



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office

K-12 Education, Bureau of School Improvement, Charter Schools

Program Name

Public Charter Schools Federal Grant Program
2005-08 Planning, Program Design, and Initial Implementation Project

Specific Funding Authority

Federal Funds: CFDA #84.282A – Title V, Part B, Subpart 1 (formerly Title X, Part C) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001

Funding Purpose/Priorities

To increase the number of high quality charter schools and improve student achievement by providing financial assistance for the planning, program design, and initial implementation costs for charter schools. Priority is to first-year charter schools approved to open during the 2005-06 school year.

Type of Award

Discretionary

Total Funding Amount

Approximately \$10 million is available to be awarded to eligible applicants under the provisions of the Public Charter Schools Federal Grant Program for charter schools that have been approved to open in the 2005-2006 school year.

This project is designed as a multiyear application and covers three budget periods with a maximum total duration of three years. The three periods are as follows:

- 1. First budget period:** planning and program design (maximum of 18 months). The period is primarily to occur prior to the opening of the school; however, some activities may continue after the school opens to the extent that they are necessary to complete the program planning and design specified in the approved application (maximum of 18 months; \$200,000)
- 2. Second budget period:** first year of operation (maximum of 12 months; \$20,000 plus \$150 per FTE for survey 2 in October and \$150 per projected FTE for survey 3 in February)
- 3. Third budget period:** second year of operation (maximum of 12 months; \$20,000 plus \$150 per FTE for survey 2 in October and \$150 per projected FTE for survey 3 in February)

Budget Period

This is a multi-year project with a maximum program period of three years and is comprised of three budget periods, the first period is for planning and program design and may extend for a maximum of 18 months and the second and third periods are for initial implementation which may extend for a total of two years. The first period will be effective the date the application is received in the Florida Department of Education (DOE) in substantially approvable form. Funding for the second and third periods will be contingent upon progress made by the charter school in meeting program goals, receipt of all required reports by the established due dates, and the continued availability of federal funding for this program.

Program Performance Period

The second and third year of funding will be based on funds available from the federal government, submission of the DOE 101 Budget Narrative Form, documentation to include progress toward goals, student performance on state standards, receipt of all requested reports by established timelines, and the procedures that will be implemented for all goals that have not been fully achieved in the 2005-2006 school year. Second and third-year funding will be calculated on a per student count in addition to a designated base amount.

Target Population

Entities that have partnered with local school districts or other sponsors as authorized by Section 1002.33, F.S., to operate charter schools that have been approved to open in the 2005-06 school year.

Eligible Applicants

Charter schools approved to open during the 2005-06 school year. To be eligible to receive these funds, the charter school must serve students in grades K–12. Schools may serve students in programs below kindergarten, however, there must be at least one student registered in kindergarten during FTE surveys 2 and 3 (October and February). Charter schools failing to meet this requirement by FTE survey 3 of the first year of operation may be determined to be ineligible for continued participation in the program and federal funding may be terminated.

Application Due Date

As soon as possible, but no later than June 30, 2005. The due date refers to the date of receipt in Grants Management by the close of business. Facsimile and email submissions will not be accepted.

Contact Persons

- Karen Bennett, Charter Schools, (850) 245-0867, Suncom (850) 205-0867, E-mail: Karen.Bennett@fldoe.org
- Sue Wilkinson, Grants Management, (850) 245-0496; Suncom (850) 205-0496, E-mail: Sue.Wilkinson@fldoe.org

Assurances

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

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies (LEAs) to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;
- 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 DOE, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at <http://www.firn.edu/doe/comptroller/gbook.htm>

School Districts, Community Colleges, Universities and State Agencies: The certification of adherence filed with the DOE Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

NARRATIVE SECTION

For Federal Programs - General Education Provisions Act (GEPA)

In accordance with the requirements of Section 427 of the General Education Provisions Act (GEPA) Public Law 103-382, each applicant for Federal funding must provide a concise description of the steps proposed to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details, refer to URL: <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html>.

