



**FLORIDA DEPARTMENT OF EDUCATION  
Request for Proposal (RFP) Discretionary**

**Bureau / Office**

Division of Florida Colleges

**TAPS Number**

TAPS# 26A307

**Program Name**

Linking Industry to Nursing Education (LINE) Fund

**Specific Funding Authority(ies)**

2025 General Appropriation Line Item #131

**Funding Purpose / Priorities**

The purpose of the Linking Industry to Nursing Education (LINE) Fund is to incentivize collaboration between nursing education programs and health care partners to combat the growing nursing shortage in the state. The LINE Fund is a competitive grant program that provides matching funds, on a dollar-for-dollar basis, to participating agencies that partner with a health care provider to, consistent with state and federal law:

- Recruit faculty and clinical preceptors;
- Increase capacity of high-quality nursing education programs; and
- Increase the number of nursing education program graduates who are prepared to enter the workforce.

Funds may be used to award scholarships to students who are residents of the state, recruit additional faculty, purchase equipment and support simulation centers to advance high-quality nursing education programs throughout the state. Funds may not be used for the construction of new buildings.

**Total Funding Amount**

**\$44,573,000.00**

**Type of Award**

Discretionary Competitive

Research and Development (R&D)  Yes or  No

## **Budget/Program Performance Period**

July 1, 2025, through June 30, 2026

Pre-award costs are authorized for any allowable expenditure incurred on or after July 1, 2025.

## **Target Population(s)**

The target population is Florida residents enrolled in nursing education programs at eligible postsecondary institutions.

## **Eligible Applicant(s)**

- Florida College System institutions under section (s.) 1000.21(5), Florida Statutes (F.S.), or
- School district postsecondary technical career centers under s. 1001.44, F.S., or,
- Charter technical career centers under s. 1002.34, F.S., or,
- Independent nonprofit colleges or universities located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees, or,
- Independent schools, colleges, or universities with an accredited program as defined in s. 464.003 which is located in this state and licensed by the Commission for Independent Education pursuant to s. 1005.31, F.S.

All eligible applicants must meet performance metrics set forth in s. 1009.8962, F.S.

- For a certified nursing assistant (CNA) program, data supporting a completion rate of at least 70 percent for the prior year.
- For a licensed practical nurse, associate of science in nursing and Bachelor of Science in nursing program, data supporting a first-time passage rate on the National Council of State Boards of Nursing Licensing Examination of at least 75 percent for the prior year, based on a minimum of 10 testing participants.

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

Please refer to the tables provided in Attachment B as a resource to determine LINE Fund eligibility. For CNA programs, school district and FCS institution completion rates have been calculated by the Florida Department of Education. For all institutional types, first-time NCLEX passage rates provided by the Florida Board of Nursing for 2024 are included. Agencies wishing to provide alternative data to justify eligibility must do so when submitting the Notice of Intent-to- Apply.

Note: For all institutional types, first-time NCLEX passage rates from the Florida Board of Nursing, or institutional completion rates (CNA programs only) for 2024 are provided. An agency may submit data demonstrating a performance metric has been met for that year.

## **Application Due Date**

**Wednesday, November 5, 2025, through Friday, November 21, 2025.**

Eligible Applicant(s) must upload all proposal documents via the Florida Department of Education ShareFile, no later than 11:59 pm (ET). Once an agency submits a Notice of Intent-to-Apply, they will be granted access to the ShareFile account. All required proposal documents must be uploaded to this ShareFile by the application due date listed above.

## **Notice of Intent-to-Apply**

A Notice of Intent-to-Apply form must be completed and signed by an authorized agency official and submitted to [LINE\\_Fund@fldoe.org](mailto:LINE_Fund@fldoe.org) by **Monday, October 6, 2025**, no later than 11:59 pm (ET).

Applicants are required to identify the health care partner(s) in this notice. The Notice of Intent-to-Apply also includes a section for agencies to provide evidence of eligibility based on the performance metrics requirements outlined in s. 1009.8962, F.S. Attachment B serves as a data resource to determine LINE Fund eligibility. Agencies wishing to provide alternative data to justify eligibility must do so when submitting the Notice of Intent-to-Apply. For all institutional types, first-time NCLEX passage rates from the Florida Board of Nursing, or institutional completion rates (CNA programs only) for 2024 are provided. An agency may submit data demonstrating a performance metric has been met for that year.

Note: Eligible organizations that file a Notice of Intent-to-Apply are not required to submit a proposal.

## **Conditions for Acceptance**

For applications to be considered, the following requirements must be met:

1. Submit application within the timeframe specified in the RFP.
2. Include DOE 100A Project Application Form and DOE 101S Budget Narrative Form in the application.
3. Include the assigned TAPs number (if known) in all required forms.
4. All required forms are signed by an authorized entity. (FDOE will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.)
  - Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A form 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.
  - FDOE will accept an electronic signature, a scanned signature or PDF of a hardcopy signature.
  - FDOE will accept a typed signature if the document is uploaded by the individual signing the document.

## **Matching Requirement**

Pursuant to Rule 6A-10.0352 F.A.C., applicants must identify a health care partner whose monetary contributions will be matched by the LINE fund on a dollar-for-dollar basis.

The following definitions are specific to the matching requirement of the LINE Fund:

- “Health care partner” means a health care provider as defined in s. 768.38(2), F.S, to include the following:
  - A provider as defined in s. 408.803, F.S.
  - A clinical laboratory providing services in this state or services to health care providers in this state, if the clinical laboratory is certified by the Centers for Medicare and Medicaid Services under the federal Clinical Laboratory Improvement Amendments and the federal rules adopted thereunder

- A federally qualified health center as defined in 42 U.S.C. s. 1396d(1)(2)(B), as that definition exists on the effective date of this act.
- Any site providing health care services which was established for the purpose of responding to the COVID-19 pandemic pursuant to any federal or state order, declaration, or waiver.
- A health care practitioner as defined in s. 456.001, F.S.
- A health care professional licensed under part IV of chapter 468.
- A home health aide as defined in s. 400.462(17), F.S.
- A provider licensed under chapter 394 or chapter 397 and its clinical and nonclinical staff providing inpatient or outpatient services.
- A continuing care facility licensed under chapter 651.
- A pharmacy permitted under chapter 465.

