing | Welding Technology | $249,952 |
| Eastern Florida State College | Transportation, Distribution & Logistics | Aviation Powerplant Mechanics | $239,630 |
| Eastern Florida State College | Law, Public Safety & Security | Fire Science Technology | $250,000 |
| Florida Gateway College | Law, Public Safety & Security | Florida Law Enforcement Academy | $150,000 |
| Florida State College at Jacksonville | Transportation, Distribution & Logistics | Commercial Vehicle Driving | $194,561 |
| Hillsborough Community College | Transportation, Distribution & Logistics | Automotive Service Technology | $96,770 |
| Hillsborough Community College | Manufacturing | Engineering Technology | $229,000 |
| Pasco-Hernando State College | Architecture & Construction | Computer-Aided Drafting and Design | $184,091 |
| Pasco-Hernando State College | Law, Public Safety & Security | Firefighter | $242,610 |
| Santa Fe College | Transportation, Distribution & Logistics | Automotive Service Management Technology | $245,955 |
| Seminole State College of Florida | Information Technology | Computer Programming and Analysis | $159,090 |
| St. Petersburg College | Law, Public Safety & Security | Firefighter/Emergency Medical Technician Combined | $247,835 |
| St. Petersburg College | Arts, A/V Technology & Communication | Music and Sound Production Technology | $249,289 |
| State College of Florida, Manatee-Sarasota | Manufacturing | Engineering Technology | $246,159 |
| State College of Florida, Manatee-Sarasota | Arts, A/V Technology & Communication | Photographic Technology | $237,861 |
| Tallahassee State College | Transportation, Distribution & Logistics | Commercial Vehicle Driving | $200,000 |
| Valencia College | Information Technology | Computer Programming and Analysis | $89,670 |
|  |  | **TOTAL** | **$5,923,850** |

**FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION**

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of Education upload into Office of Grants Management (OGM) ShareFile folder#1 24B143 | **A) Program Name:**Perkins V Career and Technical Education (CTE)Equipment Upgrade and Modernization Grant**TAPS NUMBER:**25B143 | **DOE USE ONLY**Date Received |
| **B) Name and Address of Eligible Applicant:** |
| **Project Number (DOE Assigned)** |
| **C) Total Funds Requested:**$DOE USE ONLY  | **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 the name and TAPS number of the program for which funds are requested.
2. 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.
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 DOE 100A when the application is submitted.**

DOE 100A

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**Attachment C**

**ASSURANCES FORM**

Applicants must thoroughly read the assurances to determine whether to submit an application for the Equipment Upgrade and Modernization (EUM) grant. If awarded funds, the applicant will become a grantee and must agree to all terms and conditions.

* The agency understands that the EUM grant is a one-time, non-recurring grant to be used for the upgrade or modernization of equipment for existing career and technical education programs.
* Funding sources for this equipment have been evaluated. The amount requested cannot be provided by another source. The amount received from this grant may be combined with other sources, but it must supplement and not supplant.
* The program(s) funded with the EUM grant are determined to be Perkins fundable, having met all size, scope and quality and labor market alignment requirements as documented in the agency’s current program year Entitlement Grant.
* Equipment availability through the vendor has been researched. The equipment will be purchased, installed, and available for use by students before June 30 of the current program year.
* There is to be no extension for the use of grant funds after June 30 of the current program year.
* The agency understands that changes or amendments modifying the agency’s pitch, project scope, or budget will not be accepted.

**I certify that I have reviewed, understand, and agree to comply with the above assurances.**

Name of Agency Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Agency Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Strengthening Career and Technical Education for the 21st Century Act**

**(Perkins V), Equipment Upgrade and Modernization (EUM) Grant**

APPLICATION REVIEW CRITERIA AND CHECKLIST

* **Place all items requested in the order indicated below**.
* All eligible providers must submit all documents electronically to FDOE Office of Grants Management in the established ShareFile Folder #1 XXB143, by the due date.
* 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.

|  |  |
| --- | --- |
| **Place in the following order** | **Item** |
| **1** | DOE 100A, Project Application – with original signature (PDF) |
| Assurances – with original signature (PDF) |
| **2** | Support for Reading/Strategic Imperatives (Word Document) |
| **Attached by FDOE from prior EUM Concept Pitch submission**  |
| **4** | Narrative Section (includes the Screening Questionnaire, Applicant Information, and Postsecondary Questionnaire) |
| **5** | Budget Narrative Form, DOE 101S |
| **6** | Projected Equipment Purchases Form OR other equipment documentation |