FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Competitive Projects

Bureau / Office

Bureau of Instruction and Innovation, Office of Safe and Healthy Schools, Coordinated School Health Program

Program Name

Tobacco Prevention and Intervention Teacher Training Project

Specific Funding Authority (ies)

State: Title XXXIV Alcoholic Beverages and Tobacco-Tobacco Products, section 569.11(6), Florida Statutes.

Funding Purpose / Priorities

This project will enable school districts to provide quality training for teachers to implement effective tobacco prevention and intervention programs in their classrooms and schools. Projects can include other risk behavior content focusing on universal refusal skills associated with tobacco and these other risk behaviors.

Target Population(s)

Instructional personnel who will implement tobacco education in Florida public schools

Eligible Applicant(s)

Florida public school districts with the exception of the following districts and consortium: Bay, Broward, Clay, Hendry, Pinellas, Seminole, Volusia, and the Northeast Florida Educational Consortium. Eligible participants also include the Panhandle Area Educational Consortium and Heartland Educational Consortium.

Application Due Date

Proposals are due in the Office of Grants Management by the close of business on May 18, 2007. The due date refers to the date of receipt in Grants Management.
Facsimile and email submissions are not acceptable.

Total Funding Amount / Approximate Number of Awards

Total funding amount is $960,000
Awards will be a maximum of $60,000 per individual school district or identified educational consortium.

Budget / Performance Period

July 1, 2007 through June 30, 2008

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

Dr. Antionette Meeks, Coordinated School Health Program, 850/245-0480; Suncom: 205-0480; Fax: 850/245-5116; Email: Antionette.Meeks@fldoe.org

Margaret White, Grants Management, 850/245-0496; Suncom: 205-0496; Fax: 850/245-0737; Email: Margaret.White@fldoe.org

Assurances

The Florida 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 (USDOE);**
- **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 Florida 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.fldoe.org/comptroller/gbook.asp.

School Districts, Community Colleges, Universities, and State Agencies

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

Narrative Components / Scoring Criteria

The standard scoring criteria are based on a 100 point scale, with a minimum score of 70 points necessary for an application to be considered for funding.

The instructions follow each narrative component. The bulleted statements are the criteria that will be used by proposal reviewers to score each component.
Please note that Performance Expectation forms must be completed and included as part of the submitted proposal. See page 6 for specific directions regarding the forms that are to be completed and included in the application.

1. **Project Abstract or Summary** **N/A points**

   Provide a brief summary of the project.

   - The project is described in a brief summary.

2. **Project Need** **20 points**

   Describe the need for the project and provide supporting data as evidence.

   - The need is evident, compelling, and clearly linked to the outcome(s) of the project.
   - The need for the project is strongly justified through supportive data.
   - The applicant provides a convincing rationale for the need for the project.
   - The project effectively helps the district in meeting the needs described.
   - The project helps the district meet the Sunshine State Standards for Health Education (Benchmarks are identified).
   - The applicant describes the appropriate teachers and school personnel to receive the training and shows evidence of why they were chosen.
   - The applicant provides a clear description of the students to receive tobacco education, with numbers and grade levels.
   - A sufficient number of teachers will be well trained for the budget requested.
   - Lists or charts 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.

3. **Project Design and Implementation** **20 points**

   Describe the measurable objectives, activities, and timeline for the project.

   - Goals clearly state the intent of the project.
   - Objectives are specific and realistic with indicators for documentation of evidence of outcomes.
   - The objectives are measurable, qualitative, challenging, yet achievable, and address all outcomes of the project.
   - It is evident that activities/ methods are comprehensive and likely to result in achievement of objectives.

- Activities are reasonable and effectively carryout the project's objectives.
- The timelines are specific, realistic, and consistent with measurable objectives and outcomes.

4. Evaluation **20 points**

Describe the instruments and method(s) for evaluating the project. The evaluation instruments will collect information on the impact of this project on the trained teachers and their students, the recipients of the curriculum/program.

- The evaluation instruments are appropriate to effectively measure program success.

- The evaluation methods are comprehensive, likely to result in a successful project, and include an effective approach for using evaluation results to guide necessary adjustments to the project.

5. Support for Strategic Imperatives **10 points**

Describe how the proposed project will address the reading initiative. Incorporate one or more of the Florida State Board of Education (SBE) Strategic Imperatives.
URL: http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf.

- The project utilizes a comprehensive plan for integrating pertinent aspects of the Just Read, Florida! initiative.
- The applicant has included effective methods for incorporating one or more of the SBE Strategic Imperatives.

6. Dissemination Plan **5 points**

Describe the methods /strategies to disseminate and share information about the project to appropriate populations.

- The applicant's dissemination plan will use effective and realistic means to reach the appropriate target populations.
- The methods/strategies used to share services provided by the project are innovative and will clearly benefit the target population.

7. Budget **15 points**

Present a budget that reflects objectives and proposed costs of the project. (No more than 10% of the requested budget may be used for contracting with an evaluation professional for the purpose of evaluating your project.)

- The project budget presents expenses that are realistic, accurate, clearly relate to and reflect project activities, objectives, and outcomes.
- The justifications for expenditures are reasonable and clearly explained.
- The required personnel, professional and technical services, and/or travel for the project are clearly and adequately explained.

