

# FLORIDA DEPARTMENT OF EDUCATION

# Request for Proposal (RFP Discretionary)

## State Appropriation, Section 125A

## Pathways to Career Opportunities Grant Program

### Revised 8-23-19: Budget Narrative Example

### Sample Work Plan Table attached

### Work Plan Table attached

#### Bureau / Office

Division of Career and Adult Education

#### Program Name

Pathways to Career Opportunities

#### Specific Funding Authority(ies)

2019 General Appropriations Act, Appropriation Number 125A

Aid to Local Governments – Grants and Aids – Pathways to Career Opportunities Grant from General Revenue Fund

#### Funding Purpose / Priorities

The funds may be used to establish new registered apprenticeship or preapprenticeship programs, or expand existing registered apprenticeship or preapprenticeship programs. A new program is defined as the development of a new registered apprenticeship or preapprenticeship program. A program expansion is defined as an increase in overall capacity to enroll additional apprentices in a currently registered apprenticeship program or preapprentices in a currently registered preapprenticeship program.

#### Total Funding Amount

$7,000,000

* This is the first of two competition periods. The second request for proposal is expected to be released in November 2019 for $3 million; the specific grant information will be released at a later date.

#### Proposal Requirements

* An applicant must submit a separate grant proposal for each new program or expansion program being proposed.
* All registered apprenticeship programs or preapprentices programs must comply with Florida Department of Education (FDOE) requirements for approval of programs.
* **A notice of intent-to-apply is required for each grant proposal to be considered and must be submitted to FDOE by September 6, 2019 (see instructions on page 18).**
* Awarded grants of **new program proposals** must be prepared to submit the program standards to FDOE within 120 days of issuance of the grant award notification. Failure to meet this requirement will directly impact eligible recipients’ ability to access grant funds.
* Awarded grants of **expansion program proposals** must be prepared to employ new apprentices or train new preapprentices within 120 days of issuance of the grant award notification. Failure to meet this requirement will directly impact eligible recipients’ ability to access grant funds.
* Proposals must specify the primary apprenticeship region being served by the new program or expansion program. In an effort to maximize statewide representation, the goal is to grant at least one award in each of the six apprenticeship regions. If the best applicant in a region meets a minimum score of 80 points, the Department may award that applicant out of rank order; however, the Department reserves the authority to award other higher-scoring applicants in rank order, notwithstanding this provision. See attachment section for the list of apprenticeship regions and corresponding counties.

#### Type of Award

Discretionary Competitive

#### Budget / Program Performance Period

July 1, 2019 - June 30, 2020

#### Target Population(s)

Apprentices or preapprentices registered in an FDOE-approved apprenticeship or preapprenticeship program. Potential apprentices or preapprentices that will be registered in an FDOE-approved apprenticeship or preapprenticeship program.

#### Eligible Applicants

* Public High Schools
* School District Career Centers
* Charter Technical Career Centers
* Florida College System Institutions
* Other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in s. 446.021

#### Application Due Date

September 30, 2019

The due date refers to the date of receipt in the Office of Grants Management. Proposals **must** be received within **FDOE no later than the close of business (5pm EDT) on the due date**.

**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 Grants Management Contact

Gloria Spradley-Brown Sue Wilkinson

Bureau Chief Director

850-245-9053 850-245-0712

[Gloria.Spradley@fldoe.org](mailto:Gloria.Spradley@fldoe.org)[Sue.Wilkinson@fldoe.org](mailto:Sue.Wilkinson@fldoe.org)

#### Assurances

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

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

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

**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 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>.

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link: <https://web01.fldoe.org/TrainingAssessment/SignOn/Home.aspx>. Non-participation in the training program may result in termination of payment(s) until training is completed.

#### Funding Method

#### Other – For Non-public Entity

Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period.  To receive subsequent payments, at least 90% of the amount advanced must be reported on the DOE 399 and supported by appropriate documents, including copies of invoices, timesheets, receipts, etc. **For projects developing a new apprenticeship or preapprenticeship program, no more than 50% of the total award may be advanced or paid until the sponsor has submitted the standards of apprenticeship or standards of preapprenticeship to the Florida Department of Education and the Florida Department of Education has approved and registered the program. For projects to expand existing apprenticeship or preapprenticeship programs, no more than 50% of the total award may be advanced or paid until the expanded program, including classes or training for the additional apprentices or preapprentices, has begun**.

#### Other - For 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. **For projects developing a new apprenticeship or preapprenticeship program, no more than 50% of the total award may be advanced or paid until the sponsor has submitted the standards of apprenticeship or standards of preapprenticeship to the Florida Department of Education and the Florida Department of Education has approved and registered the program. For projects to expand existing apprenticeship or preapprenticeship programs, no more than 50% of the total award may be advanced or paid until the expanded program, including classes or training for the additional apprentices or preapprentices, has begun.**

#### 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 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 [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

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

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 date specified on the DOE 200 form, Project Award Notification.

