



## **FLORIDA DEPARTMENT OF EDUCATION**

### **Request for Application (RFA)**

#### **Bureau / Office**

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

#### **Program Name**

Title I, Subpart I – State Agency Delinquent Program

#### **Specific Funding Authority (ies)**

No Child Left Behind Act of 2001, P.L. 107-110, Title I, Part D, Subpart 1; CFDA #84.013A

#### **Funding Purpose/Priorities**

Funds will be used to improve educational services for children and youth in state institutions for neglected and delinquent children and youth so that such children and youth have the opportunity to meet the same challenging state academic content standards and challenging state student academic achievement standards that all children in the state are expected to meet. In addition, their continued the project will provide these children and other at-risk youth with a support system to ensure their continued education and success.

#### **Type of Award**

Discretionary/Non-Competitive

#### **Total Funding Amount**

***Preliminary:*** \$1,170,430.47 (Preliminary Allocation for qualified school agencies are included as an attachment to this Request for Application)

#### **Budget Period**

July 1, 2006 – June 30, 2007

#### **Program Performance Period**

July 1, 2006 – June 30, 2007

#### **Target Population**

Neglected and delinquent children and youth in state operated adult correctional institutions.

#### **Eligible Applicant(s)**

Florida Department of Corrections; Okeechobee Boys School; Dozier II; and Dozier Training School for Boys

### **Application Due Date**

Applications must be received by the close of business on June 30, 2006. This date refers to the date of receipt in the Bureau of Grants Management.

**The due date refers to the date of receipt in Grants Management. For Federal programs, the project effective date will be the date that the application is received within DOE meeting conditions for acceptance, or the date of receipt of the Federal Award Notification, whichever is later. For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in statute or proviso.**

### **Contact Persons**

**Technical Support with On-line Application:** Felicia Williams-Elliott, Program Specialist, Bureau of Student Assistance by phone at (850) 245-0672; email at [felicia.elliott@fldoe.org](mailto:felicia.elliott@fldoe.org) or contact your Title Regional Program Specialists by visiting - [http://www.firn.edu/doe/title1/title1reg\\_contacts.html](http://www.firn.edu/doe/title1/title1reg_contacts.html).

### **Project Application Support:**

Title I Programs and Academic Intervention Services at (850) 245-0415 or contact your Title I Regional Program Specialist by visiting - [http://www.firn.edu/doe/title1/title1reg\\_contacts.html](http://www.firn.edu/doe/title1/title1reg_contacts.html)

**Grants Management:** Kinisha Murphy, Grants Specialist II, Office of Grants Management; (850) 245-0731, Suncom 205-0731, or via email at [Kinisha.Murphy@fldoe.org](mailto:Kinisha.Murphy@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.**

## **Additional Assurances**

Applicants must provide signed assurance that:

- 1) In making services available to children and youth in adult correctional institutions, priority will be given to such children and youth who are likely to complete incarceration within a 2-year period.
- 2) The State agency will assist in locating alternative programs through which students can continue their education if the students are not returning to school after leaving the correctional facility or institution for neglected or delinquent children or youth.
- 3) The State agency will work with parents to secure parents' assistance in improving the educational achievement of their children and youth, and preventing their children's and youth's further involvement in delinquent activities.
- 4) The State agency will work with children and youth with disabilities in order to meet and existing individualized education program and an assurance that the agency will notify the child's or youth's local school if the child or youth is identified as in need of special education services while the child or youth is in the correctional facility or institution for neglected or delinquent children and youth and intends to return to the local school.
- 5) The State agency will work with children and youth who dropped out of school before entering the correctional facility or institution for neglected or delinquent children and youth to encourage the children or youth to reenter school once the term of the incarceration is completed or provide the child or youth with the skills necessary to gain employment, continue the education of the child or youth, or achieve a secondary school diploma or its recognized equivalent if the child or youth does not intend to return to school.
- 6) Teachers and other qualified staff are trained to work with children and youth with disabilities and other students with special needs, taking into consideration the unique needs of such students.
- 7) The program under this subpart will be coordinated with any programs operated under the Juvenile Justice and Delinquency Prevention Act of 2002 or other comparable programs, if applicable.
- 8) The State agency will provide annual student progress reports to state agencies, local operating agencies, juvenile justice centers, community agencies, and parents.
- 9) The State agency will, at a minimum, disaggregate data on participants by gender, race, ethnicity, and age, and use such data for program evaluation, planning, and improvement

## **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.**

Applicants should note the following 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.* These procedures and documents can be accessed online at [www.firn.edu/doe/comptroller/gbook.htm](http://www.firn.edu/doe/comptroller/gbook.htm).

