



FLORIDA DEPARTMENT OF EDUCATION
Request for Proposal/Application

Bureau/Office

Bureau of Family and Community Outreach

Project Title

Title V, Part-A, Innovative Programs

Specific Funding Authority

Federal, No Child Left Behind Act, 2001, P. L. 107-110, CFDA 84.298A
Title V, Part-A, Innovative Programs, Section 5111(a)

Funding Purpose

“Florida’s mission is to increase the proficiency of all students within one seamless, efficient system, their knowledge and skills through learning opportunities and research valued by students, parents and communities. Our goals are:

- Highest Student Achievement
- Seamless Articulation and Maximum Access
- Skilled Workforce and Economic Development
- Quality Efficient Services”

The general purposes of these funds are:

- To support local education reform efforts that are consistent with and support statewide education reform efforts. An appropriate use of the funds consistent with the purpose supporting statewide education reform efforts is to provide professional development on the components and implementation of Florida’s Continuous Improvement Model.
- To provide funding to enable State educational agencies and local educational agencies to implement promising educational reform programs and school improvement programs based on scientifically based research.
- To provide a continuing source of innovation and educational improvement, including support programs to provide library services and instructional and media materials.
- To meet the educational needs of all students, including at-risk youth.
- To develop and implement education programs to improve school, student, and teacher performance, including professional development activities and class size reduction programs.

Support for Reading Initiative

Each applicant will describe how, through the implementation of the funding priorities, the reading needs of students within the LEA will be addressed (see application form, item 6).

Type of Award

Entitlement

Total Funding Amount

\$4,424,768(preliminary)

Budget Period

Effective July 1, 2006 or date received in substantially approvable form, whichever is later, through June 30, 2007

Performance Period

Same as above

Target Population

Primary target populations include students (K-12), educators, administrators and staff

Eligible Applicants

Local Educational Agencies (LEAs)

Application Due Date

Entitlement projects will be effective on the date received or July 1, 2006 whichever is later and will remain in effect through June 30, 2007. However, projects should be submitted as soon as possible and no later than December 8th, 2006.

Contact Persons

Brittney Jones	850-245-0839	Fax: 850-245-0849	Email: Brittney.Jones@fldoe.org
Kynder Crossner	850-245-0722	Fax: 850-245-0737	Email: Kynder.Crossner@fldoe.org

Assurances

Assurances specific to Title V, Part A are listed on page three of the LEA application form attached.

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 Part 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, and 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> (A hard copy is available upon request.)

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 (GEPA) – See page seven of the application

All applicants for federal funds must address the provision of Section 427 of the General Education Provisions Act (GEPA), enacted as part of the Improving America’s Schools Act, P.L. 103-382, 1994: This provision requires each school district to provide a description of the steps the school district proposes to take to ensure equitable access to, and participation in, its federal assisted program(s) for students, teachers, and other program beneficiaries with special needs; The provision allows applicants discretion in developing the required description(s); The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age; Section 427 is not intended to replace the requirements of civil rights statutes, but rather to ensure that, in designing programs, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the program and to achieve to high standards; and consistent with the program requirements and its approved application, an applicant may use the federal funds awarded it to eliminate barriers it identified.

Project Design

Allowable activities under Title V, Part A are on pages four and five. These activities are chosen based on a needs assessment described on page six of the LEA application.

The description of planned program activities, based on the above stated needs assessment are within pages six through eight of the LEA application form.

Innovative assistance programs shall be tied to promoting challenging academic achievement standards; used to improve student academic achievement; and be part of the eight education Strategic Imperatives.

