



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal

I. GRANT OVERVIEW

Division/Office	Division of Public Schools and Community Education, Bureau of Instructional Support and Community Services, Intervention and Prevention Services
Title	Tobacco Prevention and Intervention Teacher Training Project
Funding	State
Authority	s. 561.025, F.S., Alcoholic Beverage and Tobacco Trust Fund
Funding Purpose	To enable school districts to provide quality training for teachers to implement effective tobacco prevention and intervention programs in their classrooms and schools.
Target Population	Instructional personnel who will implement tobacco education in school districts.
Eligible Applicants	Florida public school districts
Type of Award	Competitive, Discretionary
Total Funding Amount	Total Funding Amount: \$300,000.00 (not to exceed \$30,000 per individual school district)
Funding Period	January 1, 2003 through December 31, 2003
Technical Support	Program Issues: Matthew McKibbin, 850/488-7835; Suncom: 278-7835; Fax: 850/ 488-9840; E-mail: Matthew.McKibbin@fldoe.org Technical/Fiscal Issues: Kay Arnold Caster, 850/413-9004; Suncom: 993-9004; Fax: 850/488-9840; E-mail: Kay.Caster@fldoe.org
Required Forms	<ul style="list-style-type: none">• Project Application Form (DOE 100A)• Budget Description Form (DOE 103)• Additional Assurances – All Projects
Application Due Date	October 21, 2002

II. FEDERAL REQUIREMENTS

There are no federal requirements that must be addressed by this proposal.

III. STATE REQUIREMENTS

A. Required Assurances

This request for application is issued pursuant to s. 561.025, F. S., Alcoholic Beverage and Tobacco Trust Fund, which stipulates that ten percent of the revenues derived from retail tobacco products dealer permit fees collected under s. 569.003 shall be transferred to the Florida Department of Education (DOE) to provide for teacher training and for research and evaluation to reduce and prevent the use of tobacco products by children.

In order to receive funding, applicants must have on file with the DOE, Office of the Comptroller, a signed statement by the agency head certifying adherence to general terms, assurances, and conditions for participation in federal and state programs. The DOE has developed and implemented a form, *General Application of Assurance for Federal and State Programs*, that addresses compliance with the following:

- 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.

This form is located in Section G of the *Project Application Amendment Procedures for Federal and State Grant Programs* (Green Book), and at the following website: <http://www.firn.edu/doe/bin00007/gbook.htm>. A hard copy is available upon request.

The certification of adherence filed by school districts, community colleges, universities and state agencies with the DOE 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.

B. Florida Assistance Plus Program

Projects supported by federal and/or state funds must prioritize services provided, as appropriate, to lower performing Florida public schools as identified in the Florida Assistance Plus program. The project application must address how services will target these schools.

C. Introduction

According to the *CDC Guidelines for School Health Programs: Preventing Tobacco Use and Addiction*, well-designed, well-implemented school programs to prevent tobacco use and addiction

- provide effective strategies for preventing tobacco use;
- provide prevention education during the years when the risk of becoming addicted to tobacco is greatest;
- provide a tobacco-free environment that establishes nonuse of tobacco as a norm and offers opportunities for positive role modeling; and
- can help prevent the use of other drugs, especially if the program addresses the use of these substances.

School programs to prevent tobacco use and addiction will be most effective if they

- provide developmentally appropriate instruction in grades K-12 that addresses the social and psychological causes of tobacco use;
- are part of a coordinated school health program through which teachers, students, families, administrators, and community leaders deliver consistent messages about tobacco use;
- prohibit tobacco use at all school facilities and events;
- encourage and help students and staff to quit smoking; and
- are reinforced by community-wide efforts to prevent tobacco use and addiction.

D. Grant Priorities

Funds from the Tobacco Prevention and Intervention Teacher Training Project must be used specifically for teacher training to reduce and prevent tobacco use by children. Projects must address the following priority areas.