2. Direct costs shall only apply to federal projects. State agencies, state universities, and state community colleges must comply with Section 216.346, Florida Statutes, which states “in any contract between state agencies, including any contract involving the Division of Colleges and Universities or the Division of Community Colleges, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect costs or any other costs not required for the payment of direct costs.” Restrictions to the amount or percentage that can be charged to a project’s administration which may include indirect costs will be specified in the approved project award notification or amendment approval where applicable.
3. Funded applicants will receive their allocation via Federal Cash Advance. Request for Federal cash advances must be made on the Electronic Federal Cash Advance Request System. If at any time it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an online amendment can be made prior to the due date of the next Federal cash advance distribution.
4. Reporting of monthly disbursements is required by the 20<sup>th</sup> of the month following the month of disbursement from each agency receiving these Federal funds. The recipients must report disbursements electronically on the On-Line Disbursement Reporting System. All project recipients must submit a complete DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

## **NARRATIVE SECTION**

### **Project Design-Narrative**

**The applicant requesting assistance under Title I, Part D, Subpart 1 shall submit an application to the FDOE that responds concisely to each of the components indicated below.**

The applicant requesting assistance under Title I, Part D, Subpart 1 shall submit an application to the FDOE that responds concisely to each of the components indicated below:

- 1) Describe the procedures to be used, consistent with the State plan under Section 1111, to assess the educational needs of the children to be served under this subpart.
- 2) Describe the program to be implemented, including a budget for the first year of the program, with annual updates to be provided to the State educational agency.
- 3) Describe how the program will meet the goals and objectives of the State plan.
- 4) Describe how the State Agency will consult with experts and provide the necessary training for appropriate staff, to ensure that the planning and operation of institution-wide projects under section 1416 are of high quality.
- 5) Describe how the State agency will carry out the evaluation requirements of Section 9601 and how the results of the most recent evaluation will be used to plan and improve the program.
- 6) Provide data showing that the State agency has maintained the fiscal effort required of a local educational agency, in accordance with Section 9521.
- 7) Describe how the programs will be coordinated with other appropriate State and Federal programs, such as programs under Title 1 of Public Law 107 – 110, vocational and technical education programs, State and local dropout prevention programs, and special education programs.
- 8) Describe how the State agency will encourage correctional facilities receiving funds under this subpart to coordinate with local educational agencies or alternative education programs attended by incarcerated children and youth prior to their incarceration to ensure that student assessments and appropriate academic records are shared jointly between the correctional facility and the local educational agency or alternative educational program.
- 9) Describe how appropriate professional development will be provided to teachers and other staff.

- 10) Designate an individual in each affected correctional facility or institution for neglected or delinquent children and youth to be responsible for issues relating to the transition of children and youth from such facility or institution to locally operated programs.
- 11) Describe how the State agency will endeavor to coordinate with business for training and mentoring for participating children and youth.
- 12) Describe any additional services to be provided to children and youth, such as career counseling, distance learning, and assistance in securing student loans and grants.
- 13) Pursuant to Section 1418(a), describe the transition services to be provided and provide an assurance that the State agency will reserve not less than 15% and not more than 30% of the amount such agency receives under this subpart in any fiscal year for such services.

### **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](http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf)

### **Dissemination/Marketing**

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

### **Reporting Outcomes**

The applicant must provide annual student progress reports to state agencies, local operating agencies, and parents. The evaluation results must be submitted to the FDOE by October 15, 2006 to:

Bureau of Student Assistance  
Title I Programs and Academic Intervention Services  
Attn: Jerry Whitmore, Administrator  
Florida Department of Education  
325 West Gaines Street, Suite 352  
Tallahassee, Florida 32399-0400

### **For Federal Programs - General Education Provisions Act (GEPA)**

Provide 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/fund/grant/apply/appforms/gepa427.pdf>

### **Equitable Services for Private School Participation**

In accordance with P.L. 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local education agency(ies) service area. For details, refer to URL:

<http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>.

### **Conditions for Acceptance**

The applications must be submitted through the Department's online format. Please submit the DOE 100A printed from the online application to the Bureau of Grants Management; the original copy must have the original signature of the district superintendent (preferably in blue ink) where appropriate.