Strategic Imperatives:

1. Increase the Supply of Highly Effective Teachers
Every public school classroom is led by a highly effective teacher.
2. Set, Align and Apply Academic Curricular and Testing Standards
Every student progresses and advances to the next educational level based on proficiency.
3. Improve Student Rates of Learning
Every student is proficient on grade level in reading, writing, and mathematics.
4. Improve the Quality of Instructional Leadership
Every educational institution is led by a quality instructional leader.
5. Increase the Quantity and Improve the Quality of Education Options
Every student and parent has reasonable access to a choice of quality public or private education.
6. Align Workforce Education Programs with Skill Requirements of the New Economy
Every workforce education program graduate has competencies required to succeed in his or her field.
7. Align Financial Resources with Performance
All resources are allocated and used solely to improve student and institutional performance.
8. Coordinate Efforts to Improve Higher Student Learning
The State Board of Education and Board of Governors collaborate to provide world-class higher education opportunities.

Reporting on Outcomes

LEAs not receiving an on site monitoring visit during the program year will be required to complete self-evaluation monitoring work papers that focus on increased student performance.

Each applicant assures that programs will be evaluated annually. The evaluation will be used to make decisions about appropriate changes in programs for the subsequent year. The evaluation will describe how program(s) affected student academic achievement and will include, at a minimum, information and data on the use of funds, the types of services furnished, and the students served; and the evaluation will be submitted to the state annually (assurances).

Dissemination/Marketing

Each applicant will provide a marketing plan that describes how information about the project(s) will be disseminated and marketed to appropriate populations (see application form, item 7).

Funding Method

Federal Cash Advance –On-Line Reporting is required monthly to record expenditures. Funds will be distributed via federal cash advance using the Electronic Fund Transfer System (EFT). 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

This entitlement program is formula driven; the preliminary allocation chart is attached. Allowable expenditures are in accordance with the No Child Left Behind federal legislation, section 2123. Unallowable expenditures are listed in the Education Department General Administrative Regulations (EDGAR); these are also listed in the attached application as assurances, e.g., supplement not supplant, etc.

Conditions for Acceptance

To be accepted for further consideration, all applications submitted to the Department of Education must include a completed form DOE-100A with the original signature of the appropriate agency head or approved designee.

Please provide one original and two copies.

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

1. Application includes required forms: DOE 101-Budget Narrative and DOE 100A or B Application Forms
2. Application is received in DOE within the timeframe specified by the RFA
3. All required forms have original signatures by an authorized entity
4. Application must be submitted to:

Bureau of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 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.

