



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office

K-12 Schools/ Bureau of Student Assistance/Title I Programs and Academic Intervention Services

Project Name:

Title I, Part D, Local Programs for Neglected and Delinquent Youth

Specific Funding Authority (ies)

CFDA #84.010, P.L. 107-110, No Child Left Behind Act of 2001, Title I, Part D, Subpart 2;

Funding Purpose/Priorities:

To support the operation of local educational agency (LEA) programs that involve collaboration with locally operated facilities to carry out high quality educational programs to prepare eligible children for secondary school completion, training, employment, or further education; to provide activities to facilitate the transition of such children and youth from the correctional programs to further education or employment; and to operate programs in local schools for children and youth returning from correctional facilities, as well as programs which may serve at-risk children and youth.

Type of Award:

Discretionary, non-competitive

Total Funding Amount

Preliminary: \$8,215,694 (Preliminary Allocation for each school district is included as attachment to this Request for Application)

Budget Period:

July 1, 2005 – June 30, 2006

Program Performance Period:

July 1, 2005 – June 30, 2006

Target Population:

Children and youth in local institutions for neglected and/or delinquent children.

Eligible Applicant(s):

Florida school districts (referred to as Local Educational Agencies, or LEAs) with youth receiving educational programs through locally operated institutions for neglected and/or delinquent children and youth.

Application Due Date:

The due date refers to the date of receipt **in** Grants Management by the close of business on **June 30, 2005**. Facsimile and email submissions will not be accepted.

Complete applications must be submitted via web-based reporting system received by the close of business on **June 30, 2005**. **Project Application (DOE 100A) with original signature of the Superintendent must be submitted by this same date in order for the application to be considered received. Facsimile and email submissions of the DOE 100A will not be accepted.** The effective date of the application will be determined by the date the DOE 100A, with original signature is received by the Office of Grants Management.

Contact Persons:

Technical Support with On-line Application: Felicia Elliott, Program Specialist, Bureau of Student Assistance by phone at (850) 245-0672, or via email at felicia.elliott@fldoe.org
Project Application Support: Available to LEAs by Regional Program Specialist. Please visit the following website for a complete list of Regional Program Assignments for Title I, Part D: http://www.firn.edu/doe/title1/title1reg_contacts.html

Grants Management: Rick Weinstein, Senior Educational Program Director, Office of Grants Management by phone at (850) 245-0497, Suncom 205-0497, or via email at Rick.Weinstein@fldoe.org

Assurances

The Department of Education 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 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 Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these *General Assurances for Participation in State 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 Department of Education 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

General Education Provisions Act

In accordance with the requirements of Section 427 of the General Education Provisions Act (GEPA) Public Law 103-382, request that each applicant for Federal funding 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.

Please Note: Due to the fact that this is an on-line application, applicants are required to maintain documentation at the local level, which supports compliance with the requirements of the General Education Provisions Act. Documentation must include a concise description of the process 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>. NOTE: Upon completion of the on-line application, each applicant will be required to submit confirmation of compliance with this requirement. Assurances, including GEPA requirements are part of the “Print Application” function of the on-line application.

Project Design - Narrative

Applicants are required to submit all program/project design sections of the programs included in the on-line application.

Each LEA requesting assistance under Title I, Part D, Subpart 2 must submit an application to the Department of Education that responds concisely to each of the components indicated below, which are aligned to the Florida Department of Education’s Mission and Strategic Imperatives for increasing student achievement. Requirements of Section 1423 of the No Child Left Behind Act of 2001 are also incorporated herein.

1. Describe the program(s) to be assisted. Provide specific descriptions of the facilities to be served under this program, including the type of facility, a general description of the student population, and length of commitment, as applicable. [Text Box]

2. Identify program goals, objectives, and strategies for improving the student achievement of children and youth in local institutions for neglected and delinquent youth so that they may meet the same challenging state achievement standards as all students in the State.

TARGET GROUP <i>[Link to FDOE’s AYP webpage and State’s NCLB Consolidated Application]</i>	READING <i>[Link to Just Read Florida and Florida Center for Reading Research]</i>	MATHEMATICS <i>[Link to Bureau of School Improvement’s web-page for resources & best practices]</i>
Children and youth served through Title I Part D, Subpart 2.	Goal(s): [Text Box] Objective(s): [Text Box] Strategies: [Text Box]	Goal(s): [Text Box] Objective(s): [Text Box] Strategies: [Text Box]

3. Describe the current formal agreement(s) regarding the program(s) to be implemented between the local educational agency and correctional facilities and alternative schools serving children and youth involved with the juvenile justice system. If agreements are available electronically, please provide as attachment or provide web links if available on-line. The agreement(s) must bear evidence that it is in effect for the 2005-2006 school year.
[Text Box]

4. Identify the goals, objectives, and strategies for the coordination with facilities working with delinquent children and youth to ensure that such children and youth are participating in an education program comparable to that being implemented at the public school such youth would attend.

FACILITY(IES) COORDINATION GOALS	OBJECTIVES	STRATEGIES
Text box	Text box	Text box
Text box	Text box	Text box

5. Identify the goals, objectives, and strategies for assisting children and youth transitioning from correctional facilities and helping them remain in school.

TRANSITION GOALS	OBJECTIVES	STRATEGIES
Text box	Text box	Text box

6. Identify the goals, objectives, and strategies for coordinating existing educational programs, including other Federal, State, and local programs, such as programs under Title I, Part A of Public Law 107-110 and vocational and technical education programs serving at-risk children and youth, which focus on meeting the unique educational needs of children and youth in addressing :

PROGRAM COORDINATION GOALS	OBJECTIVES	STRATEGIES
Learning Difficulties:	Text box	Text box
Substance Abuse Problems (if, applicable)	Text box	Text box
Other Special Needs (must identify, if selected)		

7. Identify the goals, objectives, and strategies for coordination with existing social, health, and other services to meet the needs of students returning from correctional facilities, at-risk children or youth, and other participating children or youth, including prenatal health care and nutrition services related to the health of the parent and the child or youth, parenting and child development classes, child care, targeted re-entry and outreach programs, referrals to community resources, and scheduling flexibility.

SOCIAL SERVICES COORDINATION GOALS	OBJECTIVES	STRATEGIES
Text Box	Text box	Text box

8. Identify the goals, objectives, and strategies of partnerships with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring services for participating students.

PARTNERSHIP GOALS	OBJECTIVES	STRATEGIES
Text Box	Text box	Text box

9. Identify the goals, objectives, and strategies for increasing parental involvement in efforts to:

PARENTAL INVOLVEMENT GOALS	OBJECTIVES	STRATEGIES
Improve the educational achievement of their children	Text box	Text box
Assist in dropout prevention activities	Text box	Text box
Prevent the involvement of their children in delinquent activities	Text box	Text box

10. Describe the goals, objectives, and strategies for coordination with programs operated under the Juvenile Justice and Delinquency Prevention Act of 2002, and other comparable programs, if applicable.

11. Identify the goals, objectives, and strategies for working with probation officers to assist in meeting the needs of children and youth returning from correctional facilities.

12. Identify the goals, objectives, and strategies for ensuring that correctional facilities working with children and youth are aware of a child's or youth's individualized education program.

13. Describe the goals, objectives, and strategies for finding alternative placements for children and youth interested in continuing their education but who are unable to participate in a regular public school program.

In addition, the LEA must respond concisely to each of the following items:

14. Identify the goals, objectives, and strategies for providing additional services to youth, such as career counseling, and assistance in securing student loans and grants.

15. Identify the goals, objectives, and strategies for supporting the Florida Department of Education's reading initiative, Just Read, Florida! Information about this initiative is available at <http://www.justreadflorida.org>.

16. Identify the goals, objectives, and strategies for disseminating and marketing information about the program to the appropriate populations.

17. Address how the applicant will provide annual student progress reports to state agencies, local operating agencies, juvenile justice centers, community agencies, and parents.

18. Identify the goals, objectives, and strategies of a transition plan that documents the steps that have been taken to ensure that the transitional needs are met for students returning to the district or an alternative education program from correctional facilities.
19. Identify the goals, objectives, and strategies in meeting the following evaluation and accountability requirements:
 - a. The district must consult with teachers and parents of the children concerning the design and implementation of the Title I program and may choose to establish and use parent advisory councils.
 - b. The district must use multiple and appropriate measures of individual student progress including, but not limited to, statewide assessment data.
 - c. The district must evaluate its program(s) using disaggregated data on participants by gender, race, ethnicity, and age, and must show how the results will be used to plan and improve subsequent programs for participating children and youth.
 - d. The district must submit its annual evaluation results for the 2005-2006 program year to the Florida Department of Education no later than October 15, 2006.

Support for Reading/Strategic Imperatives

Describe how the proposed project will incorporate reading initiatives and one or more of the Florida State Board of Education (SBE) strategic imperatives.

URL: http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf

Each applicant is required to incorporate goals, objectives and strategies to increase student achievement in the areas of reading and mathematics.

Dissemination/Marketing

Describe methods /strategies you will use to disseminate and market information about the project to appropriate populations.

Each applicant is required to describe the process for disseminating information regarding the programs and services funded under this program to a targeted population that includes district and school staff, parents, school advisory councils, private schools, community agencies and other stakeholders electronically and through other means such as written and oral communication and via fax. Information regarding Title I programs shall be made available for public review at a selected district site.

Reporting Outcomes

Each applicant is required to describe the methods that will be used to report student and program outcomes to parents and other district and school stakeholders.

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

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.

Conditions for Acceptance

The completed application must be submitted via the 2005-06 Title I, Part D, Online Application. **LEAs must also submit the Project Application Form (DOE 100A) with original signature of the district superintendent (preferably in blue ink) to Office of Grants Management:**

**Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 344
Tallahassee, Florida 32399-0400.**

The on-line application requires all LEAs to complete all sections of the application. LEAs must press the final submit button in order for completed application to be sent to FDOE. The system will provide applicant will an electronic confirmation if application is submitted in accordance with instructions.

Funds shall be obligated no earlier than the date the Project Application Form (DOE 100A) with original signature is received by the Office of Grants Management or the effective date of the federal grant award, whichever is later. An application is considered to be in substantially approvable form when the DOE 100A, with original signature is received and the complete on-line project application is successfully submitted to the Florida Department of Education.

NOTE: Project Application Form (DOE 100A) 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.

Method of Review

The on-line project application, including budget narrative shall be reviewed by FDOE staff in accordance with established project application review checklists and requirements set-forth in the No Child Left Behind Act of 2001; applicable non-regulatory guidance and other applicable federal.

FLORIDA DEPARTMENT OF EDUCATION Project Application

TAPS Number
06A027

Please return to: Florida Department of Education Bureau of Grants Management Room 344 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	A) Program Name: 2005-2006 Title I Part D, Subpart 2 Local Programs for Neglected or Delinquent Youth	DOE USE ONLY Date Received Note: Date received is based on the date this form, with original signature is received by Bureau of Grants Management.
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ _____ DOE USE ONLY Total Approved Project: \$ _____	D) Applicant Contact Information	
Contact Name: _____		Mailing Address: _____
Telephone Number: _____		SunCom Number: _____
Fax Number: _____		E-mail Address: _____
CERTIFICATION		
<p>I, _____, (<i>Please Type Name</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>		
<p>E) _____ Signature of Agency Head</p>		



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. 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 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

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.