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

- 1 Application includes all elements of substantially approvable form.
  - a. DOE 100A Form bearing the original signature of the district superintendent.
  - b. Application narrative responding to all indicated components.
  - c. Completed DOE 101, Budget Narrative Form.
- 2 All required forms have original signatures by an authorized entity.
- 3 Application is received in DOE within the timeframe specified by the RFA.
  
- 4 Application must be submitted to:  
Bureau of Grants Management  
Florida Department of Education  
325 W. Gaines Street, Suite 344  
Tallahassee, Florida 32399-0400

**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.**

**Method of Review**

All on-line project applications, including budget forms 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 regulations and guidelines.

## APPLICANT INSTRUCTIONS: PERFORMANCE ACCOUNTABILITY

### Project Performance Accountability

The Department of Education has developed a standardized format for applicants to use in preparing their proposals/applications for discretionary funds. The intent of this process is to assure proper accountability for the use of federal and state funds. The Department has implemented a web-based Grants Management System and the information provided about each funded project will be entered into this system. The Department's program managers will track each project's performance based on the information provided in this section of the approved project.

This information will:

- ✓ Provide a centralized capability for retrieving information about various discretionary projects awarded by the Department.
- ✓ Assist policy-makers and managers in monitoring discretionary funds and the impact they are having.
- ✓ Provide baseline information that can be used in assessing the alignment of funding to goals and strategic imperatives and in allocating available funding to priority needs.
- ✓ Facilitate effective project monitoring.

Types of project performance have been organized into four categories. These are:

- ✓ **Deliverables:** Category Includes: Documents such as manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.
- ✓ **Training, Technical Assistance, and Dissemination:** Category Includes: All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies.
- ✓ **Student Performance:** Category Includes: Any measure that is specific to student performance (e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. "Students" may include pre-k, K-12, and adult learners as well as parents.
- ✓ **Service Delivery:** Category Includes: Delivery of intended services to target population (e.g., adult literacy services, child find services, student evaluation services, etc.)

For each type of performance for which a project will be held accountable, the applicant must complete the information specified in the attached forms. Use only those forms and types of performance applicable to the project. Instructions are provided for the completion of each form.

Selected projects are required to obtain independent, formal, third-party evaluations. Other projects elect to obtain such evaluations. If the proposal or application includes a required or optional third-party evaluation, a form and instructions for describing the proposal evaluation are provided.

## DELIVERABLES FORM

**Deliverables: Manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project**

(1) Name of Deliverable and Brief Description	(2) Standard(s) for Acceptance	(3) Due Date(s)



**APPLICANT INSTRUCTIONS: DELIVERABLES FORM**

**Deliverables: Manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project**

(1) For each deliverable to be completed by the project, enter in Column (1), the name of the deliverable and provide a brief description. The name should be identified from the following list. The description should indicate the purpose of the deliverable, including the target audience and should indicate the type of content to be provided in the deliverable. For example, “Brochure for parents of retained students explaining options for assistance.” Any required reports should also be included in this section.

Announcement Brochure CD Rom Curriculum Database Database Analysis Display DVD Evaluation Instrument Guidelines Instructional Materials	Lesson Plans Manual Needs Assessment Newsletter Policy Paper Poster Public Service Announcement Report Report Format Screening Device Software	Survey Teacher’s Guides Technical Assistance Paper Training Materials – Handout Training Materials – Presentation PowerPoint) Training Modules - Online Video Website Workbook Other
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(2) For each deliverable identified in Column (1), specify all of the proposed standards that should be used to determine whether the deliverable meets the expectations for the project. The standards should be selected from the following list and any additional detail appropriate to each standard should be provided. For example, if one of the standards is “Meets technical specifications,” the descriptions should outline the proposed technical standards.

ADA Compliant Appropriate for Duplication Appropriately Organized Attractive Content Accurate Content Complete Design and Content Appropriate to Intended Audience	Format Consistent with Content and Intended Audience Grammatically Correct Includes Copyright and Funding Information Meets technical specifications Peer Review Readability Level is Appropriate to Audience	Review by DOE Staff Review by Other Entity Sufficient Copies Provided Translated into Appropriate Languages User-Friendly Other
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Provide in Column (3), the date when the deliverable will be complete. Interim dates for drafts, review, etc., should also be provided as applicable.