Public Charter Schools Federal Grant Program Assurances

Current federal guidelines for the Public Charter Schools Grant Program require specific elements be addressed by any charter school applying for these funds. Florida's standard charter application process is sufficiently thorough and comprehensive enough that these required elements have been almost fully addressed by the original charter application which is approved by the local district school board prior to the operation of the charter school, **or** they will be included in the narrative requirements of the project application. These elements **do not** need to be restated or rewritten for the purposes of this project application, but the latest and most complete copy of the charter school's approved application must be attached with this project application to the DOE to document compliance with each of these elements. **If the original project narrative and charter application fail to sufficiently address each of these federally required elements listed in the Charter Schools Assurances provided in this the Request for Application (RFA), then the applicant must submit additional narrative addressing the lacking issue(s).**

Relationship of Project to State Goals and Imperatives

The Florida Legislature has articulated four goals for the state's K-20 educational and accountability system that guide and direct educational activities. These goals are:

1. Highest Student Achievement
2. Seamless Articulation and Maximum Access
3. Skilled Workforce and Economic Development
4. Quality, Efficient Service

Adopting these goals as a foundation, the State Board of Education has identified eight Strategic Imperatives as part of its long-range strategic planning effort to improve Florida's education system. One of these imperatives, ***Strategic Imperative 5.0, Increase the Quantity and Improve the Quality of Education Options***, places a priority on expanding and improving the quality of school choice options that are available to Florida's families.

As one of Florida's fastest growing choice options, charter schools have a key role in helping to accomplish this imperative. The funds from this project must be used to improve the quality of charter schools opening in fall 2005-06 in their first year of operation, thereby helping to expand and improve the quality of school choice options for Florida parents and students.

Priority Areas and Required Project Narrative

The project application must clearly describe how funds will be used to address each of the following state requirements. Points will be awarded based on the extent to which the applicant addresses the information requested for each section of the application.

1. Background Information and Overview of School (20 points)

- Provide an overview stating why the charter school was established.
- Describe the community the school has selected to serve.
- Describe the charter school's mission and philosophy.

- Describe how the school proposes to use the project funds to implement the mission and philosophy and achieve the stated goals of the school.
- Describe the school's student population, including the projected number and demographic composition of the students to be served.
- State the grade levels and enrollments you anticipate the school will serve at opening and include any plans for additional grade levels proposed for subsequent years.

2. Essential Areas for an Effective Charter School Educational Program (60 points)

The DOE has identified five areas that are considered to be essential to the implementation and success of high-quality charter schools. These include: (1) Curriculum, Instruction, Assessment, and Accountability; (2) Special Education Services; (3) Business, Finance, and Accounting; (4) Governance and Legal; and (5) Administration and Operations. The application must describe how **each** of the following items will be addressed to reflect the five essential areas for an effective charter school program. Some designated information has been included, but applicants may add other information if desired.

(1) Curriculum, Instruction, Assessment, and Accountability (20 points)

- State the school's performance goals for the 2005-06 school year and describe how the project funds will be used to achieve and measure the attainment of these goals.
- Describe how the project funds will be used for the implementation of a student achievement continuous improvement process that includes: disaggregation of student performance data for analysis and instructional planning; lessons focused on the Sunshine State Standards; a school curriculum calendar based on student achievement needs; frequent assessment of student mastery of the Sunshine State Standards; intensive school-hour tutorial for students not mastering grade-level standards; enrichment for students who have mastered grade-level standards; and monitoring of the continuous improvement process by the instructional leader of the school.
- Describe how the project funds will be used in the school's curriculum development process.
- Describe how the project funds will be used to align the school's reading curriculum with the **Just Read, Florida!** initiative and, if applicable, the middle grades rigorous reading requirement.
- Describe how the project funds will be used in the professional development and in-service training activities for teachers and instructional aides directly aligned to the goals, student achievement continuous improvement process, curriculum development process, and reading curriculum stated above.
- Describe how the project funds will be used to establish a continuous improvement progress monitoring process that will enable the school to achieve above a school grade "D" and achieve Adequate Yearly Progress under No Child Left Behind.
- Describe how the project funds will be used for evaluating student performance, including how well each student masters performance standards approved by the State Board of Education as part of Florida's statewide assessment system.

(2) Special Education Services (10 points)

- Describe how the charter school will serve students from special populations, including students eligible for Exceptional Student Education (ESE) and Limited English Proficient (LEP) students.
- Describe how services to these student populations will be monitored, including the implementation of the continuous improvement process and required student plans.
- Describe how the project funds will be used to provide professional development and materials to teachers of students from special populations, including eligible ESE and LEP students.