For purposes of the LINE Fund, the health care partner must be located and licensed to operate in the state and make a monetary contribution to the postsecondary institution.

- “Match” means the LINE funds provided to the institution on a dollar-for-dollar basis, subject to funds availability, in proportion to the health care partner’s contribution.
- “Health care partner’s contribution” means the dollars provided by an eligible health care partner to an eligible postsecondary institution. For postsecondary institutions with a direct support organization (DSO), the partner’s contribution may be made to either the institution or the DSO. Applicants are required to first identify the prospective health care partner in the Notice of Intent-to-Apply, which must be submitted by Monday, October 6, 2025. Additionally, in the proposal narrative, applicants must provide detailed information regarding the health care partner’s contribution and how the funds, provided by both the health care partner and LINE Fund, will meet the purpose and priorities outlined in Rule 6A-10.0352, F.A.C.
- Applicants are allowed to have more than one health care partner when applying for the LINE Fund. If an applicant has more than one health care partner, the applicant should submit one proposal with all health care partners with the total funds contributed detailed. Additionally, the applicant should submit a completed Health Care Partner Certification Form (Attachment F) for each health care provider.
- Applicants are not required to have received the health care partner’s contribution at the time of proposal submission. However, if the contribution has not yet been received, a pledge, signed by the health care partner, will be required with the proposal materials. Applicants who have not received the health care partner’s contribution may be chosen to receive LINE Funds; however, funds will not be dispersed to the applicant until documentation is submitted to the department showing the receipt of the health care partner’s contribution.
- Should the appropriation be insufficient to fund all proposals that meet the requirements, award amounts may be prorated depending on the number of approved proposals, the dollar amounts requested, and the region(s) served by the proposal. The FDOE will notify agencies of the approved proposals and award amounts. Acceptable documentation includes financial statements, bank statements, budget reports, or bank letters that show the cash transaction(s).

## **Contact Persons**

### **Program Contact**

*Jose Arevalo*  
*Executive Vice Chancellor*  
*(850)245-9903*  
[Jose.Arevalo@fldoe.org](mailto:Jose.Arevalo@fldoe.org)

### **Grants Management Contact**

*Paula Starling*  
*Director of Grants Management*  
*850-245-0711*  
[Paula.Starling@fldoe.org](mailto:Paula.Starling@fldoe.org)

*Laurie B. Osgood*  
*Director of Workforce and Academic*  
*Alignment (850)245-9079*  
[Laurie.Osgood@fldoe.org](mailto:Laurie.Osgood@fldoe.org)

## **Assurances**

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

2 Code of Federal Regulations (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 FDOE, 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.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A- 89, A-102 (former 34 C.F.R. Part 80), A-110 (former 34 C.F.R. Part 74), A-21, A-87, A-122, A-133, A-50. For FDOE, this means the requirements in the U. S. Department of Education General Administration Regulations, 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 website at <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>.

**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 <https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx>.

### **Grants Management Training**

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at <https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>. Access to the training requires users to input a valid email to log in via the Department's Single Sign-On portal.

Non-participation in the training program may result in termination of payment(s) until training is completed.

## **Funding Method**

### **Advance Payment**

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 form and supported by appropriate documents, including but not limited to deliverables as stated in the approved project, activity reports that tie directly to the tasks performed or deliverables completed for the reporting period, copies of invoices, time sheets, receipts, etc.

### **Quarterly Advance to Public Entity**

This is 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 FDOE 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 FDOE financial report.

## **Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, DOE 101S. 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, bank statements, time and effort logs for staff, and/or salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fl DOE.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.stml>.

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

To report expenditures, 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.

## **Reporting Outcomes**

### **Quarterly Reports**

Agencies must submit quarterly reports by the following dates:

- January 31, 2026
- April 30, 2026
- July 31, 2026

No later than 30 days before the submission deadline, the FDOE will release guidelines for agencies to securely transmit an electronic file to meet this requirement.

### **Annual Report**

Agencies that are awarded LINE funds in the 2025-26 fiscal year must submit an annual report by February 1, 2026.

Minimally, the report must include, by program level, the number of additional nursing education students enrolled; if scholarships are awarded using grant funds, the number of students who received scholarships and the average award amount; and the outcomes of students as reported by the Office of Reimagining Education and Career Help pursuant to s. 14.36(3)(I), F.S. No later than thirty (30) days before the submission deadline, the Department will release guidelines for agencies to transmit an electronic file to meet this requirement.

## **Conditions for Acceptance**

For applications to be considered review, the following requirements must be met:

- Submit application within the time frame specified in the RFP.
- Include DOE 100A Project Application Form and DOE 101S Budget Narrative Form in the application.

Include the assigned TAPs number: TAPS #26A307 on all required forms.

All required forms are signed by an authorized entity. (FDOE will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.)

- Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A form 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.
- FDOE will accept an electronic signature, a scanned signature or PDF of a hardcopy signature.
- FDOE will accept a typed signature if the document is uploaded by the individual signing the document.

### **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 toward 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 Federal and State laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

### **Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of FDOE, and shall promptly notify FDOE in the event that an agent, employee or representative of FDOE 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 a comprehensive 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 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://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_6](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6).

### **Equipment Purchases**

Any equipment purchased under this program must follow the UGG at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) and the Reference Guide for State Expenditures at [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337\\_6](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6).

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

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>.

### **Administrative Costs including Indirect Costs**

#### **School Districts**

FDOE has been given the authority by USED to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by FDOE's Comptroller. **Indirect costs shall only apply to Federal programs.** Additional information and forms are available at [www.fldoe.org/finance/comptroller/](http://www.fldoe.org/finance/comptroller/).