**TRAINING, TECHNICAL ASSISTANCE, AND DISSEMINATION FORM**

**Training, Technical Assistance, and Dissemination: All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies**

<b>(1) Name of Activity and Brief Description</b>	<b>(2) Quantity and Quality Standards for Acceptance</b>	<b>(3) Method of Documentation</b>	<b>(4) Critical Timelines</b>

**APPLICANT INSTRUCTIONS: TRAINING, TECHNICAL ASSISTANCE, AND DISSEMINATION FORM**

**Training, Technical Assistance, and Dissemination: All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies**

(1) For each training, technical assistance or dissemination activity to be completed by the project, enter in Column (1), the name of the activity and provide a brief description. The name should be identified from the following list. The description should indicate the purpose of the activity, including the target audience and should indicate the type of content to be provided. For example, "Training for third grade teachers of reading in use of multiple instructional strategies."

Coaching Conference Coursework at Institutions of Higher Education Dissemination through the Media Dissemination Through Internet Distance Learning Distribution of Media (Software, Videos, CD ROMs, etc.)	Distribution of Printed Material Exhibits Follow-up to Training Activities In-service Training Mentoring One-On-One Training	On-Site Technical Assistance Preservice Training Seminars Telephone Technical Assistance Workshop(s) Other
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(2) For each activity identified in Column (1), specify all of the proposed standards that should be used to determine whether the activity meets the expectations for the project. The standards should be selected from the following list and any additional detail appropriate to each standard should be provided. For example, if one of the standards is "Participant Feedback Indicative of Usefulness," the descriptions should outline how participant feedback will be gathered and assessed.

Appropriately Organized Content Accurate Content Complete Delivery Appropriate to Content and Audience	Design and Content Appropriate to Intended Audience Use of Consultants Follow-up Data Indicative of Effectiveness Format Consistent with Content and Intended Audience	Grammatically Correct Meets Technical Specifications Participant Feedback Indicative of Usefulness Replicable User-Friendly Other
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(3) Provide in Column (3), the information/materials which will be provided (or otherwise available) to document the performance of the project.

Agreements Analysis of Requests and Responses Anecdotal Data Contracts Evaluation Summaries List of Participants	NRS Report Observation by DOE Staff Participant Competency Evaluations Participant Feedback Summaries Peer Review Purchase Orders	Self-Reporting Sign-in Sheets Travel Itineraries Verification of Dissemination to Target Audiences Other
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(4) Provide in Column (4), the critical timelines for completion of each activity taking into consideration announcements of training availability, delivery of training, completion of follow-up, etc.

## STUDENT PERFORMANCE FORM

**Student Performance:** Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners

<b>(1) Name of Performance and Brief Description</b>	<b>(2) Method of Evaluating Performance</b>	<b>(3) Method of DOE Verification</b>	<b>(4) Timelines for Data Collection</b>

## SERVICE DELIVERY FORM

**Student Performance: Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners**

(1) For each type of student performance to be impacted by the project, enter in Column (1), the name of the performance from the following list and provide a brief description. The description should describe the student population and provide detail about the expected student performance. For example, "Academic Achievement – Reading: Low-performing 3<sup>rd</sup> grade students in Smith Elementary School will increase by 1 level on the FCAT."

Academic Achievement – Language Arts Academic Achievement – Math Academic Achievement – Reading Academic Achievement – Science Academic Achievement – Social Studies Academic Achievement – Writing Achievement – Arts Achievement – Other Achievement – Vocational Education Attendance Award of Certificate Career Advancement Retention Decrease in Disciplinary Actions Decrease in Drop-out Rate Decrease in Suspensions/Expulsions	Diploma Enrollments GED High School Credential Job Placement Job Retention Improvement in Behavior Increased Self-Sufficiency Through Use of Technology Literacy Completion Points Non-Traditional Enrollments Occupational Completion Points Parental Involvement in Education of Dependent Children Parental Involvement in Literacy Activities of Dependent Children	Participation in Assessment Participation in Least Restrictive Environment (LRE) Placements, Retention, Completions (postsecondary JOBS) Postsecondary Education Placement Postsecondary Education Completion Program Completion Promotion to Next Grade Satisfactory Completion of Coursework Secondary Credential State-Adopted Assessment Workplace Readiness Completion Other
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(2) For each student identified in Column (1), specify all of the proposed standards from the following list that should be used to determine whether the performance meets the expectations for the project. Any additional detail appropriate to each standard should be provided. For example, if one of the standards is "Graduation Data," the description should outline how the data will be gathered and what level of graduation rate is expected.

Anecdotal Data AYP Determination Disciplinary Referrals FCAT GED Data	Graduation Data Observation Participation Records Placement Data Portfolios	Progress Monitoring Promotion Data School Grades Standardized Tests Suspension/Expulsion Data Other
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**SERVICE DELIVERY FORM**

**Student Performance (continued)**

(3) Provide in Column 3, the information/materials which will be provided (or otherwise available) to document the performance of the project.