(3) Business, Finance, and Accounting (10 points)

- Describe how the business office fiscal and accounting practices and policies for the charter school were developed or will be developed.
- Explain the activities in the process used to develop an operating budget that shows the fiscal viability of the school, including cash flow projections and an understanding of the funding methods available to charter schools.
- Describe how the project funds will be used for the finance and accounting procedures in the charter school.
- Describe the procedures that will be followed to ensure that funds move efficiently and timely between the fiscal agent (school district) and the charter school.

(4) Governance and Legal (10 points)

- Provide an overview of the governing board to include composition, criteria for serving, background of members, and responsibilities or decision-making authority.
- Explain the governing board's role in the financial oversight of the school.
- Describe how the project funds will be used for training of governing board members.
- Describe the development of governance and management structures, including the role of the local school district in governance, provision of services, and monitoring of the charter school.
- Explain the process for the hiring of school administrative staff and background requirements.
- Describe how the project funds will be used in the in-service training program for the charter school administrator(s).
- Provide information regarding the charter school facility to include facility financing; ownership, renting, or leasing; and long-range facility planning and code compliance.
- Describe how parents and other community members are or will be involved in the design and implementation of the school.
- State information and partnerships and collaborations formed by the school that will support the implementation of the total school program.
- Describe your plan for creating a positive and productive relationship with the authorizing LEA.

(5) Administration and Operations (10 points)

- Describe how the LEA and governing board of the charter school will provide for continued operation of the school following expiration of this federal project.
- Explain how all funds (federal, state, local, or private) are or will be used to develop an effective educational program.
- Describe how eligible students in the community will be informed about the charter school and given an equal opportunity to attend.

Note: The application must state that the project recipient agrees to notify immediately the Bureau of School Improvement, Charter Schools in the DOE regarding any change in the school's charter status, administration, contact information, or other descriptive information that is needed by the DOE to maintain a current database of all operating charter schools in Florida.

3. Technology and Internet Connectivity (5 points)

As public schools, charter schools are required to report student performance achievement data, including the information required for the annual school report and the education accountability system governed by ss. 1008.31 and 1008.345, Florida Statutes. Further, it is the policy of the DOE to support and use a paperless communication system to the greatest extent possible.

- Provide evidence to show that the charter school will have access on site to the Internet and an email account that will be dedicated to charter school business to enable staff to receive and transmit data, receive paperless communications, and exchange electronic correspondence with state and local agencies.
- Describe how the school will maintain the equipment in proper working order and upgrade it as necessary to ensure efficient communication, operation and transmission of data. Recipients may use project funding for meeting this technology and electronic transmission requirement. The project application budget must reflect any funds to be used for this purpose.

4. Budget Narrative (15 points)

Provide a comprehensive narrative overview of how the project will be used to support the mission and objectives of the charter school. The budget narrative must be aligned with the essential program areas addressed in the previous sections and consistent with information presented on the required DOE 101 Budget Narrative Form that are submitted as part of the application.

Dissemination/Marketing

Information about the operation and accomplishments of charter schools receiving implementation awards will be disseminated and marketed to appropriate populations through charter workshops, conferences, and websites approved by the DOE.

Reporting Outcomes

Each charter school receiving these funds must prepare periodic financial reports of expenditures related to the project for submission to the Bureau of School Improvement, Charter Schools in the DOE. Dates for submission of these reports will be stated in the Project Award Notification, DOE 200 form, under the terms and special conditions in section 12.

In addition, each project recipient must submit an end-of-budget period report of no more than five typewritten double spaced pages to the Bureau of School Improvement, Charter Schools in the DOE detailing how the project funds were used to plan and design a quality program (first funding period) and improve the quality of the charter school and increase student achievement during the second budget period. The report due dates will be stated in the terms and special conditions section of the project award notification. Receipt of these reports is one of the factors that will be used to determine whether the charter school will be awarded funding for the second and third budget periods. These reports are not to be confused with the Project Disbursement Report, DOE 399, which is submitted by the school district to the DOE Comptroller's office.

A final report must be submitted to the Bureau of School Improvement, Charter Schools, DOE, after the third funding period.

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

Funding Method

Federal Cash Advance—On-Line Reporting required monthly to record expenditures. Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.

