



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office: K-12 Schools, Bureau of Student Assistance, Office of Safe and Healthy Schools, Coordinated School Health Program (CSHP)

Project Title: Tobacco Prevention and Intervention Teacher Training Continuation Project

Specific Funding Authority: State: Title XXXIV Alcoholic Beverages and Tobacco-Tobacco Products, section 569.11(6), Florida Statute.

Funding Purpose: Tobacco Prevention and Intervention Teacher Training Projects will be continued to support public school districts to enhance teacher knowledge and skills needed to impact the use of tobacco among youth by providing quality training for teachers to implement effective tobacco prevention and intervention programs.

Continuation projects shall

- develop a detailed work plan including goals, objectives, action steps, and evaluation strategies for the continuation project;
- review the currently funded tobacco prevention and intervention teacher training project to identify components that will be included in the continuation project;
- identify additional tobacco prevention and/or intervention curricula or programs requiring teacher training;
- evaluate the results of additional training provided to teachers on tobacco prevention and/or intervention curricula and/or programs; and
- assess student knowledge, identifying student gains in knowledge as a result of the tobacco prevention and/or intervention curricula or programs taught by the trained teacher.

Support for Reading Initiative: The grantee is required to address how the project will support Just Read, Florida! Information about the initiative is available at <http://www.justreadflorida.org/>.

Type of Award: Discretionary

Total Funding Amount: \$350,000.00 total allocation. Project awards will be a maximum of \$50,000 per individual public school district.

Budget Period: July 1, 2006 through June 30, 2007

Performance Period: July 1, 2006 through June 30, 2007

Target Population: Instructional personnel who will implement tobacco education in Florida public schools.

Eligible Applicants: Currently funded projects with the school districts of Bay, Broward, Charlotte, Clay, Pinellas, Seminole, and Volusia.

Application Due Date: Upon receipt but no later than May 19, 2005. Applications received after 5:00 p.m. EST will not be processed.

Contact Person: Dr. Antionette Meeks, 850.245.0480; Suncom: 205.0480; Fax: 850.245.5116; E-mail: Antionette.Meeks@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.

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

Project Design: There is a 5-page maximum for the narrative. Forms, Project Design Template, project evaluation plan, attachments, and appendices are not included in this 5-page maximum. The project narrative should be prepared using an 11-point font size, 1" margins, and single-sided typed 8.5 x 11-inch sized pages. Include in the narrative how this project will support the Just Read, Florida! initiative and how the project will be disseminated and marketed to the target audience. In addition to the narrative, use the attached Program Design Template to provide an overview of your project. The narrative must provide a detailed work plan of strategies and outcomes for the 2006-07 grant year. The work plan must include the items listed below in the following order:

- preliminary evaluation results report from originating tobacco grant project
- a teacher training needs assessment for tobacco prevention and/or intervention education teacher trainings you plan to continue
- description of new tobacco prevention and/or intervention programs and/or curricula on which teachers will be trained
- list of training programs including proposed training dates, number of training days, number of training contact hours, target audience (e.g., 6th grade science teachers), number of attendees desired
- list of components unique to the proposed trainings and programs
- outline of a plan for the evaluation of the project, including impact on teachers trained and students receiving the program/curricula from these teachers (It is highly recommended that up to 10% of the requested budget be used for contracting with an evaluation professional for the purpose of evaluating your project.)
- description of how the proposed project will incorporate one or more of the Florida State Board of Education strategic imperatives. More information can be accessed at http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf.
- completed Project Design Template

Reporting Outcomes: All reports and deliverables are to be sent to:
Dr. Antionette Meeks, Coordinated School Health Program
Florida Department of Education

325 W. Gaines Street, Suite 554
Tallahassee, FL 32399-0400

Reports to be submitted:

1. Provide an evaluation plan describing how the program will measure progress and effectiveness in achieving its stated objectives by **July 28, 2006**. This plan is to focus on the 2006-07 tobacco prevention/intervention teacher training project, and must be no more than 10 pages in length. Plan must include quantitative and qualitative measures where appropriate. The evaluation plan is to:
 - list goals and objectives for the project;
 - describe how goals and objectives will be measured;
 - identify project activities used to carry out the goals and objectives;
 - measure the effectiveness of all project components outcomes;
 - identify how data will be collected and analyzed, as well as the identifying the reporting system;
 - indicate how program data will be used to plan for continuous improvement.
2. Provide a project interim report by **January 31, 2007**. This report will include information on numbers of participants, program and/or curricula used, training session information, assessment of training participants, and assessment of program and/or curricula impact on students resulting from teacher training.
3. Final Program Evaluation Report – due September 28, 2007 (It is highly recommended that up to 10% of the requested budget be used for contracting with an evaluation professional for the purpose of evaluating your project.)