#### Allowable Expenses:

Grant funds may be used for instructional equipment, supplies, personnel, student services, and other expenses associated with the creation or expansion of an apprenticeship program.

Examples of allowable expenditures:

* Instructional materials
* Instructional equipment
* Curriculum development
* Supplies and consumables
* Industry certification examinations
* Recruitment and orientation activities
* Basic literacy/skills assessments
* Personnel (with the exception of recurring costs associated with instruction) associated with student services, and other expenses associated with the creation or expansion of an apprenticeship program

#### Unallowable Expenses:

Funds may not be used for recurring instructional costs or indirect costs, or costs not allowable for state programs per the Reference Guide for State Expenditures, which may be found at <https://www.fcadv.org/sites/default/files/Reference%20Guide%20For%20State%20Expenditures.pdf>.

Examples of unallowable expenditures:

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. Grant recipients are expected to consult with the FDOE program office with questions regarding allowable costs.

* Instructor/teacher salaries
* Proposal preparation including the costs to develop, prepare or write the proposal
* Pre-award costs
* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g., retreats)
* 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 (e.g., buildings)
* Purchase of vehicles for non-instructional purposes (e.g., buses, vans, cars)
* Land acquisition
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Tuition
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences)
* Dues to organizations, federations or societies for personal benefit
* Clothing or uniforms (non-instructional)
* Any cost which has been budgeted to be paid for from another grant source (example: Federal apprenticeship grant program, CareerSource grant)

#### Equipment Purchases

Any equipment purchased under this program must follow the Reference Guide for State Expenditures, <https://www.fcadv.org/sites/default/files/Reference%20Guide%20For%20State%20Expenditures.pdf>.

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

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

#### 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>.

## PROJECT DESIGN NARRATIVE SECTION

|  |
| --- |
| **Instructions and Submission Requirements** |
| 1. Before inserting any text or information into the application narrative section, forms and charts, save the pages/charts/forms in Word on your computer. 2. NARRATIVE COMPONENTS (1-8) MAXIMUM PAGE LIMIT 20. Any pages that exceed the 20-page maximum will not be included in the evaluation. This does not include any required forms or other requested information that must be included in the application package.   Narrative Component response format:  a) Use size 12-point Arial font  b) Margin size - 1” – both sides and top/bottom margins  c) Double spaced  d) Single-sided pages  e) Complete the narrative using the same sequence presented in the **Narrative Components** section.  f) Responses should be brief, clear and concise.   1. A list of all items to be included in the application, **Application Review Criteria and Checklist**, is included in the Attachments section of the RFP. All application items must be placed in the order specified in the **Application Checklist** section (see the last page of this RFP document). 2. Submit:  * One application with original signatures; * Nine copies of the application; * Secure the original and all copies individually with a removable binder clip in the upper left hand corner of each document – do not staple or spiral bind; and * Do not include covers, tabs or other items that will prevent ease of photocopying. Do not submit unrequested materials such as: DVDs, newspaper clippings, brochures and/or agency manuals. * Note: It is the submitting agency’s responsibility to ensure that all copies included in the application package are complete.  1. Applications that are late, faxed or e-mailed will not be reviewed or scored. |

**Within each narrative component are criteria. These are the bulleted, italicized statements used by proposal reviewers to assess and score each narrative component.**

**1. Project Abstract or Summary (No points)**

1. **Complete the following summary for the proposed project:**

|  |  |
| --- | --- |
| **Type of Project** | **New or Expansion (select one)** |
| Type of Apprenticeship | Registered Apprenticeship or Florida approved Preapprenticeship (select one) |
| Identify the Region Being Served by the Project.  (*See attachment labeled “List of Apprenticeship Regions and Corresponding Counties” for the region list and map*.) |  |
| Type of Eligible Applicant  *(see list of eligible applicants, page 2 of this RFP)* |  |
| Apprenticeship or Preapprenticeship Program Name |  |
| Apprenticeship or Preapprenticeship Program Number  *(Respond if this is an expansion project; respond with N/A if this is a new proposed program.)* |  |
| Identify the Registered Apprenticeship Program that is sponsoring the proposed new or expanded Preapprenticeship Program.  *(Respond if this is a preapprenticeship project; otherwise respond with N/A.)* |  |
| Estimated Program Length of the Apprenticeship or Preapprenticeship Training Program *(in years)* |  |
| Anticipated Date of Apprenticeship or Preapprenticeship Program Approval  *(Respond if this is a new proposed program; respond with N/A if this is a proposed expansion program.)* |  |
| Anticipated Date When Program Begins Training for New or Expanded Apprenticeship or Preapprenticeship Program |  |
| List of all occupations for which apprentices or preapprentices are trained.  *(Identify the specific 2010 Standard Occupational Classification (SOC) Code and SOC Title for each occupation the proposed program trains for.)* |  |
| Identify any related technical instruction partnerships with an LEA  *(Identify the school district or FCS institution that will provide the related technical instruction; respond with N/A if the employer is providing the related technical instruction.)* |  |
| List location(s) of the Apprenticeship or Preapprenticeship training being provided.  *(physical address, city, zip code)* |  |
| Provide the number of Apprenticeship or Preapprenticeship Training Capacity (slots) available in the program in 2018-2019.   * Do not respond with headcount served in 2018-2019   *(Respond if this is an expansion project; respond with N/A if this is a new proposed program.)* |  |
| Increase in Apprenticeship or Preapprenticeship Training Capacity *(Identify the number of new apprenticeship or preapprenticeship trainee spots in 2019-2020 that will be added/created as a result of grant funds.)* |  |
| Collaborative Partnerships: The collaborative partners (i.e. businesses, workforce intermediaries (such as industry associations or labor organizations), educational institutions, the public workforce system, and other key community organizations) identified for the proposed project and the key contributions each partner is making towards the success of the program.  *(Must attach any Memorandum of Outstanding (MOU) between Local Education Agency and the Apprenticeship Sponsor)* |  |