Fiscal Requirements

All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the

General Assurances for Participation in Federal and State Programs. These procedures and documents can be accessed on-line at <http://www.firn.edu/doe/comptroller/gbook.htm>. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

Note: The charter school director, or the director's designee, will be required to participate in the Florida Annual State Charter School Conference to be held during the school year. Additionally, the director or designee will be required to attend other specified DOE training and leadership development workshops to be conducted during each of the three school years in which funding is awarded. Recipients may reserve project funding for participation in these required conferences and workshops. The project application budget must reflect any funds to be used in meeting these training requirements.

Recipients may reserve funding for participation in the statewide and national workshops and conferences, including the required professional development and training described in this RFA.

In order to receive funding for the second and third budget periods, applicants will need to submit a progress report; a DOE 101 Budget Narrative Form for the budget period; and any amendments to their approved project application resulting from changes in the plan of operation.

The federal grant funds must supplement and not supplant the Florida Education Finance Program.

Federal guidelines do not allow recipients to use these project funds for expenditures which were encumbered prior to the official notification of a project award, as established by the date of the Commissioner's project award notification document.

The LEA may not deduct funds for indirect costs, including administrative fees or expenses, from a sub-grant awarded to an eligible applicant, unless the eligible applicant enters voluntarily into a mutually agreed upon arrangement for administrative services with the relevant local educational agency. If indirect costs or other administrative fees to be used by the school district are included in the project budget, a statement regarding the agreement between the district and the charter school must be included in the budget narrative.

This project is only for charter schools that anticipate beginning their first year of operation in the 2005-06 school year. An eligible applicant receiving a project may use the funds, under federal guidelines established for the program, for the following:

Post-award planning and design of the education program, which may include:

1. Refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and
2. Professional development of teachers and other staff who will work in the charter school.

Initial implementation of the charter school, which may include:

1. Informing the community about the school;
2. Acquiring necessary equipment and educational materials and supplies;
3. Acquiring or developing curriculum materials; and
4. Other initial operating costs that cannot be met from state or local sources.

These broad federal guidelines are clearly intended to give the charter school governing board maximum flexibility to design a start-up budget specific to the planning and implementation needs of each charter school.

Upon advisement from the U.S. Department of Education, the following uses of project funds also apply:

- **Renting/leasing and minor remodeling of facilities** is an allowable expenditure; however, project funds for renting/leasing facilities may be used for a maximum of three months prior to the opening of school. After this initial period, the costs of renting a facility are considered ongoing operational expenses. Minor remodeling means minor alternations to a previously completed building and includes the extension of utility lines, such as water and electricity, from points beyond the confines of the space in which the minor remodeling is undertaken but within the confines of the previously completed building. The term does not include building construction, structural alterations to buildings, building maintenance, or repairs.
- **Renovation of facilities** is an allowable expenditure; however, recipients are limited to expenditures for installation of a fire alarm, sprinkler system, and minor renovations required for compliance with the Americans with Disabilities Education Act (ADA) such as installation of an entry-way ramp or bathroom stall bars. Installing elevators for ADA purposes or removing asbestos or installing fire retardant ceiling panels and carpet, are not allowable uses.
- **Employment of staff (salaries)** is an allowable expenditure; however, recipients are limited to **three months prior to the opening of school** for a principal and/or head teacher to assist the school with its planning and design. Under special conditions, a charter school may pay salaries for personnel that were not anticipated such as a full time special education teacher. In order to pay any salaries over and above the three-month limit specified above, the school/district would need to submit to the DOE for prior written approval, a program and budget amendment to their approved project application.

The general rule of thumb for use of project monies is that they be used for items that will directly impact a student such as school equipment (e.g., desks, microscopes, bulletin boards, overheads, and LCD projectors), textbooks, computers, library and media materials, professional development of teachers, and policy and governing board training.

Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

- 1) One (1) original and three (3) copies of the completed application are received in DOE within the timeframe specified by the RFA.
- 2) Application includes required forms: DOE 100A – Application and DOE 101 – Budget Narrative. **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.
- 3) Assurances page submitted with original signature, without modification, assuring that all special requirements and activities will be met.
- 4) Documentation of the school's on-site access to the Internet or description of the school's plans to meet this requirement.
- 5) Application includes the completed Three-year Budget Projection Form.
- 6) Application includes the signed ED 80-0013 - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements form.
- 7) Copy of the current charter application.
- 8) Copy of the approved charter (if available).

- 9) Application must be submitted to:
Bureau of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 32399-0400
- 10) Project Narrative that describes how the project will address each of the areas described in this RFA. **Note:** This section of the application must not exceed ten (10) pages.

Method of Review

Project applications will be screened by DOE program staff to assure that guidelines of all federal regulations and state requirements in the RFA have been addressed. Applications that meet all state and federal requirements will then be evaluated by peer reviewers with expertise in planning and design of charter school programs. Project applications receiving a score of less than 70 points will not be funded; however, applicants will be authorized to resubmit revised applications should they choose to do so. Technical assistance will be made available to any applicant scoring less than 70 points. The DOE may require revisions to applications where weaknesses have been identified.

Instructions for Completion of DOE 100A

- A. If not pre-printed, enter name 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 contact person. This is the person responsible for responding to all questions regarding information included in this application.
- E. State whether school is a traditional charter or a conversion.
- F. If the school has an affiliation with a municipality, university, community college, and/or management company, please indicate.
- G. 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 president/chairman of the governing board for other eligible applicants.

Note: Applications signed by officials other than the appropriate agency head (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

Project Application

TAPS Number

Please return to: Florida Department of Education Bureau of Grants Management Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	A) Program Name: Public Charter Schools Federal Grant Program 2005-08 Planning, Program Design, and Initial Implementation Project	DOE USE ONLY Date Received						
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)						
C) Total Funds Requested: \$ _____ <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> DOE USE ONLY </div> Total Approved Project: €	D) Applicant Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name:</td> <td style="width: 50%;">Mailing Address:</td> </tr> <tr> <td>Telephone Number:</td> <td>SunCom Number:</td> </tr> <tr> <td>Fax Number:</td> <td>E-mail Address:</td> </tr> </table>		Contact Name:	Mailing Address:	Telephone Number:	SunCom Number:	Fax Number:	E-mail Address:
Contact Name:	Mailing Address:							
Telephone Number:	SunCom Number:							
Fax Number:	E-mail Address:							
E) Type of Charter School	F) Affiliate's Name							
CERTIFICATION								
<p>I, _____, and I, _____, <i>(Please Type Names)</i> do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. 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.</p> <p>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.</p>								
G) _____ Signature of Agency Head		_____ Signature of Charter Head						



Instructions Budget Narrative Form

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).

A. Enter Name of Eligible Recipient.

B. (DOE USE ONLY)

COLUMN 1

FUNCTION: 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 2

OBJECT: 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 the object codes as required in the agency's expenditure chart of accounts.

COLUMN 3 - ALL APPLICANTS:

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 4 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE - Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

COLUMN 5

AMOUNT - Provide the budget amount requested for each object code.

C. TOTAL - Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.



CHARTER SCHOOL ASSURANCES

FISCAL AGENCY:

NAME OF ORGANIZATION OR ENTITY:

ADDRESS:

PART I:

THE U. S. DEPARTMENT OF EDUCATION REQUIRES FLORIDA TO DOCUMENT THAT A CHARTER SCHOOL APPLICATION FOR A GRANT UNDER THE FEDERAL CHARTER SCHOOL PROGRAM CONTAINS THE FOLLOWING ASSURANCES. THESE ASSURANCES MAY BE ADDRESSED IN THE GRANT NARRATIVE OR THE SCHOOL'S CHARTER APPLICATION. STATE THE PAGE NUMBER TO INDICATE WHERE EACH OF THE STANDARDS IS ADDRESSED IN EITHER OF THE TWO DOCUMENTS. PROVIDE AN EXPLANATION ON A SEPARATE SHEET IF THE STANDARD IS NOT ADDRESSED IN EITHER DOCUMENT.

ASSURANCES	GRANT NARRATIVE PAGE NUMBER	CHARTER APPLICATION PAGE NUMBER
1. A description of the educational program to be implemented by the proposed charter school, including: (a) how the program will enable all students to meet challenging state student academic achievement standards; (b) the grade levels or ages of children to be served; and (c) the curriculum and instructional practices to be used.		
2. A description of how the charter school will be managed.		
3. A description of (a) the objectives of the charter school and (b) the methods by which the charter school will determine its progress toward achieving those objectives.		
4. A description of the administrative relationship between the charter school and the authorized public chartering agency.		
5. A description of how parents and other members of the community will be involved in the planning, program design and implementation of the charter school.		
6. A description of how the authorized public chartering agency will provide for continued operation of the school once the Federal grant has expired, if such agency determines that the school has met the objectives described in Assurance #3 above.		
7. A request and justification for waivers of any Federal, statutory, or regulatory provisions that the applicant believes are necessary for the successful operation of the charter school; and a description of any state or local rules, generally applicable to public schools, that will be waived for, or otherwise not apply to the school.		
8. A description of how the subgrant funds or grant funds, as appropriate, will be used, including a description of how such funds will be used in conjunction with other Federal programs administered by the Secretary, U.S. Department of Education.		
9. A description of how students in the community will be (a) informed about the charter school and (b) given an equal opportunity to attend the charter school.		
10. An assurance that the eligible applicant will annually provide the Secretary, U.S. Department of Education and the Florida Department of Education such information as may be required to determine if the charter school is making satisfactory progress toward achieving the objectives described in Assurance #3 above.		

Instructions

Charter School Program – Three-Year Budget Projection for Planning and Implementation

This form is designed for applicants to propose how federal funds will be used for planning, program design, and implementation across a maximum of three years. Before completing this form, applicants should carefully review the Uses of Funds section of the Request for Applications (pages 9-10). Proposed expenditures must be consistent with the intent of the program and the limitations specified. Complete descriptions of the categories of proposed expenditures can be found in the ***Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book)***, pages 4-3 through 4-16. A copy of this manual can be accessed at <http://www.firn.edu/doe/fejp/redtoc.htm>.

MAXIMUM FUNDING LEVELS ARE AS FOLLOWS:

- First funding period: \$200,000
- Second funding period: \$20,000 (base) plus \$150 per student per FTE survey
- Third funding period: \$20,000 (base) plus \$150 per student per FTE survey

PLEASE BE AWARE THAT:

- The first budget period is intended primarily for planning and program design; however some costs for initial implementation may be included in these projections.
- The second budget period is intended primarily for initial implementation; however, some costs for planning and program design may extend into this period.
- The third period is limited to costs for implementation.

TIMELINES ARE AS FOLLOWS:

- **The total amount of time allowed for planning and program design may not exceed 18 months.**
- **The total amount of time allowed for implementation may not exceed 24 months.**

The total amount projected for the first budget period must match the amount specified on the DOE 101, Budget Narrative Form, and cannot exceed \$200,000.

The amounts projected for the second and third budget periods are estimates only and may be revised at the time those funds are requested (through submission of the appropriate documentation as specified on pages 4 and 8 of the Request for Applications).

Category of Proposed Expenditures (Object Code)	First Budget Period			Second Budget Period			Third Budget Period	Total
	Planning & Program Design	Initial Implemen- tation	Total	Planning & Program Design	Initial Implemen- tation	Total	Implementation	
Anticipated Beginning and Ending Dates	From:	To:		From:	To:		From:	To:
Salaries (100)								
Administrator (110)								
Classroom Teacher (120)								
Other Certified Personnel (130)								
Substitute Teachers (140)								
Aide (150)								
Other Support Personnel (160)								
Employee Benefits (200)								
Purchased Services (300)								
Professional & Technical Services (310)								
Insurance and Bond Premiums (320)								
Travel (330)								
Repairs and Maintenance (350)								
Rentals (360)								
Communications (370)								
Public Utility Services (other than energy) (380)								
Other Purchased Services (390)								
Energy Services (400)								
Materials and Supplies (500)								
Capital Outlay (600)								
Other Expenses (700)								
Total*								

*The total for the first budget period must match the total on the DOE 101, Budget Narrative Form and must not exceed \$200,000.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by Section 1352, title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantees policy of maintaining a drug free workplace;

<p>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and</p> <p>(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;</p> <p>(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);</p> <p>(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--</p> <p>(1) Abide by the terms of the statement; and</p> <p>(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;</p> <p>(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant;</p> <p>(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --</p> <p>(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or</p>	<p>(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;</p> <p>(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).</p> <p>B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:</p> <p>Place of Performance (street address, city, county, state, zip code)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Check <input type="checkbox"/> if there are workplaces on file that are not identified here.</p> <p>Drug-Free Workplace (Grantees who are Individuals)</p> <p>As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --</p> <p>A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and</p> <p>B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant.</p>
<p>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.</p>	
<p>NAME OF APPLICANT</p>	
<p>PRINTED NAME AND TITLE OF AUTHORIZED CHARTER SCHOOL REPRESENTATIVE</p>	
<p>SIGNATURE</p>	<p>DATE SIGNED</p>