- Training is delivered to teachers and other school personnel who work with a targeted group of students.
- The project describes the need to target this specific group of students and how the training will impact them.
- The project uses community expertise and resources including, but not limited to, local Tobacco-Free Community Partnerships, county health department personnel, and local and regional offices of health agencies such as the American Cancer Society, the American Heart Association, and the American Lung Association.
- The project includes an evaluation plan.
- The project assists teachers in meeting Florida's Sunshine State Standards.
- The project can easily be replicated and is cost-effective.
- The training targets teachers and other school personnel who have not recently received tobacco prevention and intervention training.
- The project reflects best practices in tobacco prevention and intervention.

IV. PROJECT APPLICATION

The project application must consist of the signed DOE 100A Project Application form, the DOE 103 Budget Description form, the Assurances statement, and the narrative description as explained below. The required forms DOE 100A and DOE 103 can also be found in electronic format at the website, <http://www.firn.edu/doe/commhome/granhome.htm>. The project narrative should be prepared using a 12-point font size, 1" margins, and single sided typed 8.5 x 11-inch sized pages. Project narratives must not exceed five pages. Letters of commitment from community partners are not included in this page limit. Applications should be assembled in the same order as described in this section.

- **Project Application Form (DOE 100A)** – This form should be the cover or first page of your project application, identifying the project by the fund source and with the correct DOE tracking number. (Page 8)
- **Budget Description Form (DOE 103)** – Budget forms should be completed and assembled next. Each budget page must be labeled with the project title, name of the appropriate fund source, and the DOE tracking number at the top of the page and a subtotal or Grand Total at the bottom of the budget pages. Along with the form DOE 103, provide a narrative description for each budget item. For each item, include the unit cost, justification of the expense, and the supplier. (Page 10)

- **Additional Assurances – All Projects** – This page specifies the applicant's adherence to additional project requirements. These assurances must be submitted without modification as part of the completed application document. Applications submitted without this page will not be recommended for funding. Adherence to assurances is subject to monitoring by the DOE/BISCS. (Page 11)
- **Project Design** – Describe the need for the project, how the project will assist your district in meeting those needs, and what you hope to achieve through the project. Describe how this project will help your district meet Florida’s Sunshine State Standards.
- **Target Population:** – Describe the teachers or other school personnel who will receive training; include the number of teachers you expect to train. Describe the students you have determined will receive the tobacco education, including grade level(s). if appropriate, list subject area(s) in which the program will be implemented.
- **Objectives, Activities, and Evaluation:** Describe how you will reach your goal by detailing specific objectives and activities you will implement. Objectives must be specific, realistic, and measurable. Incorporate your evaluation plan into the activities for each objective. Additional quantitative and qualitative measures may be included in your plan if your district has a need for such information. Projects must include, at a minimum, the following evaluation components:
 - The number of teachers and other personnel who received training
 - The number of students who were reached through program implementation
 - The extent to which teacher knowledge was increased
 - Feedback from recipients on their satisfaction with training

The following is an EXAMPLE of how you might format this section:

Objective	Activities	Evaluation Plan
1. By April 2003, all 7 th grade health teachers will be trained to implement <i>Project TNT</i> in their curricula.	1. By January 2003, a <i>Project TNT</i> trainer will be scheduled to provide a two-day training. 2. By March 2003, all 7 th grade health teachers will attend the <i>Project TNT</i> training.	<ul style="list-style-type: none"> • Number of teachers who attend training • Reflective survey of participants during training • Pre- and Post-tests administered during training • Post-training survey to assess <i>Project TNT</i> implementation.

- **Community Collaboration/Partnerships:** Identify each partner and describe their roles and responsibilities with the project. A letter of commitment from each partner that confirms their role must be included with the application.