Agreements Analysis of Requests and Responses Anecdotal Data Contracts Evaluation Summaries List of Participants	NRS Report Observation by DOE Staff Participant Competency Evaluations Participant Feedback Summaries Peer Review Purchase Orders	Self-Reporting Sign-in Sheets Travel Itineraries Verification of Dissemination to Target Audiences Other
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(4) Provide in Column (4), the critical timelines for completion of each activity taking into consideration announcements of training availability, delivery of training, completion of follow-up, etc.

**Service Delivery: Delivery of intended services to target population; e.g., adult literacy services, child find services, student evaluation services, etc.**

**SERVICE DELIVERY FORM**

<b>(1) Name of Service and Brief Description</b>	<b>(2) Standard(s) for Acceptance</b>	<b>(3) Method of DOE Verification</b>	<b>(4) Timeline for Service Delivery</b>

**APPLICANT INSTRUCTIONS: SERVICE DELIVERY FORM**

**Service Delivery: Delivery of intended services to target population; e.g., adult literacy services, child find services, student evaluation services, etc.**

(1) For each type of service to be delivered by the project, enter in Column (1), the name of the performance from the following list and provide a brief description. The description should describe the service and provide detailed information about the nature of the service to be delivered. For example, "Mentoring—The project will provide trained adult mentors to work at least once per week with elementary students who have scored Level I or II on the FCAT in reading or math."

Adult Literacy Activities Career, Technical Education Interagency Collaboration Mentoring Neighborhood Self-Sufficiency Through Collaboration Participation in Defined Program (e.g., After-School)	Referrals for Other Services Statewide Leadership Activities Student Evaluation/Assessment Adult Literacy Activities Career, Technical Education Interagency Collaboration Mentoring	Neighborhood Self-Sufficiency Through Collaboration Participation in Defined Program (e.g., After-School) Referrals for Other Services Statewide Leadership Activities Student Evaluation/Assessment Other
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(2) For each service identified in Column (1), specify from the following list all of the proposed standards that should be used to determine whether the performance meets the expectations for the project. Any additional detail appropriate to each standard should be provided. For example, if one of the standards is "Mentoring is appropriate to identified needs," the description should specify of the identified needs and indicate of how the project will determine that mentoring is appropriate."

Mentoring Is Appropriate to Identified Needs Participation Rate Meets Established Minimums Quality of Service Meets Generally Accepted Guidelines	Quantity of Evaluations/Assessments Meet Established Minimums Quantity of Mentoring Meets Established Minimums Quantity of Service Meets Established Minimums Referrals Are Appropriate to Identified Needs	Specified Agencies Collaborate Students Evaluations/Assessments Are Administered Appropriately Units of Service Meet Established Minimums Other
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(3) Provide in Column (3), the information/materials which will be provided (or otherwise available) to document the performance of the project.

Agreements Anecdotal Data Attendance Records Case Records Contracts List of Participants	Meeting Agendas Meeting Minutes NRS Observation by DOE Staff Participant Feedback Summaries	Purchase Orders Sign-in Sheets State-Approved Assessments Travel Itineraries Other
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**APPLICANT INSTRUCTIONS: SERVICE DELIVERY FORM**

(4) Provide in Column (4), the critical timelines for service delivery including initiation and termination dates, for example.

**Formal Third-Party Evaluation: A formal evaluation conducted by a party not employed by the fiscal agent either under contract with the project recipient or under the auspices of the DOE**

<b>(1) Scope of Evaluation and Brief Description</b>	<b>(2) Type of Entity Conducting Evaluation</b>	<b>(3) Date(s) Evaluation to Be Conducted</b>

**Formal Third-Party Evaluation: A formal evaluation conducted by a party not employed by the fiscal agent either under contract with the project recipient or under the auspices of the DOE**

If a formal third-party evaluation is required or proposed for this project the following information must be provided.

(1) In column (1), specify the scope of the evaluation using one or more of the descriptors provided below. Provide additional information regarding the nature of the evaluation. For example, if the evaluation will cover only selected elements of the project, specify the elements to be evaluated.

All Aspects of Project Compliance Review Formative Evaluation	Outcome Assessment Process Review	Selected Elements of Project Summative Evaluation
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(2) In column (2) indicate the type of entity from the following list which will be conducting the third-party evaluation. Provide any additional information which may be available about the entity to conduct the evaluation such as selection criteria or qualifications.

Board/Commission/Task Force Consultant Firm DOE Funded Project	Governmental Agency Independent Entity Selected by Project Individual Consultant	Institution of Higher Education Selected Peer Reviewers Other
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(3) Provide in Column (3), the date(s) when the evaluation will be conducted including the date for completion of reports.

**2006-2007 Title I, Subpart I, Part D  
See Appendix A for Preliminary Allocations**

**Allocations Schedule**

<b>Agency #</b>	<b>Agency Name</b>	<b>Allocation Amount</b>	<b>Reimb. Options</b>
708	Florida Division of Adult Corrections (Florida Department of Corrections, School # 7006)	\$920,327.96	C
69	Okeechobee Boys School (Washington County Program/Eckerd, School # 0011)	\$85,626.23	C
69	Dozier II (School # 0301)	\$54,825.43	C
69	Dozier Training School for Boys (School # 9023)	\$109,650.85	C
		<b>1,170,430.47</b>	<b>TOTAL</b>

**Reimbursement Options**

- Key:**
- C** Federal Cash Advance
  - Q** Advance Payment
  - S** Quarterly Advance to Public Entity
  - R** Reimbursement of Expenditure
  - P** Reimbursement with Performance

*FLORIDA DEPARTMENT OF EDUCATION*  
Project Application

TAPS Number <b>07A027</b>
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<b>Please return to:</b>  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	<b>A) Program Name:</b>  <b>Title I, Subpart I, State Delinquent Program</b>	<b><u>DOE USE ONLY</u></b>  Date Received
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<b>B) Name and Address of Eligible Applicant:</b>  	<b>Project Number (DOE Assigned)</b>
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<b>C) Total Funds Requested:</b>  \$ _____  <div style="background-color: #e0e0e0; padding: 2px; text-align: center;"><b>DOE USE ONLY</b></div> <b>Total Approved Project:</b>  \$ _____	<b>D) Applicant Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Contact Name:</td> <td style="width: 50%; padding: 2px;">Mailing Address:</td> </tr> <tr> <td style="padding: 2px;">Telephone Number:</td> <td style="padding: 2px;">SunCom Number:</td> </tr> <tr> <td style="padding: 2px;">Fax Number:</td> <td style="padding: 2px;">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:						

***CERTIFICATION***

I, \_\_\_\_\_, (*Please Type Name*) 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.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) \_\_\_\_\_  
Signature of Agency Head



## 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.



A) \_\_\_\_\_  
Name of Eligible Recipient:

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

**TAPS Number**  
07A026

Project Number: **(DOE USE ONLY)**

*TITLE I, SUBPART I - STATE DELINQUENT PROGRAM*  
**FLORIDA DEPARTMENT OF EDUCATION**  
**Budget Narrative Form**

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

# 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.



## Appendix A

### 2005-2006 STATE DELINQUENT INSTITUTIONS WITH STUDENT COUNTS AND 2006-2007 N&D SUBPART I STATE PRELIMINARY ALLOCATIONS

DISTRICT	DISTRICT NAME	SCHOOL	SCHOOL NAME	STUDENT ENROLLMENT	NO. OF DAYS PROGRAM OPERATES	ADJUSTED STATE COUNT	2006-2007 PRELIMINARY STATE ALLOCATIONS
70	DEPT. OF CORRECTIONS	7006	FLORIDA DEPARTMENT OF CORRECTIONS*	1429	251	1992	\$920,327.96
69	DOZIER/OKEECHOBEE	0011	WASHINGTON CO. PROG/ECKERD	139	240	185	\$85,626.23
69	DOZIER/OKEECHOBEE	0301	DOZIER II	89	240	119	\$54,825.43
69	DOZIER/OKEECHOBEE	9023	DOZIER SCHOOL	178	240	237	\$109,650.85
<b>2005-2006 STATE DELINQUENT STUDENT COUNT</b>						<b>2533</b>	<b>\$1,170,430.47</b>

Adjusted State Delinquent count = Enrollment x Number of Days Per Year Educational Program Operates / 180

\* Student Count for the Florida Department of Corrections was taken from the Annual Report of Students eligible for Title I, Part D Funding.

<b>2005-2006 Final State Funding Amount</b>	<b>\$1,182,253.00</b>
Subtract 1% for Administration	\$11,822.53
<b>2005-2005 Final State Allocation Amount</b>	<b>\$1,170,430.47</b>
<b>2005-2006 Final Per Pupil Allocation</b>	<b>\$462.01</b>