## **State Agencies, Public Universities and State Colleges**

FDOE will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient's rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of \$50,000, stipends, tuition and related fees, and for items of equipment, alterations, renovations and flow-through funds ("pass through" to another entity) on programs issued by FDOE. This rate is intended to be all-encompassing of typical administrative and overhead costs, including, but not limited to, rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, FDOE will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs such as rental of office space when such costs can be directly and appropriately allocated to the program. **Indirect costs shall only apply to Federal programs.**

Section 1010.06 Florida Statute (F.S.) Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools (DPS) within FDOE may not be used to pay indirect costs to a university, state university, school district or any other entity.

### **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 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>.

More information can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.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, 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 FDOE an annual report in the format required by FDOE. Email [exorder@fldoe.org](mailto:exorder@fldoe.org) to obtain the form. 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 the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to mail to: [exorder@fldoe.org](mailto:exorder@fldoe.org), Executive Order 20-44 may be found at <https://www.flgov.com/eog/news/executive-orders/2020-44>.

## Narrative Section

### **Scope of Work / Narrative Components and Scoring Criteria**

The following describes each narrative section that is required for the RFP application. In some cases, the Instructions defined within the narrative section provide the minimum standards of the narrative component. As such, applicants should understand that proposing just the minimum standards may not result in a competitive application. Applicants should consider this information when developing a response for each narrative component.

Scoring Criteria: The standard scoring criteria are based on a 100-point scale, with a minimum score of 70 points necessary for an application to be considered eligible for funding.

Narrative responses will be evaluated and scored using the criteria detailed below:

Narrative Component	Possible Points
1. Project Abstract	Fixed Requirement (0 points)
2. Needs Assessment	(30 points)
3. Scope of Work/Project Design and Implementation	(30 points)
4. Management Plan or Qualifications	(20 points)
5. Project Budget	(20 points)
Total	100 Points

#### 1. **Project Abstract (Fixed Requirement 0 points)**

The abstract must include a brief description of the proposed project, including the goals and objectives of the project. This section must also include an overview of the services the project will conduct to accomplish the program goals and priorities, and the expected performance outcomes.

**Instructions** - Complete a short statement (about 100 words) that identifies the name of the agency, the number of students served, the names and locations of the districts and schools to be targeted, the demographics of the students to be served, a description of the services to be offered, and a description of how the project will accomplish the program objectives and expected outcomes.

#### 2. **Needs Assessment (30 points)**

This section must include data results that describe the academic needs of students within the population to be served. The needs assessment will allow applicants to systematically examine performance gaps and identify, understand, and prioritize the areas of concern that need to improve. The needs assessment must include data results on student attendance, academic performance (as measured by students' performance on state standardized tests), high school graduation and postsecondary enrollment rates.

**Instructions** - Describe the data results on student attendance, academic performance (as measured by students' performance on state standardized tests), high school graduation and postsecondary enrollment rates of the proposed schools and student population that the project will serve. Provide a description of how the data discussed above compares to the state's data in the same areas. Provide a detailed description of how the data (of proposed schools and students) reflects a need for the program and how the proposed project will address the identified areas of concern.

#### 3. **Scope of Work/Project Design and Implementation (30 points)**

This section should provide a description on the approach, capabilities and means to be used in accomplishing the expectations, tasks and services that will be delivered as part of designing and implementing the program.

#### **4. Management Plan or Qualifications (20 points)**

This section must describe the organizational structure and management style established and methodology to be used to control costs, services reliability and maintain schedules. Include details regarding any prior relevant experience concerning the scope of work described in this proposal, including the provision of similar tasks and services to be provided.

#### **5. Project Budget (20 points)**

This section is a budget narrative section in addition to completing the DOE101S, Budget Narrative form and is meant to provide description to support the DOE101S Budget Narrative form.

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

The recipient is required to provide quarterly return on investment program activities reports to 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 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 FDOE, as specified in the grant agreement for payment purposes, this return on investment report is separate from those requirements.

All reports shall be submitted to the designated project manager for FDOE. All questions should be directed to the project manager.

#### **Support for Strategic Plan**

Describe how the project will incorporate one or more of the FDOE Goals included in the State Board of Education's K- 20 Strategic Plan, outlined at <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml>.

**The due date to notify the contact person Laurie Osgood of intent-to-apply is October 6, 2025. Send the notification by email or fax and include an email address.** The Notice of Intent form, located in Attachment C, must be fully completed and signed by an authorized entity. Eligible organizations that file a Notice of Intent-to-Apply are not required to submit a proposal.

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

Applicants should send any questions related to this request to proposal at [LINE\\_Fund@fldoe.org](mailto:LINE_Fund@fldoe.org). To ensure that all eligible agencies have access to the questions and answers, this information will be posted. All Frequently Asked Questions will be linked on the Program Office website at:

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

Responses to questions received by September 30, 2025, will be posted for all agencies to view.

#### **Project Performance Accountability Information, Instructions, and Form**

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

**FDOE’s project managers will:**

- Track each project’s performance based on the information provided and the stated criteria for successful performance, and
- Verify the receipt of required deliverables prior to payment.

For projects funded via Cash Advance, FDOE’s project managers will verify the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/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, measurable and verifiable.

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 s. 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.

**Local Proposal Instructions**

To receive LINE funds, agencies must submit the following documents:

- Proposal Review Criteria and Checklist (Informational Only) (Attachment A)
- Data to Determine Program Eligibility (6 pages) (Attachment B)
- Notice of Intent-to-Apply Form (Attachment C)
- DOE 100A, Project Application Form (signed by the agency head or other authorized person) (Attachment D)
- DOE101S, Budget Narrative (Attachment E)
- Health Care Partner Certification Form (Attachment F)
- Performance Accountability Form (Attachment G)

**How to submit the proposal to FDOE:**

Agencies must submit all documents to FDOE via the Florida Department of Education ShareFile according to the following naming conventions:

- Proposal DOE 101S file must be renamed using the following naming convention: 999\_LINE Fund.xlsx. Replace the numbers “999” with your agency grant number.
- Proposal Health Care Partner Certification Form file must be renamed using the following naming convention: 999\_LINE Fund\_Certification.docx. Replace the numbers “999” with your agency grant number.
- Proposal Documentation of health care partner’s contribution file(s) must be renamed using the following naming convention: 999\_LINE Fund\_Documentation.docx. Replace the number “999” with your agency grant number.