Dissemination/Marketing: Programs must provide examples of the strategies used to market their project to their target populations. Examples may include but are not limited to brochures, newsletters, and Internet.

Funding Method: Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Fiscal Requirements

1. 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. The text for the Green Book may be accessed on-line at <http://www.firn.edu/doe/comptroller/gbook.htm>.
2. Indirect costs shall only apply to federal projects.
3. **Allowable Expenses:** Project funds must be used for activities that directly support the preparation, training, and engagement in public school tobacco education in grades K-12, as well as the evaluation of this project. Allowable expenditures include professional training fees, training supplies and materials, teacher stipends, substitute teachers, tobacco curricula, evaluation and report preparation, and audiovisual and room rentals. **Note:** Funds may be used for substitute teachers only when classroom teachers attend training during normal working hours.
4. **Unallowable Expenses:** Project funds may not be used for salaries of regular or temporary school district employees, creation of positions or supplanting of existing programs and funding, nonexpendable equipment or consumables such as computers, DVD players, TVs, VCRs, or other electronic or telecommunications equipment, indirect administrative costs, student training or transportation of students, food and beverages, financial incentives for staff and students, non-educational products or gifts, (such as t-shirts), and materials not directly related to tobacco prevention and intervention. Indirect costs cannot be applied to state funded projects.

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

1. Application includes required forms: DOE 100A Application Forms and DOE 101 Budget Narrative Forms and the narrative description as explained previously. DOE forms 100A and DOE 101 can be accessed on-line at <http://www.firn.edu/doe/comptroller/gbook.htm>.
 - **Project Application Form (DOE 100A)** with the appropriate original signature made in an ink color other than black. **NOTE:** The certification section must be an original signature by the Superintendent. If the signature is by an official other than the Superintendent, the application must include a letter signed by the Superintendent, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
 - **Budget Narrative Form (DOE 101)** for July 1, 2006 through June 30, 2007.
 - Submit two (2) copies of the original application.
2. Application is received in the DOE within the timeframe specified by the RFA
3. Application must be submitted to: Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 32399-0400

Attachments

Example of Suggested Planning Format
Program Design Template
DOE 100A Project Application
DOE 101 Budget Narrative Form

EXAMPLE OF SUGGESTED PLANNING FORMAT

<p>PROGRAM GOAL: 1 A cadre of skilled tobacco prevention educators will be established.</p>		<p>Sunshine State Standard: HEA132, HEA134, HEA131, HEB131, HEB134, HEB231, HEB336, HEC133, HEC232</p>		
<p>Program Objective: 1.1 1.0. All (20) 7th grade health teachers will be trained to implement <i>Tobacco Prevention Education</i> in their curricula, July 1, 2005 through May 27, 2006.</p>		<p>Measure of Accomplishment: At least 95% of 7th grade health teachers will be trained to implement Project Tobacco Prevention Education.</p>		
<p>Program Activities:</p>	<p>Evidence/Documentation of Outcome:</p>	<p>Begin/End Date:</p>	<p>Person Responsible:</p>	<p>Proposed Budget Expenditure:</p>
1.1.1 Quality curriculum will be identified and reviewed	Review team reports	7/1-7/31/06		N/A
1.1.2 Materials will be ordered.	Purchase Order completed and approved	7/31-8/10/06		2,800.00
1.1.3 Training programs will be organized and presented.	Agenda and sign-in sheets from training	8/31/06-2/27/07		10,000.00
1.1.4 Training participants will demonstrate increased skills and knowledge	One hundred percent of training participants will show a growth of at least 80% in knowledge between pre- and post-training testing.	8/31/06-2/27/07		N/A
1.1.5 Training program impact will be evaluated	Student feedback will be gathered	10/1/06-5/27/07		N/A

PROGRAM DESIGN TEMPLATE

PROGRAM GOAL: 1		Sunshine State Standard:		
Program Objective: 1.1		Measure of Accomplishment:		
Program Activities:	Evidence/Documentation of Outcome:	Begin/End Date:	Person Responsible:	Proposed Budget Expenditure:
1.1.1				
1.1.2				
1.1.3				
1.1.4				
1.1.5				

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.

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: Tobacco Prevention and Intervention Teacher Training Continuation 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: #f0f0f0; padding: 5px; text-align: center;"> DOE USE ONLY </div> 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>		
E) _____ Signature of Agency 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.

A) _____
 Name of Eligible Recipient:

B) _____
 Project Number: (DOE USE ONLY)

TAPS Number

FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form

Tobacco Prevention and Intervention Teacher Training Continuation Project

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
C) TOTAL				\$