8. Community Collaboration and Partnerships **10 points**

- Describe an effective plan for using existing community expertise and resources.
- Provide a detailed description of the roles of each partner and show how their contributions will help the project achieve its objectives.
- Include letters of commitment which verify the information described in this specific narrative component. (Community Collaboration and Partnerships).
- Show a clear relationship between the proposed project and district School Health Advisory Committee.

Funding Method

Quarterly Advance to Public Entity
For quarterly advances of non-federal funding to state agencies and local education agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to FDOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final FDOE financial report.

Fiscal Requirements

Grant recipients should attend, on an annual basis, Grants Fiscal Management Training provided by the Florida Department of Education.

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.

Expenses

1. **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. Stipends cannot be provided if substitute teachers are paid; allowing the teacher to attend training.
2. **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.

Project Performance Accountability and Reporting Requirements

The Department's program managers will track each project's performance based on the information provided in the Performance Expectation section, pages 8 to 17.

The applicant must complete each of the following Performance Expectations: Deliverables; Training, Technical Assistance, and Dissemination; Student Performance; and Formal Third Party Evaluation. The Formal Third Party Evaluation is to be used only if an evaluator is contracted for services.

Reporting Outcomes

- Results of School Health Index, cumulative district picture of impacted schools (to download needed documents or to complete the Index online go to http://apps.nccd.cdc.gov/SHI/Default.aspx – due **August 31, 2007**. Note: There are several topics (tobacco, physical activity, safety, etc.) identified, select the tobacco topic and complete this section only.
- Interim Project Report – due **January 31, 2008**
- Final Project Report, to include second iteration of School Health Index – due **September 30, 2008**

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 444
Tallahassee, FL 32399-0400

Notice of Intent-to-Apply

The due date to notify the Program contact person, Dr. Antionette Meeks, of Intent-to-Apply is April 30, 2007. This notification can be sent as an e-mail or fax message and should include a return e-mail address. Providing the Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to frequently asked questions and competition updates. Conversely, eligible organizations which file Intent-to-Apply are not required to apply.

Method of Answering Frequently Asked Questions or Providing Changes

The last date that questions may be asked is May 8, 2007.

The last date that questions will be answered is **May 9, 2007**. Questions should be directed to: Dr. Antionette Meeks at Antionette.Meeks@fldoe.org. Answers to questions will be e-mailed once a week to all entities that submitted Intent-to-Apply notices.

Method of Review

A committee of representatives from the Florida DOE, the Florida Department of Health, and voluntary health based organizations will evaluate proposals. The review panel is instructed to treat every proposal equally. Final recommendations for funding will be forwarded to the Commissioner of Education for final approval. Successful applicants will receive a Project Award Notification (DOE 200). Unsuccessful applicants will be notified, at a minimum, electronically.

The total number of points attainable is 100 (see pages 2-5). To receive funding, a proposal must attain a minimum of 70 points. Should none of the submitted proposals attain a score of 70 points, the Department of Education at its option, retains the authority to take further actions to solicit acceptable proposals including but not limited to (a) issuing a new request for proposal; (b) requesting one or more of the applicants to submit additional information; or (c) negotiating with the application receiving the highest score to revise the proposal so that it can be rescored.

Conditions for Acceptance

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

- **Application is received within the FDOE by the close of business on the due date;**
- **Application includes required forms:**
  - **DOE 100A Application Form bearing the original signature of the Superintendent for the school district or the agency head for other agencies.**
  - **DOE 101-Budget Narrative.**

  NOTE: Applications signed by officials other than the appropriate agency head must have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
- **Signed certification signifying compliance with the "General Assurances for Participation in Federal and State Programs," (if not already on file in the FDOE Comptroller's Office).**

Other Requirements

- **There is an 8-page maximum for the narrative. Forms, Performance Expectations, attachments, and appendices are not included in this 8-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.**
- **Submit one (1) proposal with an original signature made in an ink color other than black.**
- **Submit four (4) copies of the original proposal.**

Application must be submitted to:

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

APPLICANT INSTRUCTIONS: PERFORMANCE ACCOUNTABILITY

Project Performance Accountability

The Florida 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

(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

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

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

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 though 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

(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

(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

(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

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

APPLICANT INSTRUCTIONS: 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

(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 3rd 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

(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

APPLICANT INSTRUCTIONS: STUDENT PERFORMANCE 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

(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.

FORMAL THIRD PARTY EVALUATION FORM

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 FDOE

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

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 FDOE

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

(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

(3) Provide in Column (3), the date(s) when the evaluation will be conducted including the date for completion of reports.

TAPS Number		

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

<table>
<tr><td>Please return to:

Florida Department of Education
Office of Grants Management
Room Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400
Telephone: (850)
Suncom:</td><td>A) Program Name:</td><td>DOE USE ONLY

Date Received</td></tr>
<tr><td colspan="2">B) Name and Address of Eligible Applicant:</td><td>Project Number (DOE Assigned)</td></tr>
</table>

<table>
<tr><td rowspan="4">C) Total Funds Requested:

$

DOE USE ONLY

Total Approved Project:

$</td><td colspan="2">D)
Applicant Contact Information</td></tr>
<tr><td>Contact Name:</td><td>Mailing Address:</td></tr>
<tr><td>Telephone Number:</td><td>SunCom Number:</td></tr>
<tr><td>Fax Number:</td><td>E-mail Address:</td></tr>
</table>

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

DOE 100A
Revised 03/07

Jeanine Blomberg, Commissioner

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)

B) Name of Eligible Recipient:

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

TAPS Number

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

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

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.