## **A. Proposal Review Criteria and Checklist**

Informational only

## **B. Data to Determine Program Eligibility**

To be eligible to apply, agencies must present data that demonstrate a performance metric has been met for at least one eligible, active program

## **C. Notice of Intent-to-Apply Form**

To apply for the LINE Fund, this Notice of Intent-to-Apply form must be completed and signed by an authorized agency official and submitted to [LINE\\_Fund@fldoe.org](mailto:LINE_Fund@fldoe.org)

## **D. DOE 100A, Project Application Form**

Agency must complete the form and submit with a signature from the agency head or other authorized person (See Attachment D)

## **E. DOE 101S, Budget Narrative Form**

Applicants must provide one DOE 101S, Budget Narrative Form, Account Title and Narrative. All funds being requested by the agency must be included on this form. See Attachment E for an example DOE 101S form.

## **F. Health Care Partner Certification Form**

Agency must complete the form and submit with a signature from an authorized officer at the partnering health care provider (See Attachment F).

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

## **G. Project Performance Accountability Form**

FDOE’s project managers will:

- Track each project’s performance based on the information provided and the stated criteria for successful performance, and
- Verify the receipt of required deliverables prior to payment.

For projects funded via Cash Advance, FDOE’s project managers will verify the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/ Project Narrative and Performance

## **Attachments**

A – Proposal Review Criteria and Checklist (**Informational Only**)

B – Data to Determine Program Eligibility (6 pages)

C – Notice of Intent-to-Apply Form (3 pages)

D – DOE 100A, Project Application Form (2 pages)

E – DOE 101S, Budget Narrative Form

F – Health Care Partner Certification Form (2 pages)

G – Project Performance Accountability Form

**INFORMATIONAL ONLY**  
**Linking Industry to Nursing Education (LINE) Fund PROPOSAL**  
**REVIEW CRITERIA AND CHECKLIST TAPS# #26A307**

This checklist is to serve as a resource when compiling your proposal materials – this checklist does not need to be submitted with your proposal.

Submission reminders:

- Submit only the items requested (do not include **Instructions** pages).
- Eligible agencies must download the **LINE Fund Proposal** and submit all documents to FDOE via the FDOE ShareFile by the deadline outlined in the Request for Proposal.

	<b>Item</b>
<b>1</b>	DOE 100A, Project Application (PDF) – with authorized signature
<b>2</b>	<b>Narrative Section</b> (Word)
	1) Project Abstract
	2) Needs Assessment
	3) Scope of Work/Project Design and Implementation
	4) Management Plan or Qualifications
	5) Project Budget (Narrative Portion)
<b>3</b>	DOE 101S, Budget (Excel)
<b>4</b>	Health Care Partner Certification Form (PDF)
<b>5</b>	Documentation of health care partner’s contribution
<b>6</b>	Project Performance Accountability Form (PDF)



### **Data to Determine Program Eligibility Linking Industry to Nursing Education (LINE) Fund**

To be eligible for the LINE Fund, the following minimum performance standards are required for eligible school districts, Florida College System (FCS) institutions, independent nonprofit colleges or universities located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees, or an independent school, college, or university with an accredited program as defined in s. 464.003 F.S. which is located in this state and licensed by the Commission for Independent Education.

- For a certified nursing assistant program (CNA), a completion rate of at least 70 percent for the prior year.
- For a licensed practical nurse (LPN), associate of science in nursing (ASN), and bachelor of science in nursing (BSN) program, a first-time passage rate on the National Council of State Boards of Nursing Licensing Examination of at least 75 percent for the prior year, based on a minimum of 10 testing participants.

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

The following tables are provided as a resource for institutions to use to determine LINE Fund eligibility as required in the Notice of Intent-to-Apply Form. For CNA programs, school district and FCS institution completion rates have been calculated by the Florida Department of Education. For all institutional types, first-time NCLEX passage rates provided by the Florida Board of Nursing for 2024 are provided. At the time of proposal, private postsecondary institutions listed must also certify they are located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees or has an accredited program as defined in s. 464.003 F.S. which is located in this state and licensed by the Commission for Independent Education pursuant to s. 1005.31. Agencies wishing to provide additional data to justify eligibility must do so in the Notice of Intent-to-Apply Form.

For all institutional types, first-time NCLEX passage rates from the Florida Board of Nursing, or institutional completion rates (CNA programs only) for 2024 are provided below. An agency may submit data demonstrating a performance metric has been met for that year.

## School District Career Center and Charter Technical Centers

**Table 1. 2023-24 Completion Rate for 1st Time Students Enrolled in Certified Nursing Assistant Programs by District**

District	School Name	Cohort of CNA Entrants	Completers from Cohort	Completion Rate
BAKER	BAKER COUNTY ADULT CENTER	*	*	*
COLLIER	LORENZO WALKER TECHNICAL COLLEGE	11	11	100.0%
DESOTO	DESOTO COUNTY ADULT EDUCATION CENTER	*	*	*
HENDRY	CLEWISTON ADULT SCHOOL	15	15	100%
HENDRY	LABELLE ADULT SCHOOL	15	14	93.3%
INDIAN RIVER	TREASURE COAST TECHNICAL COLLEGE	*	*	*
INDIAN RIVER	VERO BEACH HIGH SCHOOL	*	*	*
LEE	FORT MYERS TECHNICAL COLLEGE	15	13	86.70%
LEE	CAPE CORAL TECHNICAL COLLEGE	27	24	88.9%
LEON	LIVELY TECHNICAL COLLEGE	66	11	18.2%
MARION	MARION TECHNICAL COLLEGE	*	*	*
MIAMI-DADE	MIAMI SENIOR ADULT EDUCATION CENTER	*	*	*
MIAMI-DADE	MIAMI SUNSET ADULT EDUCATION CENTER	11	0	36.4%
MIAMI-DADE	NORTH MIAMI SENIOR ADULT EDUCATION	40	6	15.0%
SARASOTA	SUNCOAST TECHNICAL COLLEGE	19	18	94.7%
SUMTER	SUMTER COUNTY ADULT CENTER	*	*	*