Title V, Part A
Preliminary
Allocations

Innovative Programs	2006 – 2007	Percent Enrolled	Percent Per Low Income	2006 - 2007 Allocation
Alachua		1.09%	1.11%	48,359
Baker		0.16%	0.17%	7,064
Bay		0.94%	1.03%	42,129
Bradford		0.14%	0.18%	6,206
Brevard		2.82%	1.89%	120,684
Broward		10.54%	9.09%	459,906
Calhoun		0.08%	0.10%	3,490
Charlotte		0.63%	0.37%	26,535
Citrus		0.55%	0.56%	24,567
Clay		1.19%	0.64%	50,281
Collier		1.54%	1.55%	68,235
Columbia		0.34%	0.44%	15,444
Dade		14.62%	19.18%	666,945
DeSoto		0.17%	0.24%	7,906
Dixie		0.07%	0.11%	3,332
Duval		5.17%	4.59%	226,166
Escambia		1.69%	2.20%	77,161
Flagler		0.34%	0.25%	14,485
Franklin		0.05%	0.07%	2,229
Gadsden		0.24%	0.41%	11,381
Gilchrist		0.10%	0.12%	4,510
Glades		0.04%	0.07%	1,961
Gulf		0.08%	0.09%	3,427
Hamilton		0.07%	0.10%	3,271
Hardee		0.17%	0.28%	8,010
Hendry		0.26%	0.41%	12,147
Hernando		0.74%	0.76%	32,937
Highlands		0.43%	0.59%	19,768
Hillsborough		7.07%	7.76%	315,933
Holmes		0.12%	0.16%	5,295
Indian River		0.62%	0.62%	27,438
Jackson		0.25%	0.33%	11,376
Jefferson		0.06%	0.08%	2,696
Lafayette		0.04%	0.05%	1,695
Lake		1.32%	1.21%	57,935
Lee		2.67%	2.60%	117,705
Leon		1.28%	0.97%	55,127
Levy		0.21%	0.28%	9,696
Liberty		0.05%	0.06%	2,084
Madison		0.12%	0.17%	5,424
Manatee		1.51%	1.45%	66,561
Marion		1.55%	1.83%	69,756
Martin		0.67%	0.50%	28,807
Monroe		0.31%	0.27%	13,560
Nassau		0.39%	0.31%	16,716
Okaloosa		1.11%	0.75%	47,603
Okeechobee		0.25%	0.32%	11,402
Orange		6.69%	7.06%	297,659
Osceola		1.69%	2.08%	76,433
Palm Beach		6.77%	5.40%	293,525
Pasco		2.12%	2.29%	94,410
Pinellas		4.44%	3.85%	193,880
Polk		3.13%	3.56%	140,593
Putnam		0.44%	0.67%	20,287
St. Johns		0.89%	0.38%	36,965
St. Lucie		1.32%	1.38%	58,733
Santa Rosa		0.85%	0.63%	36,813
Sarasota		1.57%	1.28%	68,055
Seminole		2.55%	1.51%	108,032
Sumter		0.24%	0.32%	10,943
Suwannee		0.21%	0.25%	9,299
Taylor		0.12%	0.17%	5,638
Union		0.07%	0.09%	3,347
Volusia		2.37%	2.02%	103,500
Wakulla		0.16%	0.14%	7,053
Walton		0.22%	0.27%	9,911
Washington		0.12%	0.16%	5,453
Correctional		0.01%	0.03%	525
Dozier		0.01%	0.02%	396
Eckerd		0.01%	0.02%	311
FAMU		0.02%	0.02%	772
FAU **		0.02%	0.01%	901
FSU **		0.08%	0.04%	3,216
UF		0.04%	0.01%	1,588
School D & B		0.02%	0.05%	1,186
TOTALS		100.00%	100.00%	\$4,424,768
DRAFT 12-05-05				4,424,768

**Title V, Part A Innovative Programs
2006-2007 LEA Application**

TAPS Number

**FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION**

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) 245-0734 Suncom: 205-0734	A) Program Name: Title V, Part A Innovative Programs 2006-2007 LEA Application	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)

C) Total Funds Requested: \$ _____ <hr/> <p align="center">DOE USE ONLY</p> Total Approved Project: \$ _____	D) Applicant Contact Information	
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



**Title V, Part A Innovative Programs
2006-2007 LEA Application**

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.

Title V, Part A Innovative Programs 2006-2007 LEA Application

Assurances:

1. The LEA assures that the innovative programs described in this application are tied to promoting challenging academic achievement standards; used to improve student academic achievement; and are a part of an overall education reform strategy [Section 5131(b)(1-3)].
2. The LEA assures that, after consultation with appropriate private school officials, the LEA shall provide for the benefit of the children secular, neutral, and non-ideological services, materials and equipment, including participation of teachers (and other personnel serving such children) in training programs [Section 5142(a)(1)(A-B)].
3. The LEA will involve, through systematic consultation, the parents of children attending the school district's elementary and secondary schools, teachers and administrators of these schools, and other groups involved in the planning, design, and implementation (such as librarians, school counselors, and other pupil services personnel) as may be considered appropriate [Section 5133(b)(7)].
4. The LEA assures that children enrolled in private, nonprofit schools, and the educational personnel of such schools, will be provided the opportunity for equitable participation in the activities and services funded by this application and the schools of these children have been so notified [Section 5142(a)].
5. The LEA assures that expenditures for programs shall be equal (consistent with the number of children to be served) to expenditures for programs of children enrolled in the private schools of the local educational agency [Section 5142(b)(1-2)].
6. The LEA assures that the provision of services from these programs shall be provided by employees of a public agency and is independent of private schools and of any religious organizations, and the funds provided under this title shall not be commingled with state or local funds [Section 5142(c)(2)].
7. The control of funds provided under this part, and title to materials, equipment, and property repaired, remodeled, or constructed with such funds, shall be in a public agency for the uses and purposes provided in this part, and a public agency shall administer such funds and property [Section 5142(c)(1)].
8. Funds received will be used to supplement and, to the extent practical, increase the level of funds that would be made available from nonfederal sources; in no case will such funds be used to supplant funds from nonfederal sources [Section 5144].
9. The LEA assures that accurate records will be kept and provide such information to the state, as may be reasonably required for fiscal audit and program evaluation and shall demonstrate compliance with all state, federal, and program requirements [Section 5133(b)(6)].
10. The LEA assures that programs will be evaluated annually. The evaluation will be used to make decisions about appropriate changes in programs for the subsequent year. The evaluation will describe how program(s) affected student academic achievement and will include, at a minimum, information and data on the use of funds, the types of services furnished, and the students served; and the evaluation will be submitted to the state annually [Section 5133(b)(8)(A-D)].
11. The LEA assures that the expenditures for these programs are carried out to meet the educational needs within the schools served by the LEA.

Title V, Part A Innovative Programs 2006-2007 LEA Application

Activities to Choose From:

The LEA shall have complete discretion in determining how funds made available will be divided among programs described [Section 5133 (c)(1)] so long as such programs support the identified goals for the use of such funds. Funds made available to LEAs shall be used for innovative assistance programs, which may include any of the following:

1. Programs to **recruit, train, and hire highly qualified teachers to reduce class size**, especially in the early grades, and professional development activities carried out in accordance with title II, that give teachers, principals, and administrators the knowledge and skills to provide students with the opportunity to meet challenging State or local academic content standards and student academic achievement standards.
2. **Technology activities related to the implementation of school-based reform efforts**, including professional development to assist teachers and other school personnel (including school library media personnel) regarding how to use technology effectively in the classrooms and the school library media centers involved.
3. Programs for the **development or acquisition and use of instructional and educational materials**, including library services and materials (including media materials), academic assessments, reference materials, computer software and hardware for instructional use, and other curricular materials that are tied to high academic standards, that will be used to improve student academic achievement, and that are part of an overall education reform program.
4. Promising education **reform projects**, including magnet schools.
5. Programs to **improve the academic achievement of educationally disadvantaged** elementary school and secondary school students, including activities to prevent students from dropping out of school.
6. Programs to improve the **literacy skills of adults, especially the parents of children served** by the local educational agency, including adult education and family literacy programs.
7. Programs to provide for the educational needs of **gifted and talented** children.
8. The planning, design, and initial implementation of **charter schools** as described in part B.
9. **School improvement** programs or activities under sections 1116 and 1117 (Title I).
10. **Community service programs** that use qualified school personnel to train and mobilize young people to measurably strengthen their communities through nonviolence, responsibility, compassion, respect, and moral courage.
11. Activities to promote **consumer, economic, and personal finance education**, such as disseminating information on and encouraging use of the best practices for teaching the basic principles of economics and promoting the concept of achieving financial literacy through the teaching of personal financial management skills (including the basic principles involved with earning, spending, saving, and investing).

**Title V, Part A Innovative Programs
2006-2007 LEA Application**

12. Activities to promote, implement, or expand public **school choice**.
13. Programs to **hire and support school nurses**.
14. Expansion and improvement of **school-based mental health services**, including early identification of drug use and violence, assessment, and direct individual or group counseling services provided to students, parents, and school personnel by qualified school-based mental health services personnel.
15. **Alternative educational** programs for those students who have been expelled or suspended from their regular educational setting, including programs to assist students to reenter the regular educational setting upon return from treatment or alternative educational programs.
16. Programs to **establish or enhance pre-kindergarten** programs for children.
17. **Academic intervention** programs that are operated jointly with community-based organizations and that support academic enrichment, and counseling programs conducted during the school day (including during extended school day or extended school year programs), for students most at risk of not meeting challenging State academic achievement standards or not completing secondary school.
18. Programs for cardiopulmonary resuscitation (**CPR**) training in schools.
19. Programs to establish **smaller learning communities**.
20. Activities that encourage and expand improvements throughout the area served by the local educational agency that are designed to **advance student academic achievement**.
21. Initiatives to generate, maintain, and **strengthen parental and community** involvement.
22. Programs and activities that expand learning opportunities through **best-practice models** designed to improve classroom learning and teaching.
23. Programs to provide **same-gender schools and classrooms** (consistent with applicable law).
24. **Service learning activities**.
25. **School safety programs**, including programs to implement the policy described in section 9507 and which may include payment of reasonable transportation costs and tuition costs for such students.
26. Programs that employ **research-based cognitive and perceptual development** approaches and rely on a diagnostic-prescriptive model to improve students' learning of academic content at the preschool, elementary, and secondary levels.
27. **Supplemental educational services**, as defined in section 1116(e), Academic Assessments.

**Title V, Part A Innovative Programs
2006-2007 LEA Application**

5. Describe how these program funds will contribute to improving student academic achievement or improving the quality of education for students [Section 5133 (b)(4)].

6. Describe how the activities in this project will support Florida's reading initiative.

7. Describe how information about the project(s) will be disseminated and marketed to appropriate populations.

8. Describe proposed steps to ensure equitable access to, and participation in, federally assisted program(s) included in this application for students, teachers, and other program beneficiaries with special needs as listed in the instructions, GEPA, Section 427.

Title V, Part A Innovative Programs 2006-2007 LEA Application

Summary

2006 - 2007 Innovative Programs	Indicate the total number of students to be served, people trained, and hired positions.					
	K/Elm	Mid	High	Train	FTE	Funding Amounts
1. Recruit, train, and hire highly qualified teachers to reduce class size.						
2. Technology activities related to the implementation of school-based reform efforts.						
3. The development or acquisition and use of instructional and educational materials.						
4. Promising education reform projects, including magnet schools.						
5. Improve the academic achievement of educationally disadvantaged.						
6. Literacy skills of adults, especially the parents of children served.						
7. Programs to provide for the educational needs of gifted and talented children.						
8. The planning, design, and initial implementation of charter schools as described in part B.						
9. School improvement programs or activities under sections 1116 and 1117 (Title I).						
10. Community service programs that use qualified school personnel to train and mobilize young people.						
11. Promotion of consumer, economic, and personal finance education .						
12. Activities to promote, implement, or expand public school choice .						
13. Programs to hire and support school nurses .						
14. Expansion and improvement of school-based mental health services .						
15. Alternative educational programs for those students who have been expelled or suspended.						
16. Programs to establish or enhance pre-kindergarten programs for children.						
17. Academic intervention programs that are operated jointly with community-based organizations.						
18. Programs for cardiopulmonary resuscitation (CPR) training in schools.						
19. Programs to establish smaller learning communities .						
20. Activities that encourage and expand advance student academic achievement .						
21. Initiatives to generate, maintain, and strengthen parental and community involvement.						
22. Programs and activities that expand learning opportunities through best-practice models .						
23. Programs to provide same-gender schools and classrooms (consistent with applicable law).						
24. Service learning activities .						
25. School safety programs .						
26. Programs that employ research-based cognitive and perceptual development .						
27. Supplemental educational services , as defined in section 1116(e), Academic Assessments.						
	Indirect Costs					
Use a Separate Page for Non-Public Schools	Administrative Cost					
	Grand Total			\$		

Title V, Part A Innovative Programs 2006-2007 LEA Application

A) _____
Name of Eligible Recipient:

TAPS Number

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

FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

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



Title V, Part A Innovative Programs 2006-2007 LEA Application

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.