**B. Provide the following narrative for the proposed project:**

* Description of the applicant and the applicant’s experience, qualifications, and demonstrated effectiveness with registered apprenticeship or preapprenticeship training.

**2. Project Need** **(30 points)**

Describe the workforce need in the region (identified in the project abstract) for additional skilled employees in the occupations identified in the project abstract, including current statewide and/or regional employment projections for those occupations.

*Criteria*

* *The response provides compelling evidence of the workforce need in the region for the occupation(s) being trained by the project.*
* *The need is evident, compelling, and clearly linked to the outcome(s) of the project.*
* *The need for the project is strongly justified through supportive local data including past and anticipated vacancies in the fields for which apprentices or preapprentices will be training.*

**3. Project Design and Implementation (20 points)**

1. **Describe the enrollment and performance outcomes expected for the project using the following charts:**

**Apprenticeship or Preapprenticeship Enrollment by Occupation Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Number of Apprentices or Preapprentices** | | | | |
| **Occupation/Trade** | **2017-18 1** | **2018-19 1** | **2019-20** | **2020-21** | **2021-22** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL FOR ALL OCCUPATIONS** |  |  |  |  |  |

1 # Apprentices or Preapprentices = Unduplicated count of registered apprentices or preapprentices in the occupation for the program sponsor. 2017-18 and 2018-19 data is requested for baseline comparison purposes for existing and expansion program proposals.

#### Anticipated Apprenticeship or Preapprenticeship Completers by Occupation Table

**This table must only include projected completers expected as result of the increased capacity created by this new or expansion project.**

**The information the applicant provides in this table will be used to assign a “cost per completion” calculation for bonus points (see page 16).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Number of New Apprenticeship or Preapprenticeship Program Completers 2** | | | | | **Sum of 2019-20 to 2023-24** |
| **Occupation/Trade** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL FOR ALL OCCUPATIONS** |  |  |  |  |  |  |

2 # Completers = Unduplicated count of anticipated registered apprentices or preapprentices who will complete the program and will be issued an apprenticeship certification of completion or a preapprenticeship training certificate from the Florida Department of Education. The number should reflect new apprentices or preapprentices completers and may not include apprentices or preapprentices who were being served in the baseline enrollment years.

*Criteria*

* *The Enrollment by Occupation Table is completed and demonstrates the impact of the proposed expansion in each occupation for which apprenticeship or preapprenticeship training is being provided.*
* *The Completions by Occupation Table is completed and demonstrates the impact of the proposed expansion in each occupation for which apprenticeship or preapprenticeship training is being provided.*

1. **Describe the project design and implementation plan, including measurable objectives, activities, and timeline for the project.**

Use the **Work Plan Table Form** in the attachment section to provide an overview of activities, timelines, and key milestones. The work plan must be specific, realistic, and consistent with measurable activities and outcomes (identified in the projected enrollment and completion tables in 3A) and must include all of the following:

* **Project Goal(s):** The overarching project achievements that will be pursued.
* **Key Objective(s):** The major activities of the apprenticeship or preapprenticeship expansion strategies, including timeframes for expanding existing apprenticeship or preapprenticeship programs, deployment of new apprenticeship or preapprenticeship programs, and/or enrollment of new participants in apprenticeship or preapprenticeship training.
* **Outcome(s) and Deliverable(s):** The key outcomes and deliverables associated with the project (i.e. number of participants served or to be served, the required quarterly and final project report, and other outcomes and deliverables of the project).
* **Milestone(s), Timeframe(s) and Deliverable Date(s):** The key markers of grant progress. These are typically expressed in the form of an action or event marking a significant change or stage in development.
* **Grant Project Cost:** The amount of funds budgeted to achieve this deliverable.