Source: Florida Department of Education

Notes: Students are counted as enrolled for the first time in a certified nursing assistant program ('HI70602', 'HI70690') if they had a course record in the Fall of calendar year (CY) 2023 and were not found enrolled in the program in the Summer of CY 2023 or any time during the prior reporting year. Students are counted as a completer if they are found with a Career and Technical Education Certificate (Data Element 185125, Full Program Completer = 'V'). Students are counted as earning an industry certification if they are found with an industry certification outcome = 'P' for the industry certification number FDMQA002 (Data Element 140500 and 140462, respectively). Total Completions represents an unduplicated count of students who were found as either a completer or industry certification earner in the Fall of CY 2023 or Spring of CY 2024.

\*To provide meaningful results and to protect the privacy of individual students, data are displayed only when the total number of students in a group is at least 10 and when the performance of individuals would not be disclosed. Data for groups less than 10 are displayed with an asterisk (\*).

**Table 2. 2024 First-Time Passage Rates on National Council of State Boards of Nursing Licensing Examination, School District Career Centers and Charter Technical Centers**

District	School Name	LPN 2024 Passage Rates
BAY	TOM P. HANEY TECHNICAL COLLEGE	96.00%
BRADFORD	NORTH FLORIDA TECHNICAL COLLEGE	100.00%

District	School Name	LPN 2024 Passage Rates
BROWARD	ATLANTIC TECHNICAL COLLEGE	97.78%
BROWARD	MCFATTER TECHNICAL COLLEGE	95.56%
BROWARD	SHERIDAN TECHNICAL COLLEGE	83.87%
CHARLOTTE	CHARLOTTE TECHNICAL COLLEGE	87.80%
CITRUS	WITHLACOOCHEE TECHNICAL COLLEGE	83.33%
COLLIER	IMMOKALEE TECHNICAL COLLEGE	88.89%
COLLIER	LORENZO WALKER TECHNICAL COLLEGE	71.79%
GADSDEN	GADSDEN TECHNICAL INSTITUTE	62.50%
HILLSBOROUGH	ERWIN TECHNICAL COLLEGE	86.49%
INDIAN RIVER	TREASURE COAST TECHNICAL COLLEGE	89.47%
LAKE	LAKE TECHNICAL COLLEGE	84.72%
LEE	CAPE CORAL TECHNICAL COLLEGE	100%
LEE	FORT MYERS TECHNICAL COLLEGE	94.44%
LEON	LIVELY TECHNICAL CENTER	84.85%
MANATEE	MANATEE TECHNICAL COLLEGE	84.62%
MARION	MARION TECHNICAL COLLEGE	97.37%
MIAMI-DADE	LINDSEY HOPKINS TECHNICAL COLLEGE	89.47%
MIAMI-DADE	MIAMI LAKES EDUCATIONAL CENTER AND TECHNICAL COLLEGE	91.67%
MIAMI-DADE	ROBERT MORGAN EDUCATIONAL CENTER AND TECHNICAL COLLEGE	83.33%
OKALOOSA	OKALOOSA TECHNICAL COLLEGE	97.14%
ORANGE	ORANGE TECHNICAL COLLEGE - ORLANDO CAMPUS	84.62%
OSCEOLA	OSCEOLA TECHNICAL COLLEGE	84.12%
PINELLAS	PINELLAS TECHNICAL COLLEGE - CLEARWATER	100.00%
PINELLAS	PINELLAS TECHNICAL COLLEGE - ST. PETERSBURG	79.49%
POLK	RIDGE TECHNICAL COLLEGE	76.19%
POLK	TRAVISS TECHNICAL COLLEGE	95.65%
SANTA ROSA	RADFORD M. LOCKLIN TECHNICAL COLLEGE	100.00%
SARASOTA	SUNCOAST TECHNICAL COLLEGE	100.00%
ST. JOHNS	FIRST COAST TECHNICAL COLLEGE	91.67%
SUWANNEE	RIVEROAK TECHNICAL COLLEGE	88.70%
TAYLOR	BIG BEND TECHNICAL COLLEGE	96.67%
WALTON	EMERALD COAST TECHNICAL COLLEGE	82.61%
WASHINGTON	FLORIDA PANHANDLE TECHNICAL COLLEGE	79.31%

Source: Florida Board of Nursing

## Florida College System

**Table 3. 2023-24 FCS Completion Rate for 1st Time Students Enrolled in Certified Nursing Assistant Programs by College**

FCS Institution	Cohort of CNA Entrants	Completers from Cohort	Completion Rate
CHIPOLA COLLEGE	15	14	93.3%
INDIAN RIVER STATE COLLEGE	44	37	84.1%
FLORIDA GATEWAY COLLEGE	10	6	60.0%
GULF COAST STATE COLLEGE	*	*	*
DAYTONA STATE COLLEGE	18	13	77.8%
SANTA FE COLLEGE	*	*	*
TALLAHASSEE STATE COLLEGE	14	6	78.6%

Source: Florida Department of Education

Notes: Students are counted as enrolled for the first-time in a certified nursing assistant program ('0351390200', '0351390203') if they have both a program record and course record in the Fall of calendar year (CY) 2023 and were not found enrolled in the program in the Summer of CY 2023 or any time during the prior reporting year.

Students are counted as a completer if they are found with a certificate of program completion (Data Element 2103, Degree = 4). Students are counted as earning an industry certification if they are found with an industry certification outcome = 'P' for the industry certification number FDMQA002 (Data Element 3304 and 3302, respectively). Total Completions represents an unduplicated count of students who were found as either a completer or industry certification earner in the Fall of CY 2023 or Spring of CY 2024.

\*To provide meaningful results and to protect the privacy of individual students, data are displayed only when the total number of students in a group is at least 10 and when the performance of individuals would not be disclosed. Data for groups less than 10 are displayed with an asterisk (\*).