V. APPLICATION REVIEW CRITERIA

Proposals will be evaluated by a committee of representatives from the Florida Department of Education, the Florida Department of Health, and voluntary health organizations based on the criteria outlined on pages 12-14. The review panel is instructed to treat every proposal equally. Projects that focus on project priorities and demonstrate “best practices” in tobacco prevention will have preference. Final recommendations for funding will be made by review committee consensus and forwarded to the Commissioner of Education for final approval. Successful applicants will receive an approved Project Award Notification.

VI. FISCAL REQUIREMENTS

- **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. 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.
- **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, noneducational 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.
- Appropriate time distribution records must be kept that substantiate an equitable distribution of time and effort by fund source.
- Project recipients are required to submit monthly expenditure reports and final project disbursement reports using the On-line Disbursement Reporting System.

VII. APPLICATION PROCEDURES

What to Submit

Applicants must submit four copies of the completed application. One of the four copies submitted must bear an original signature. It is recommended that the signature be made in an ink color other than black to help reviewers determine which is the original signature copy. The original and copy may be stapled, but no other binding will be acceptable. Faxed applications will not be accepted. It is recommended that applications be submitted via certified mail or another method that provides package tracking.

Conditions for Acceptance

To be accepted for further consideration, all applications submitted to the DOE must include a completed form DOE 100A with the original signature of the superintendent. A letter of authorization to sign on behalf of said official must accompany applications signed by an official other than the superintendent.

Where to Submit

Bureau of Grants Management
Florida Department of Education
Turlington Building, Room 325
325 West Gaines Street
Tallahassee, Florida 32399-0400

Due Date

October 21, 2002 by 5:00p.m.

The due date is absolute. Any application received after the identified date and time shall be deemed disqualified and will not be reviewed.

Attachments

Project Application Form (DOE 100A), Page 8
Budget Description Form (DOE 103), Page 10
Additional Assurances – All Projects, Page 11
Application Scoring Criteria, Pages 12-14

Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter name of the program for which funds are requested.
 - B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
 - C.** Enter the total amount of funds requested for this project.
 - D.** Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
 - E.** **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

FLORIDA DEPARTMENT OF EDUCATION Project Application

TAPS Number 3C054

Please return to: Florida Department of Education Bureau of Grants Management Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 488-6304 Suncom: 278-6304	A) Program Name: Tobacco Prevention and Intervention Teacher Training Project	<u>DOE USE ONLY</u> Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <div style="background-color: #e0e0e0; text-align: center; padding: 5px;">DOE USE ONLY</div> Total Approved Project: \$ _____	D) Applicant Contact Information	
Contact Name: _____		Mailing Address: _____
Telephone Number: _____		SunCom Number: _____
Fax Number: _____		E-mail Address: _____
<div style="background-color: #e0e0e0; padding: 5px;">CERTIFICATION</div> <p>I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p>E) _____ Signature of Agency Head</p>		



Instructions

DOE 103 Budget Description Form

This form should be completed based on the required information as outlined in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter name of eligible recipient.

B. **DOE use only.**

COLUMN 1 SCHOOL DISTRICT APPLICANTS ONLY:

FUNCTION: Use the four digit function codes as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COLUMN 2

OBJECT: **SCHOOL DISTRICT APPLICANTS:**
Use the three digit object codes as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGE APPLICANTS:
Use the five digit object codes as described in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITY AND STATE AGENCY APPLICANTS:
Use the six digit object codes as described in the Florida Accounting Information Resource System.

OTHER AGENCY APPLICANTS:
Use the object codes as described in the agency's expenditure chart of accounts.

COLUMN 3 ALL APPLICANTS:

DESCRIPTION: Provide a specific expenditure description for each budget item.

COLUMN 4 ALL APPLICANTS:

AMOUNT: Provide the budget amount requested for funding each item in the project application.

C. Provide the total of all budget items in Column (4). If there are multiple pages enter the total on the last page only.