**Work Plan Table\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT GOAL #1:** |  | | |
| **Key Objective(s):** |  | **Lead/Support Implementer (s)** | **Department of Education** |
| **Outcomes and Deliverable(s):** |  | | |
| **Milestones** | **Timeframe** | **Deliverable Dates** | |
|  |  | **Start:** |  |
|  |  | **End:** |  |
|  |  | Grant Project Costs | |
|  |  | **Project Goal #1** |  |
|  |  |
|  |  |
|  |  | **TOTAL** |  |

\*\* Use the **Work Plan Table Form** in the attachment section to respond to the narrative.

*Criteria*

* The project goal is aligned with the purposes/priorities of this funding opportunity.
* The objectives are measurable, qualitative, challenging, yet achievable, and address all outcomes of the project.
* The milestones and timelines are specific, realistic, and consistent with measurable objectives and outcomes.
* The collaborative partnerships for developing and implementing the project are realistic and likely to be successful.
* The specific role, activities and expected contributions of each of the partners are clearly outlined and show strength to support the program.
* The milestones and timelines are specific and realistic in order to achieve the project goal.

**4. Participant Recruitment, Selection and Retention (10 points)**

Describe how apprentices or preapprentices will be recruited, selected and retained for the project including the affirmative methods the project will employ to reach a larger and more diverse pool of apprentices, including women, minorities, veterans and individuals with disabilities.

*Criteria*

* The *recruiting strategy describes the demographics and geographic location(s) of the target population.*
* *The number of proposed new apprentice or preapprentice recruitments is realistic and achievable for the proposed program.*
* *The apprentice or preapprentice selection criteria is clearly defined.*
* *The strategies for apprentice or preapprentice services (for advising, tutoring, and academic intervention for retention in the program) are detailed.*
* *A comprehensive recruitment, selection and retention plan, which includes underrepresented non-traditional candidates, is clearly demonstrated.*

**5. Apprenticeship or Preapprenticeship Training Plan (20 points)**

1. Describe which approach (time-based approach, competency-based approach, hybrid approach (time-based and competency-based)) the program will use to structure and deliver the apprenticeship or preapprenticeship program.
2. Describe the core components of the proposed project’s training plan, which, at a minimum, must address the following:

* Employer participation- Provide a detailed description of the employer(s) and their respective roles and responsibilities in carrying out a comprehensive training plan.
* Related Technical Instruction –Provide a detailed description that, at a minimum, addresses the following:
  + Design of the related technical instruction to provide the apprentice or preapprentice with knowledge of the theoretical and technical subjects related to the occupation(s) training program.
  + Instructional delivery method (classroom based, distance education, correspondence courses, etc.) the project will utilize.
  + Entity providing the instruction (i.e. school district, state college, other educational institution, apprenticeship program itself). If an applicant is partnering with an LEA (public school district or state college) for the related technical instruction, provide information on the roles and responsibilities of the grant applicant and the LEA with regard to the operation of the program.
  + Minimum requirements for faculty/instructors of related technical instruction and the professional development opportunities (instructional methods, assessment, and differentiated instruction) provided to support faculty/instructors.
* Structured on the job training (OJT) (if applicable)- Provide a detailed description of the OJT component of the program that, at a minimum, addresses who will provide OJT, the ratio of apprentices to journey worker/mentor, where OJT will be provided, and how the OJT component will be monitored by the apprenticeship sponsor or participating employer.
* Rewards for Skill Gains (if applicable) – Describe the progressive wage structure and schedule that will be utilized by the apprenticeship program or preapprenticeship program.

*Criteria*

* *The delivery approach described in 5A is consistent with the component descriptions provided in 5B.*
* *The overall training plan description is comprehensive, evident, compelling, and clearly linked to the goals of the project.*
* *The OJT component (if applicable) has been structured to ensure apprentices or preapprentices complete their program on time.*
* *The wage structure and schedule (if applicable) is progressive in nature and explains how wages are increased.*
* *The roles and responsibilities of employer(s) participating in the program are clearly delineated.*
* *Any staff training or faculty development is clearly related to the purpose and priorities of the project.*

**6. Budget (10 points)**

Present a budget that reflects objectives and proposed costs of the project on the DOE 101S Budget Narrative Form.

*Criteria*

* *The budget narrative form presents expenses that are realistic, accurate, clearly relate to and reflect project activities, objectives, and outcomes.*
* *The justifications for expenditures are reasonable and clearly explained.*
* *The required personnel, professional and technical services, and/or travel for the project are clearly and adequately explained.*

**7. Sustainability (10 points)**

Describe how the proposed project intends to ensure the sustainability and/or expansion of the program after the grant period ends.

*Criteria*

* *The applicant has a plan to sustain the program after the grant period ends.*
* *The plan to sustain the additional capacity for training apprentices or preapprentices is reasonable and clearly explained.*

**BONUS POINTS: Cost per Completer Calculation (FLDOE USE ONLY) (6 points)**

The Florida Department of Education will calculate a cost per completer and will assign up to 6 points to the proposal. This score will be added to the reviewer score to derive total points.

The cost per completer is defined as follows:

Cost per Completer = Total Funds Requested divided by the Sum of Completers from the Anticipated Completions by Occupation Table.

Points will be assigned as follows:

* + 6 points for projects in the top quartile (lowest cost per completer)
  + 4 points for projects in the second quartile
  + 2 points for projects in the third quartile
  + 0 points for projects in the fourth quartile (highest cost per completer)

#### Method of Review

The review of proposals will consist of the following process:

1. Request for Proposal (RFP) are due to the Florida Department of Education (Office of Grants Management) by 5:00 pm (EDT) on September 30, 2019.
2. A review committee process will be used to evaluate eligible proposals. Project proposals are screened by FDOE program staff to ensure conditions for acceptance in the RFP are addressed. Proposals that meet state requirements are evaluated and scored. Proposals not meeting all pre-screen requirements will not be reviewed.
3. Each proposal meeting the conditions for acceptance is reviewed and scored by a team of qualified reviewers representing professionals and stakeholders with education and/or apprenticeship experience.
4. Each grant proposal will be scored by independent reviewer(s), and scores will be averaged for the final review score.
5. Scoring Criteria are based on a 100-point scale, with a minimum score of 70 points required for an application to be considered eligible for funding, and the potential to earn 6 bonus points.
6. Cost per Completer Calculation Bonus Points: up to 6 points will be assigned to each eligible proposal. The Florida Department of Education (FDOE) staff will calculate the score. This score will be added to the reviewer score to derive total points.
7. Proposals with a final score of less than 70 (not including Bonus Points) are not eligible for funding consideration.
8. The proposals will be ranked in order from highest to lowest score, with a preference and goal to identify at least one proposal for award per apprenticeship region. If the best applicant in a region meets a minimum score of 80 points, the Department may award that applicant out of rank order; however, the Department reserves the authority to award other higher-scoring applicants in rank order, notwithstanding this provision. See attachment section for the list of apprenticeship regions and corresponding counties.
9. FDOE Staff will review recommended proposals for compliance with the programmatic and fiscal policy.
10. Awards are subject to the availability of funds.
11. **All awards are pending the Commissioner of Education’s final approval and the Commissioner may recommend an amount greater or less than the amount requested in the proposal.**

#### Return on Investment (State funded projects only)

The recipient 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 project 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 project 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 project manager for the FDOE. All questions should be directed to the project manager.

**Notice of Intent-to-Apply (Must Be Submitted by September 6, 2019)**

**The mandatory due date to notify the contact person, Judieth Taylor, of intent-to-apply is September 6, 2019. Send the notification by email, to** [Judieth.Taylor@fldoe.org](mailto:Judieth.Taylor@fldoe.org)**. Providing the intent-to-apply is required for an application to be considered. This notice should include the estimated number of proposals the eligible provider intends to submit. While submission of notice of intent to apply is mandatory, the actual number of proposals submitted may be adjusted. Eligible providers which file an intent-to-apply are not required to apply.**

#### ****Method of Answering Frequently Asked Questions or Providing Changes****

Submit questions by email to Judieth Taylor, at [Judieth.Taylor@fldoe.org](mailto:Judieth.Taylor@fldoe.org). The last date that questions will be answered is **September 4, 2019**. Answers to commonly asked questions will be posted to the Division’s website along with any revisions to the RFP.

#### Reporting Outcomes

**The grant recipients must submit quarterly reports for each funded proposal. Grant recipients will be provided a quarterly report template. These reports will be due on the following dates:**

* October 20, 2019
* January 20, 2020
* April 20, 2020
* July 20, 2020 (final project closeout report)

#### Financial Consequences

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

The awarded agency that fails to provide project deliverables and/or meet the scope of work as specified in the approved Scope of Work and Performance Based Deliverables Form will result in a partial payment and/or nonpayment, as appropriate.

Should the grantee fail to deliver the minimum requirements reflected in the scope of work, future advance payment request may be withheld from the date of noncompliance until each deliverable has met compliance. All quarterly scheduled payments must be sequential in order as identified in the deliverable payment schedule of this grant. If payment is withheld due to deliverable compliance requirement, no further payments may be paid out of sequence.

#### 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 RFP
2. Application includes required forms: DOE 100A Project Application Form and DOE 101S - Budget Narrative Form
3. All required forms must have the assigned TAPS Number included on the form
4. All required forms 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.**

1. Application must be submitted to:

Office of Grants Management

Florida Department of Education

325 W. Gaines Street, Room332

Tallahassee, Florida 32399-0400

# Attachments

* **State of Florida List of Apprenticeship Regions and**

**Corresponding Counties**

* **Sample Work Plan Table**
* **Work Plan Table**
* **Project Performance Accountability Form**
* **DOE 100A, Project Application Form**
* **DOE 101S, Example Budget Narrative Form**
* **Projected Equipment Purchases Form**
* **Application Review Criteria and Checklist**

**State of Florida**

**List of Apprenticeship Regions and Corresponding Counties**

**Region 1A**

Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

**Region 1B**

Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

**Region 2**

Brevard, Flagler, Lake, Orange, Osceola, Polk, Seminole, Sumter, Volusia

**Region 3**

Hernando, Hillsborough, Manatee, Pasco, Pinellas, Sarasota

**Region 4**

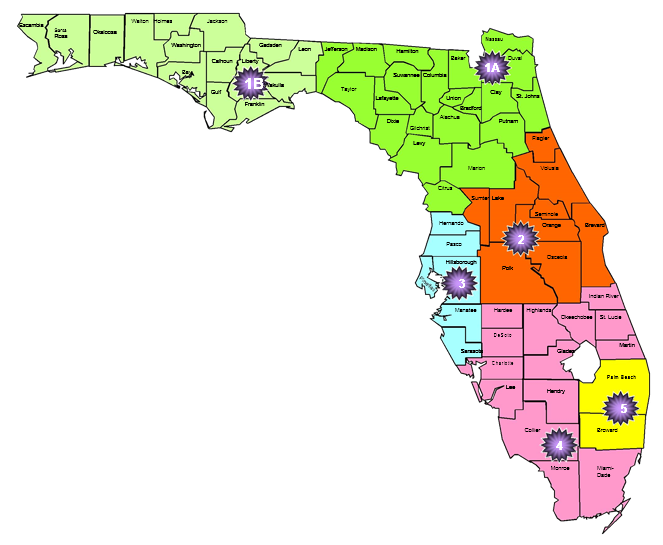
Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Indian River, Lee, Martin, Miami-Dade, Monroe, Okeechobee, St. Lucie

**Region 5**

Broward, Palm Beach

**State of Florida**

**Map of Apprenticeship Regions and Corresponding Counties**



**WORK PLAN TABLE**

Use the **Work Plan Table** to provide an overview of activities, timelines, and key milestones. The work plan must be specific, realistic, and consistent with measurable activities and outcomes (identified in the projected enrollment and completion tables in 3A) and must include all of the following:

* **Project Goal(s):** The overarching project achievements that will be pursued.
* **Key Objective(s):** The major activities of the apprenticeship or preapprenticeship expansion strategies, including timeframes for expanding existing apprenticeship or preapprenticeship programs, deployment of new apprenticeship or preapprenticeship programs, and/or enrollment of new participants in apprenticeship or preapprenticeship training.
* **Outcome(s) and Deliverable(s):** The key outcomes and deliverables associated with the project (i.e. number of participants served or to be served, the required quarterly and final project report, and other outcomes and deliverables of the project.)
* **Milestone(s), Timeframe(s) and Deliverable Date(s):** The key markers of grant progress. These are typically expressed in the form of an action or event marking a significant change or stage in development.
* **Grant Project Cost:** The amount of funds budgeted to achieve this deliverable.

**Sample Work Plan Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT GOAL #1** | **Build capacity to support long-term registered apprenticeship expansion efforts.** | | |
| **Key Objective(s):**  **1) Hire (1) Outreach Specialist**  **2) Update webpage**  **3) Register apprentices and apprenticeship programs** | **Conduct recruitment campaign to attract qualified candidates; Evaluate webpage and update to be more user-friendly; register new apprentices and programs.** | **Lead/Support Implementer(s)** | **Name of the Grant Recipient** |
| **Outcomes and Deliverable(s):**  **1) 1 new staff;**  **2) Updated webpage**  **3) 10 new registered apprentices** | **The primary activities for this first goal are to build capacity as noted for on-boarding 1 new staff member; to update the webpage to make more user-friendly. In addition to these large-scale activities, and register 10 apprentices.** | | |
| **Milestones** | **Timeframe** | **Deliverable Dates** | |
| Recruit and hire Apprenticeship Coordinator | Within first 5 months of Project award | **Start:** | **July 1, 2019** |
| Update Apprenticeship Section Webpage | Within first 5 months of Project award | **End:** | **June 30, 2020** |
| 10 new registered apprentices | First 12 months of project award | Grant Project Costs | |
|  |  | **Project Goal #1** | $120,000 |
|  |  |
|  |  | **TOTAL** | $120,000 |

**WORK PLAN TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT GOAL #1** |  | | |
| **Key Objective(s):** |  | **Lead/Support Implementer(s)** |  |
| **Outcomes and Deliverable(s):** |  | | |
| **Milestones** | **Timeframe** | **Deliverable Dates** | |
|  |  | **Start:** |  |
|  |  | **End:** |  |
|  |  | Grant Project Costs | |
|  |  | **Project Goal #1** |  |
|  |  |
|  |  |
|  |  | **TOTAL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT GOAL #2** |  | | |
| **Key Objective(s):** |  | **Lead/Support Implementer(s)** |  |
| **Outcomes and Deliverable(s):** |  | | |
| **Milestones** | **Timeframe** | **Deliverable Dates** | |
|  |  | **Start:** |  |
|  |  | **End:** |  |
|  |  | Grant Project Costs | |
|  |  | **Project Goal #2** |  |
|  |  |
|  |  |
|  |  | **TOTAL** |  |

* **Please Note:** Applicants may replicate this table in order to submit information on all activities and deliverables proposed during the period of performance.

Project Performance Accountability Information, Instructions, and Form

**NOTE: The following pages are included in the RFP (DOE 905D) template and are to be completed by the applicant.**

The Florida Department of Education has a standardized process for preparing proposals for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

**The Department’s project managers will:**

* track each project’s performance based on the information provided and the stated criteria for successful performance
* verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department’s project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis.

**The Scope of Work/** **Project Narrative** must include the specific tasks that the grantee is required to perform.

**Deliverables must:**

* be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
* identify the minimum level of service to be performed
* be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*) Evidence or proof that the activity took place. *Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project; training & technical assistance and the method of provision; number of clients or individuals served, the method of providing the service and frequency. Criteria for acceptance will vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.*

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

**Project Performance Accountability Form**

Complete and return this form with application.

#### 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

#### Deliverables Form

At a minimum, the following deliverables must be achieved during the grant year:

* New Programs must be Approved and Registered with the Florida Department of Education and Apprentices or Preapprentices must be enrolled.
* If project funds are awarded to expand existing Apprenticeship or Preapprenticeship program enrollment, then a baseline will be established, using the United States Department of Labor’s Registered Apprenticeship Program Information Data System (RAPIDS) for Registered Apprenticeship programs or the Florida Department of Education, Apprenticeship Section’s enrollment information for Registered Preapprenticeship programs, as of the official project start date.

Note: Add additional lines if necessary

**Project Performance Accountability Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scope of Work Tasks/Activities** | **Deliverables**  **(product or service)** | **Evidence**  **(verification)** | **Due Date(completion)** | **Unit Cost**  **(optional)** |
| **Example:** Implement outreach and recruitment plan | Product outreach materials and disseminate through various media | * Copy of the outreach recruitment plan and materials * Copy of media and communication documents | December 1, 2019 | $5,000 |
| **Example:** Enroll 10 new Apprentices into the program by December 1, 2019 | Complete the on-boarding process (signed apprentice agreement) for 10 new apprentices. | * Signed apprentice agreements | December 1, 2019 | $50,000 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: Add additional lines if necessary

*Florida Department of Education*

**Project Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please return to:**  Florida Department of Education  Office of Grants Management  Room 332 Turlington Building  325 West Gaines Street  Tallahassee, Florida 32399-0400  Telephone: (850) 245-0496 | **A) Program Name:**  **2019 State Appropriation 125A**  **Pathways to Career Opportunities**  **Fiscal Year 2019-2020**  **TAPS NUMBER: 20B019** | | ***DOE USE ONLY***  Date Received | |
| **B) Name and Address of Eligible Applicant:**  **C) Total Funds Requested:**  **DOE USE ONLY**  **Total Approved Project:**  $ | | |
| **Project Number (DOE Assigned)** | |
|
|
|  | | **D)** Applicant Contact & Business Information | | |
| Contact Name:  Fiscal Contact Name: | | Telephone Numbers: |
| Mailing Address: | | E-mail Addresses: |
| Physical/Facility Address: | | DUNS 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 | | | | |
|  | | | | |

DOE100A Florida Department of Education
Floe.org
Logo

Revised July 2015 Page 1 of 2 Richard Corcoran, Commissioner

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

Florida Department of Education
Floe.org
Logo

DOE 100A

Revised July 2015 Page 2 of 2 Richard Corcoran, Commissioner

**EXAMPLE Budget Narrative Form (DOE 101S Form)**

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

| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| --- | --- | --- | --- | --- | --- |
| **FUNCTION** | **OBJECT** | **ACCOUNT TITLE, NARRATIVE, AND EXPLANATION** | **FTE POSITION** | **AMOUNT** | **% ALLOCATED to this PROJECT** |
| ##### | ##### | **Instructional Equipment:** Computer-based training (CBT), and Desk-top trainer (workstation) to be used by apprentices in the program. |  | **$100,000** | **100%** |
| ##### | ##### | **Supplies:** instructional materials, consumables, and apprentice occupational supplies |  | **$200,000** | **100%** |
| ##### | ##### | **Salaries:** Full-time hourly salary for (1) apprenticeship coordinator to provide direct support to apprentices. The calculation: 40 hours per week. |  | **$40,000** | **100%** |
|  |  | **Employee Benefits, Retirement:** Contributions to retirement plan for (1) apprenticeship coordinator at 9.85% |  | **$3,940** |  |
|  |  | **Employee Benefits, Social Security:** Contributions to retirement plan for 6 (1) apprenticeship coordinator at 7.65% |  | **$3,060** |  |
| ##### | ##### | **Employee Benefits, Worker’s Compensation**: Contributions to retirement plan for (1) apprenticeship coordinator at 1.01% |  | **$404** | **100%** |
| ##### | ##### | **Computer Hardware:** Purchase of computer equipment to be used by students for instructional purposes. The equipment items will include monitors, CPU’s peripheral devices memory, and 3 laptop computers.  The required equipment form is attached to the application. |  | **$5,000** | **100%** |
| ##### | ##### | **Travel:** Travel will support (1) apprenticeship coordinator to attend the meeting and conference. Expenditures for costs of transportation, conference registration, lodging, and meals (state rate). |  | **$10,000** | **100%** |
| ##### | ##### | **Contractual Service Agreements:** Contractual service with XYZ Company to develop outreach and recruitment materials. All executed contract(s) related to this must be submitted to the Department.  Updated 8-23-19 |  | **$50,000** | **100%** |
|  |  |  | **Total** | **$412,404** |  |

**NOTE:** When completing the **Budget Narrative** **Form** located on the website, under Column (3), **Account Title and Narrative**, for each line item specify the budgetary expenditures such as salaries, equipment and supplies. Expenditures should focus on performance improvement, as noted in the application. Place **TAPS** number **20B019** on the Budget Narrative DOE 101S form. \*Percentages for benefits are optional.

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

**A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TAPS Number**

**20B019**

Name of Eligible Recipient

**B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

**PROJECTED EQUIPMENT PURCHASES**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM**  **#** | | **FUNCTION CODE** | **OBJECT CODE** | **ACCOUNT TITLE** | **DESCRIPTION** | **SCHOOL /**  **PROGRAM** | **NUMBER OF ITEMS** | **ITEM COST**  **($)** | **TOTAL AMOUNT**  **($)** |
|  | **A** | | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| 1 |  | |  |  |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |  |  |
| 7 |  | |  |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |  |  |
| 9 |  | |  |  |  |  |  |  |  |
| 10 |  | |  |  |  |  |  |  |  |

**Inventory Guidelines**

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency’s inventory system contain all required federal and state elements listed above?    

YES NO

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

**Instructions for Completion**

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA). Use multiple forms as needed.

1. Enter Name of Eligible Recipient.
2. Project Number **(DOE USE ONLY)**

|  |  |
| --- | --- |
| **COLUMN A - FUNCTION CODE:** | **SCHOOL DISTRICTS ONLY:** Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual. |
| **COLUMN B - OBJECT CODE:** | **SCHOOL DISTRICTS:** Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.  **COMMUNITY COLLEGES:**  Use the first three digits of the object codes listed in the Accounting Manual for Florida’s Public Community Colleges.  **UNIVERSITIES AND STATE AGENCIES:**  Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.  **OTHER AGENCIES:** Use theobject codes as required in the agency’s expenditure chart of accounts. |
| **COLUMN C – ACCOUNT TITLE:** | Use the account title that applies to the object code listed in the accordance with the agency’s accounting system. |
| **COLUMN D – DESCRIPTION:** | Provide detailed descriptions/specifications of all equipment items to be purchased that have a projected unit value of $1000 (State’s threshold) or more with a useful life of one year or more.  **Note:** If the agency has a threshold of less than $1000 the lower amount is the guiding threshold**.** |
| **COLUMN E – SCHOOL/PROGRAM:** | Providethename of the school and the name of the program for which the equipment is being purchased. |
| **COLUMN F – NUMBER OF ITEMS:** | Provide the total number purchased of this item. |
| **COLUMN G – ITEM COST:** | Provide the projected cost for each item. |
| **COLUMN H – TOTAL COST:** | Provide the total projected cost of all items. |

Pathways to Career Opportunities

2019 State Appropriation 125A

**Grants and Aids to Districts**

APPLICATION REVIEW CRITERIA AND CHECKLIST

* **Include this form in the application package.**
* **Place all items requested in the order indicated below.**
* **Include only the items requested.**
* **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 a binder clip in the upper left corner of the complete application package (no spiral bindings, notebooks or cover pages, please).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place in the following order** | **Item** | **Indicate Page Numbers** | **DOE STAFF**  **Check appropriate box** | |
|  |  |  | **Complete** | **Incomplete** |
| 1 | General Terms and Assurances |  |  |  |
| 2 | DOE 610 or 620 Risk Analysis Form |  |  |  |
| 3 | DOE 100A, Project Application – with original signature |  |  |  |
| 4 | DOE 101S Budget Narrative Form |  |  |  |
| 5 | Projected Equipment Purchase Form |  |  |  |
| 6 | Project Performance Accountability Form(s) |  |  |  |
| 7 | Narrative Components 20 page maximum (not including attachment) |  |  |  |
| Project Abstract or Summary  (If applicable, attach Local Education Agency and Apprenticeship Sponsor MOU) |  |  |  |
| Project Need |  |  |  |
| Project Design and Implementation   * B. Work Plan Table |  |  |  |
| Participant Recruitment, Selection and Retention |  |  |  |
| Apprenticeship or Preapprenticeship Training Plan |  |  |  |
| Budget Narrative |  |  |  |
| Sustainability |  |  |  |
| 8 | Application Checklist |  |  |  |

I:\RFA - RFP's\19-20\SAA\Pathways to Career Opportunities.doc 8/12/2019