**Table 4. 2024 First-Time Passage Rates on National Council of State Boards of Nursing Licensing Examination, Florida College System Institutions**

FCS Institution	LPN 2024 Passage Rates	RN 2024 Passage Rates
EASTERN FLORIDA STATE COLLEGE	87.5%	100.00%
BROWARD COLLEGE		78.92%
COLLEGE OF CENTRAL FLORIDA		100.00%
CHIPOLA COLLEGE		97.14%
DAYTONA STATE COLLEGE	85.70%	98.00%
FLORIDA SOUTHWESTERN STATE COLLEGE		96.67%
FLORIDA STATE COLLEGE AT JACKSONVILLE	84.62%	93.88%
THE COLLEGE OF THE FLORIDA KEYS		96.30%
GULF COAST STATE COLLEGE	94.59%	92.31%
HILLSBOROUGH STATE COLLEGE		89.94%
INDIAN RIVER STATE COLLEGE	100.00%	96.26%
FLORIDA GATEWAY COLLEGE	100.00%	95.45%
LAKE-SUMTER STATE COLLEGE		100.00%

FCS Institution	LPN 2024 Passage Rates	RN 2024 Passage Rates
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA		99.33%
MIAMI DADE COLLEGE		85.80%
NORTH FLORIDA COLLEGE	100.00%	92.86%
NORTHWEST FLORIDA STATE COLLEGE		100.00%
PALM BEACH STATE COLLEGE	100.00%	90.24%
PASCO-HERNANDO STATE COLLEGE	100.00%	97.44%
PENSACOLA STATE COLLEGE	90.91%	90.91%
POLK STATE COLLEGE		96.70%
ST. JOHNS RIVER STATE COLLEGE	100.00%	96.43%
ST. PETERSBURG COLLEGE		94.01%
SANTA FE COLLEGE	91.67%	93.07%
SEMINOLE STATE COLLEGE OF FLORIDA		99.15%
SOUTH FLORIDA STATE COLLEGE	100.00%	78.38%
TALLAHASSEE STATE COLLEGE		94.44%
VALENCIA COLLEGE		90.65%

Source: Florida Board of Nursing

### Independent Colleges and Universities of Florida Member Institutions

**Table 5. 2024 First-Time Passage Rates on National Council of State Boards of Nursing Licensing Examination, Independent Colleges and Universities of Florida Member Institutions**

Institution	City	Program Type	RN 2024 Passage Rates
ADVENTHEALTH UNIVERSITY	ORLANDO	BSN	90.91%
AVE MARIA UNIVERSITY	AVE MARIA	BSN	93.75%
BARRY UNIVERSITY COLLEGE OF NURSING AND HEALTH SCIENCES	MIAMI SHORES	BSN	82.86%
BETHUNE-COOKMAN UNIVERSITY - BSN	DAYTONA BEACH	BSN	66.67%
FLORIDA SOUTHERN COLLEGE	LAKELAND	BSN	96.88%
HODGES UNIVERSITY	FORT MYERS	BSN	90.00%
JACKSONVILLE UNIVERSITY - BSN	JACKSONVILLE	BSN	92.31%
KEISER UNIVERSITY - NEW PORT RICHEY	NEW PORT RICHEY	ASN	95.45%
KEISER UNIVERSITY - ORLANDO	ORLANDO	ASN	97.06%
KEISER UNIVERSITY - ORLANDO C	ORLANDO	BSN	95.45%
KEISER UNIVERSITY - PEMBROKE PINES	PEMBROKE PINES	BSN	64.52%
KEISER UNIVERSITY - PORT SAINT LUCIE	PORT SAINT LUCIE	ASN	96.15%
KEISER UNIVERSITY - PORT ST. LUCIE CAMPUS	PORT SAINT LUCIE	BSN	97.30%
KEISER UNIVERSITY - SARASOTA	SARASOTA	ASN	80.56%

Institution	City	Program Type	RN 2024 Passage Rates
KEISER UNIVERSITY - SARASOTA	SARASOTA	BSN	95.00%
KEISER UNIVERSITY-FORT LAUDERDALE-ADN	FORT LAUDERDALE	ASN	91.30%
KEISER UNIVERSITY-FT. LAUDERDALE	FORT LAUDERDALE	BSN	86.21%
KEISER UNIVERSITY-JACKSONVILLE- ADN	JACKSONVILLE	ASN	91.43%
KEISER UNIVERSITY-MELBOURNE CAMPUS-ADN	MELBOURNE	ASN	96.00%
KEISER UNIVERSITY- MIAMI-ADN	MIAMI	ASN	88.89%
KEISER UNIVERSITY- TAMPA	TAMPA	ASN	96.55%
KEISER UNIVERSITY- WPB-ADN	WEST PALM BEACH	ASN	96.55%
KEISER UNIVERSITY- WPB-BSN	WEST PALM BEACH US70511500	BSN	96.50%
KEISER UNIVERSITY- WPB-BSN	WEST PALM BEACH US70513500	BSN	96.55%
KEISER UNIVERSITY	CLEARWATER	ASN	91.67%
KEISER UNIVERSITY	DAYTONA BEACH	ASN	91.67%
KEISER UNIVERSITY	FORT MYERS	BSN	93.94%
KEISER UNIVERSITY-LAKELAND	LAKELAND	ASN	93.33%
KEISER UNIVERSITY-LAKELAND	LAKELAND	BSN	97.44%
KEISER UNIVERSITY-NAPLES	NAPLES	BSN	91.67%
KEISER UNIVERSITY-TALLAHASSEE- ADN	TALLAHASSEE	ASN	100.00%
NOVA SOUTHEASTERN UNIVERSITY	MIAMI	BSN	94.84%
NOVA SOUTHEASTERN UNIVERSITY	FORT LAUDERDALE	BSN	96.68%
NOVA SOUTHEASTERN UNIVERSITY	FORT MYERS	BSN	92.31%
PALM BEACH ATLANTIC UNIVERSITY	WEST PALM BEACH	BSN	96.67%
SOUTHEASTERN UNIVERSITY	LAKELAND	BSN	90.63%
UNIVERSITY OF MIAMI	CORAL GABLES	BSN	98.73%
UNIVERSITY OF TAMPA	TAMPA	BSN	97.83%