ADDITIONAL ASSURANCES - ALL PROJECTS**Fiscal Agent:**

Submission of this application hereby assures that the applicant and all participating districts will implement the project consistent with the following requirements:

- Assurance is hereby provided that project funds will not be used to purchase furniture or equipment without prior written approval from the DOE/BISCS. Upon termination of the project, at the option of the DOE/BISCS, all equipment purchased with project funds will be transferred to the location(s) specified by the DOE/BISCS, and all necessary property records actions will be taken to transfer ownership to the DOE or its designee.
- Assurance is hereby provided that the fiscal agent for this project accepts responsibility for implementing all project activities as specified in this application or subsequent amendments, specifically including those of a regional or statewide nature. The fiscal agent will ensure that activities essential to project effectiveness including, but not limited to, reimbursement of travel expenses for persons from other districts/agencies, employment of substitutes for teachers in other school districts, or payment of consulting fees for persons to provide services to other school districts will be implemented in an efficient and timely manner.
- Assurance is hereby provided that products developed for statewide dissemination will be submitted to content and policy review by the DOE/BISCS prior to any distribution for other than awareness, field-test, or validation purposes. This fiscal agent will ensure that product developers adhere to policies and procedures set forth in "Guidelines for Project Publications," available from the BISCS Clearinghouse Information Center. The applicant will allow a minimum of four weeks for the BISCS to complete the content and policy review of any product, and will also allow sufficient time to make required revisions, have the revisions verified by the BISCS, and have the final document reproduced.
- Assurance is hereby provided that any products produced by or developed in connection with these projects remain the exclusive property of the State of Florida, unless ownership has been explicitly waived. Products include all print, audio-visual, computer programs and internet websites fully or partially developed with project resources (fiscal and personnel resources). Such products must be pre-approved by the designated contact person and must contain a funding statement acknowledging the use of federal and or state funds for development and dissemination. Questions regarding product development, ownership, or funding statements should be directed to Arlene Duncan, Supervisor, Clearinghouse Information Center at 850/488-1879; Suncom: 278-1879; Fax: 850/921-8246; or E-mail: Arlene.Duncan@fldoe.org.
- Assurance is hereby provided that fees will not be charged for any service provided under the auspices of the project without prior written approval of the DOE/BISCS.

CRITERIA	POINTS
<p>2. <u>Community Collaboration and Partnerships</u></p> <ul style="list-style-type: none"> • How well does the application utilize community expertise and resources? • How well does the application describe the responsibilities of each partner in the project and ways in which they will collaborate? • Is a letter of commitment included for each partner that outlines their roles and responsibilities? <p><u>Comments:</u></p> <p style="text-align: right;">Section 2 Score:</p>	<p>20 Possible Points</p> <p>_____ out of 10</p> <p>_____ out of 5</p> <p>_____ out of 5</p>
<p>3. <u>Evaluation Plan</u></p> <ul style="list-style-type: none"> • How well does the evaluation plan measure the program plan? (Does the evaluation plan contain a procedure that will allow districts to measure what they intend to measure?) • Does the evaluation plan contain a procedure to determine the number of teachers and school personnel reached and their satisfaction with the training? <p><u>Comments:</u></p> <p style="text-align: right;">Section 3 Score:</p>	<p>20 Possible Points</p> <p>_____ out of 15</p> <p>_____ out of 5</p>

CRITERIA		POINTS
<p>4. <u>Use of Funds</u></p> <ul style="list-style-type: none"> • Are the expenditures reasonable? • Are the expenditures realistic? • Does the Budget Narrative match the Budget Recap and Description Form (DOE 103)? <p><u>Comments:</u></p>		<p><i>15 Possible Points</i></p> <p>_____ out of 5</p> <p>_____ out of 5</p> <p>_____ out of 5</p>
	Section 4 Score:	
<p><u>General Comments:</u></p>	Section 1 Score:	
	Section 2 Score:	
	Section 3 Score:	
	Section 4 Score:	
	<p><u>TOTAL SCORE:</u> 100 Possible Points</p>	