Source: Florida Board of Nursing

**Commission for Independent Education Licensed Institutions**

**Table 6. 2024 First-Time Passage Rates on National Council of State Boards of Nursing Licensing Examination, Commission for Independent Education-Licensed Institutions**

Institution	Program Type	Passage Rates 2024
BETHESDA COLLEGE OF HEALTH SCIENCES	ASN	100.00%
ACADEMY FOR NURSING AND HEALTH OCCUPATIONS	ASN	85.33%
ACADEMY FOR NURSING AND HEALTH OCCUPATIONS	LPN	94.12%
HERZING UNIVERSITY	ASN	87.88%

Institution	Program Type	Passage Rates 2024
HERZING UNIVERSITY	BSN	83.72%
HERZING UNIVERSITY	LPN	82.35%
LINCOLN MEMORIAL UNIVERSITY	ASN	78.92%
LINCOLN MEMORIAL UNIVERSITY	BSN	100.00%
UTICA UNIVERSITY, ST. PETERSBURG, US70516200	BSN	100.00%

*Source: Florida Board of Nursing*

## Notice of Intent-to-Apply Form Linking Industry to Nursing Education (LINE) Fund

Enclosed is the Notice of Intent-to-Apply form, which is required in order to submit a proposal for the Linking Industry to Nursing Education (LINE) Fund. The purpose of the LINE Fund is to meet local, regional and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs and increasing the number of nursing education program graduates who are prepared to enter the workforce.

To apply for the LINE Fund, this Notice of Intent-to-Apply form must be completed and signed by an authorized agency official and submitted to [LINE\\_Fund@fldoe.org](mailto:LINE_Fund@fldoe.org) by **October 6, 2025**. Eligible organizations that file a Notice of Intent-to-Apply are not required to apply.

### Part I – Intent to submit proposal

*Please print or type*

Agency Name:	Agency Type: (Mark with X) <input type="checkbox"/> School district <input type="checkbox"/> Florida College System institution <input type="checkbox"/> Independent Colleges and Universities of Florida member <input type="checkbox"/> Licensed by the Commission for Independent Education member  Private institutions only: (Mark with X) <input type="checkbox"/> Certification that the applicant is an independent nonprofit college or university located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees <input type="checkbox"/> Certification that the applicant is an accredited program as defined in s. 464.003, located in this state and licensed by the Commission for Independent Education	
Mailing Address:		
City:	State:	Zip Code:
Name of Authorized Officer:	Title of Authorized Officer:	
Phone Number of Authorized Officer:	Email Address of Authorized Officer:	

*If multiple health care partners are anticipated, please provide the information below for each partner by copying and pasting the table*

Health Care Partner Name:			
Mailing Address:		Fund, Foundation, Assn. Name <i>(if applicable)</i> :	
City:	State:	Zip Code:	Total cash contribution: \$

**Part II – Evidence of eligibility based on minimum performance standards**

To be eligible for the LINE Fund, the following minimum performance standards are required for eligible school districts, Florida College System (FCS) institutions, and independent nonprofit colleges or universities that are either located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees or that has an accredited program as defined in s. 464.003 and is located in this state and licensed by the Commission for Independent Education.

- For a certified nursing assistant program (CNA), a completion rate of at least 70 percent for the prior year.
- For a licensed practical nurse (LPN), associate of science in nursing (ASN), and bachelor of science in nursing (BSN) program, a first-time passage rate on the National Council of State Boards of Nursing Licensing Examination of at least 75 percent for the prior year based on a minimum of 10 testing participants.

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

Please refer to the tables provided in Attachment B as a resource for agencies to use to determine LINE Fund eligibility. For CNA programs, school district and FCS institution completion rates have been calculated by the Florida Department of Education. For all institutional types, first-time NCLEX passage rates provided by the Florida Board of Nursing for 2024 are included. Agencies that reference the Attachment B tables are not required to provide additional documentation.

For all institutional types, first-time NCLEX passage rates from the Florida Board of Nursing, or institutional completion rates (CNA programs only) for 2024 are provided. An agency may submit data demonstrating a performance metric has been met for that year.

Agencies wishing to provide alternative data to justify eligibility must do so when submitting this form. In addition to providing the rates in the tables below, agencies should provide a detailed description of the methodology used to arrive at the data provided. The Department will review all information provided and will determine whether the criteria provided meet the performance metrics requirements outlined in s. 1009.8962, F.S. Agencies that do not meet eligibility criteria will be notified via email within 10 business days.

Does your agency have an active certified nursing assistant program? (Mark with X)	Yes ___ No ___
If yes, what is the completion rate for the most recent reporting year?	
Data Source	Attachment B ___ Other (Please specify and provide documentation) ___

	<b>Licensed Practical Nursing</b>	<b>Associate in Science in Nursing</b>	<b>BSN (Pre-licensure only)</b>
Does your agency have an active program? (Mark with X)	Yes ___ No ___	Yes ___ No ___	Yes ___ No ___
If yes, did at least 10 students from your program take the			

National Council of State Boards of Nursing Licensing Examination (NCLEX) in 2024?			
If yes, what is the first-time passage rate on the NCLEX for 2024?			
Data Source	Attachment B __ Other (Please specify and provide documentation) __	Attachment B __ Other (Please specify and provide documentation) __	Attachment B __ Other (Please specify and provide documentation) __

I certify that the institution listed above has confirmed it is an eligible applicant and intends to submit a proposal for the Linking Industry to Nursing Education (LINE) Fund. Additionally, it is understood that in order to apply for the LINE Fund, the institution must have an eligible health care partner under section (s.) 768.38(2), Florida Statutes (F.S.), who has pledged a monetary contribution to the institution, to be spent on an eligible purpose, as defined in s. 1009.8962, F.S. and Rule 6A-10.0325, F.A.C.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	<b>A) Program Name:</b>   <b>TAPS NUMBER:</b>	<b>DOE USE ONLY</b>  Date Received
<b>B) Name and Address of Eligible Applicant:</b>		<b>Project Number (DOE Assigned)</b>
<b>C) Total Funds Requested:</b>   <hr style="width: 20%; margin-left: 0;"/> <p style="text-align: center;"><b>DOE USE ONLY</b></p> <b>Total Approved Project:</b>  \$	<b>D) Applicant Contact &amp; Business Information</b>	
	Contact Name:  Fiscal Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	Physical/Facility Address:	UEI number:  FEIN number:
<b>CERTIFICATION</b>  I, _____, ( <i>Please Type Name</i> ) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.  Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
<b>E)</b> _____ Signature of Agency Head	_____ Title	_____ Date

## Instructions for Completion of DOE 100A

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



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

- A. Name of Eligible Recipient/Fiscal Agent:** \_\_\_\_\_  
**B. DOE Assigned Project Number:** \_\_\_\_\_  
**C. TAPS Number #26A307** \_\_\_\_\_

**NOTE:** See the DOE101S form “Instructions” tab in the Excel workbook for instructions on completing the form. Show all amounts in whole dollars only.

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	OBJ E CT	ACCOUNT TITLE, NARRATIVE, AND EXPLANATION	FTE	AMOUNT (whole \$)	% ALLOCATED to this PROJECT
#####	###	<b>Student Scholarships:</b> Scholarships to eligible students; may cover tuition, course fees, exam fees and other approved costs for approved nursing programs.		\$200,000	
#####	###	<b>Instructional Equipment:</b> Purchase of one (1) simulation center to be used by students in eligible ASN program.		\$305,850	
#####	###	<b>Salaries:</b> Two (2) Full-Time Nursing Faculty to be hired to expand eligible ASN program. Amount reflects annual salary for the duration of the grant period. Note: - If these are hourly positions, please include hourly rate and expected hours worked weekly. - In this section, please include a brief job description for each position in which the salary would be covered by grant funds.	2.0	\$100,000	
#####	###	<b>Retirement:</b>		\$11,500	
#####	###	<b>FICA:</b>		\$6,200	
#####	###	<b>Medicare:</b>		\$1,450	
#####	###	<b>Health/Life:</b>		\$25,000	
			<b>Total</b>	<b>\$650,000</b>	
<p>* Showing the percentage on benefits is optional.  **Administrative Cost cannot exceed 5% of the total grant allocation. The DOE 101S, Budget Narrative, must detail administrative services using appropriate and individual object codes; a single listing of “administrative services” is not permissible.</p>					

**Health Care Partner Contribution Certification Form Linking  
Industry to Nursing Education (LINE) Fund**

Enclosed is the certification form, required for the proposal of the Linking Industry to Nursing Education (LINE) Fund, which is intended to meet local, regional and state workforce demand by recruiting faculty and clinical preceptors, increasing the capacity of high-quality nursing education programs and increasing the number of nursing education program graduates who are prepared to enter the workforce.

To apply for the LINE Fund, this certification form must be completed and signed by an authorized official of both the health care partner and the recipient agency and included in the proposal. Applicants are allowed to have more than one health care partner when applying for the LINE Fund. If an applicant has more than one health care partner, the applicant should submit one proposal with all health care partners with the total funds contributed detailed. Additionally, the applicant should submit this form for each health care provider.

**Part I (to be completed by the health care partner)**

*Please print or type*

Health Care Provider Name:			
Recipient Agency Name:			
Confirmation that health care partner meets eligibility criteria under section 768.38(2), Florida Statutes, (*see note below) and is located and licensed to operate in the State of Florida. (Mark with X) <input type="checkbox"/> Meets criteria <input type="checkbox"/> Does not meet criteria			
Mailing Address:			Fund, Foundation, Assn. Name ( <i>if applicable</i> ):
City:	State:	Zip Code:	Total cash contribution: \$
Name of Authorized Officer:			Title of Authorized Officer:
Phone Number of Authorized Officer:			Email Address of Authorized Officer:
I certify that the information submitted is correct and represents the health care partner's intent to make a cash contribution under the provisions of the LINE Fund. It is understood that if the educational institution is awarded a LINE Fund award, the institution will not receive the matching funds until the health care partner's contribution is received by the institution.			
Signature _____			Date _____

**Part II (to be completed by the recipient agency)**

*Please print or type*

Agency Name:	Agency Type: (Mark with X) <input type="checkbox"/> School district <input type="checkbox"/> Florida College System institution <input type="checkbox"/> Independent Colleges and Universities of Florida member <input type="checkbox"/> Commission for Independent Education licensee
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Mailing Address:		
City:	State:	Zip Code:
Name of Authorized Officer:	Title of Authorized Officer:	
Phone Number of Authorized Officer:	Email Address of Authorized Officer:	

*\*Note:* Pursuant to Section 768.38(2), a “healthcare provider” is defined as:

- A provider as defined in s. 408.803, F.S.
- A clinical laboratory providing services in this state or services to health care providers in this state, if the clinical laboratory is certified by the Centers for Medicare and Medicaid Services under the federal Clinical Laboratory Improvement Amendments and the federal rules adopted thereunder.
- A federally qualified health center as defined in 42 U.S.C. s. 1396d(l)(2)(B), as that definition exists on the effective date of this act.
- Any site providing health care services which was established for the purpose of responding to the COVID-19 pandemic pursuant to any federal or state order, declaration, or waiver.
- A health care practitioner as defined in s. 456.001, F.S.
- A health care professional licensed under part IV of chapter 468.
- A home health aide as defined in s. 400.462(15), F.S.
- A provider licensed under chapter 394 or chapter 397 and its clinical and nonclinical staff providing inpatient or outpatient services.
- A continuing care facility licensed under chapter 651.
- A pharmacy permitted under chapter 465.

**Project Performance Accountability Form**

**Definitions**

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

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost