

Instructions for Users of the Online Application

FY 2017-18
BEESS Discretionary
Projects

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LOGIN

Enter the following web address: <https://app1.fldoe.org/grants/reporting/>


As shown in Example 1, the following two choices are available for users to log in:

Returning Users follow instructions beginning on page 4. *Returning Users* include anyone who registered to use the Florida Department of Education (FDOE) online application system to submit a grant application and/or report grant expenditures in previous fiscal years.

New Users follow instructions beginning on page 5.

The screenshot shows the login interface for the Florida Department of Education's Online Grant System. At the top, the FDOE logo and name are displayed. Below the header, the title "Online Grant System" and "Login" are shown. A paragraph of instructions explains the login process for returning users and new users. There are two main sections: "Returning User Login" and "New User Registration". The "Returning User Login" section includes fields for "Login Name" and "Password", a "Log In" button, and a "Forgot Password?" link. The "New User Registration" section includes a paragraph of instructions, fields for "Agency Code" and "Password", and a "Continue" button.


EXAMPLE 1

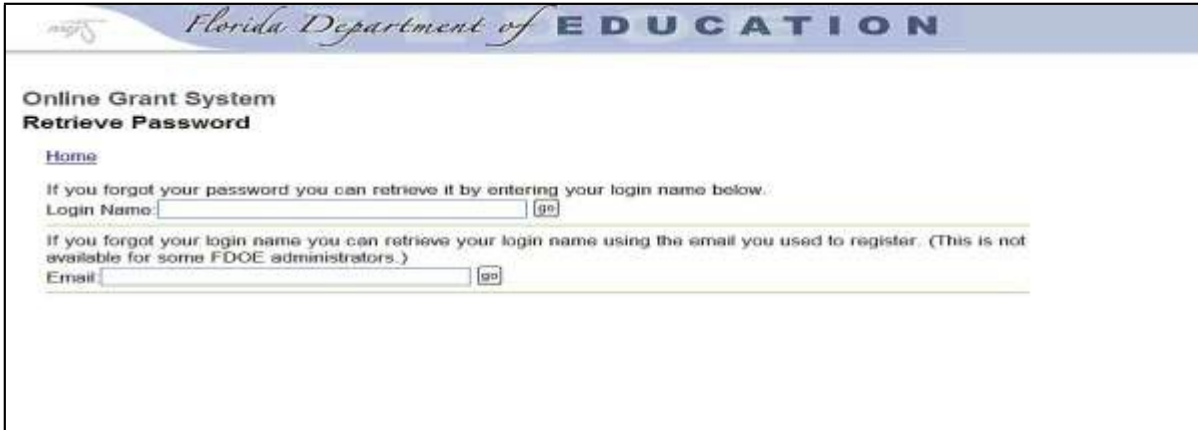
 **NOTE:** Users of the online application must enable a browser cookie by clicking on the link located at the bottom of the Login screen, *Instructions for cookie settings*, and follow the instructions. When prompted to enter a website, enter: **fldoe.org**. Once you have successfully enabled the required cookie, please restart your browser and return to the login using the web address at the top of the page.

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REGISTRATION – Returning Users

At the login screen as shown in Example 1, enter your **Login Name and Password** and click on the **Log In** button to proceed to the next screen.

 **NOTE:** Do not remember your login name and/or password? Use the hyperlink, [Forgot Password?](#), located below the login box and follow the instructions on the next screen, as shown in Example 2. An email response will be automatically sent with the data requested. Hint: If response email is not found in Inbox, check in your Junk email for a response.



The screenshot shows the 'Florida Department of EDUCATION' header. Below it, the page title is 'Online Grant System Retrieve Password'. There is a 'Home' link. The first section says 'If you forgot your password you can retrieve it by entering your login name below.' and has a 'Login Name:' text box followed by a 'go' button. The second section says 'If you forgot your login name you can retrieve your login name using the email you used to register. (This is not available for some FDOE administrators.)' and has an 'Email:' text box followed by a 'go' button.

EXAMPLE 2

Returning Users, click on the hyperlink, [Edit My Profile](#) to edit/update contact information and select the program for which application is being made. Go to page 6 and follow instructions for **GRANT APPLICATION SYSTEM**.

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Main Menu

Application

Click on the "Online Grant Applications" link below to access online grant application(s) for which you have registered. **NOTE:** If you are a returning user and have completed applications in a prior year, you must initially register for the grant programs each year by clicking on "Edit My Profile" at the bottom of the screen.

- [Online Grant Applications](#)

User

Click on the "Edit My Profile" link below to modify user information and change or add access to grant programs and roles. To view roles for other registered users in your agency click on "View Registered User Roles for this Agency."

- [Edit My Profile](#)
- [View Registered User Roles for this Agency](#)




EXAMPLE 3

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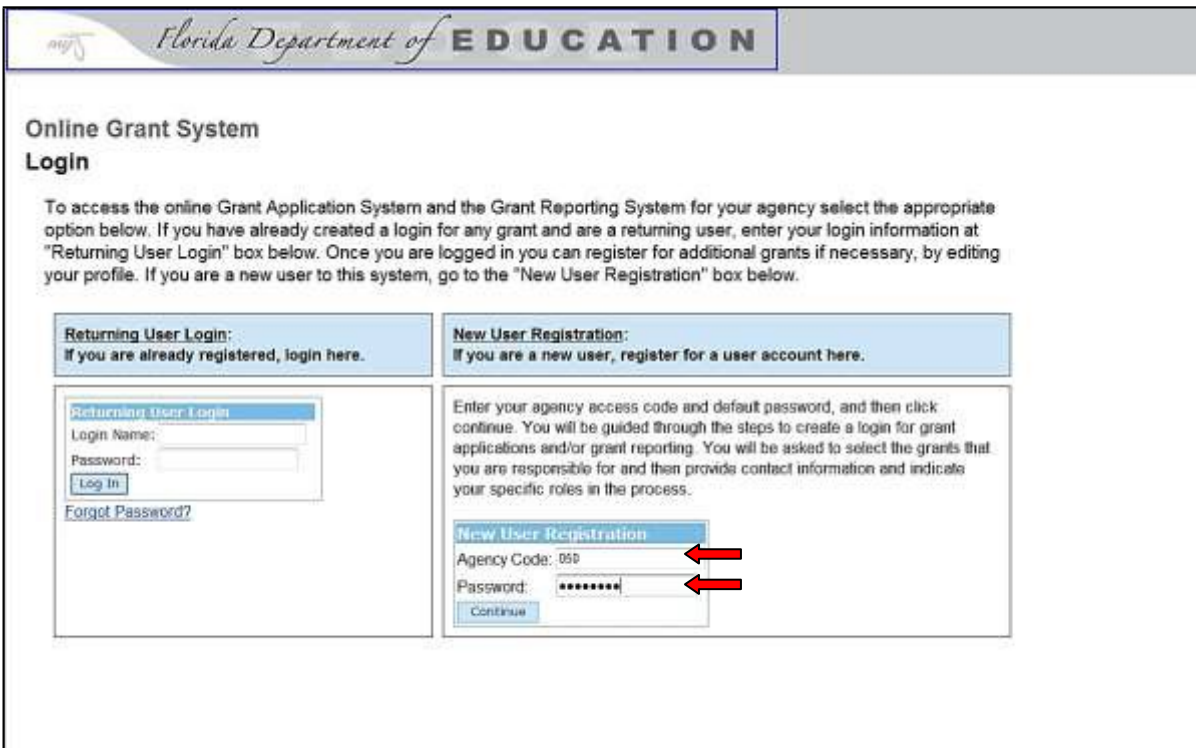
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REGISTRATION – New Users

For New Users, enter your three-digit District/Agency Number in the **Agency Code** field provided.

 **NOTE:** This three-digit Agency Code number is used by the Department to identify fiscal agents and represents the first three digits of the Department of Education's assigned project number identified on each grant award. See Appendix A of this document for listing of district/agency codes.

Enter your **Password**, by entering the word "agency" followed by the three-digit agency code for your district/agency, with no spacing between. For example, *Brevard County School District* would enter: [agency050](#).



Florida Department of EDUCATION

Online Grant System

Login

To access the online Grant Application System and the Grant Reporting System for your agency select the appropriate option below. If you have already created a login for any grant and are a returning user, enter your login information at "Returning User Login" box below. Once you are logged in you can register for additional grants if necessary, by editing your profile. If you are a new user to this system, go to the "New User Registration" box below.

Returning User Login:
If you are already registered, login here.

Returning User Login

Login Name:

Password:

[Forgot Password?](#)

New User Registration:
If you are a new user, register for a user account here.

Enter your agency access code and default password, and then click continue. You will be guided through the steps to create a login for grant applications and/or grant reporting. You will be asked to select the grants that you are responsible for and then provide contact information and indicate your specific roles in the process.

New User Registration

Agency Code: 050

Password:

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EXAMPLE 4

Once your **Agency Code** and **Password** have been successfully entered, click on the **Continue** hyperlink. Another screen will appear below the login requiring users to select access to the **Grant Application System**.

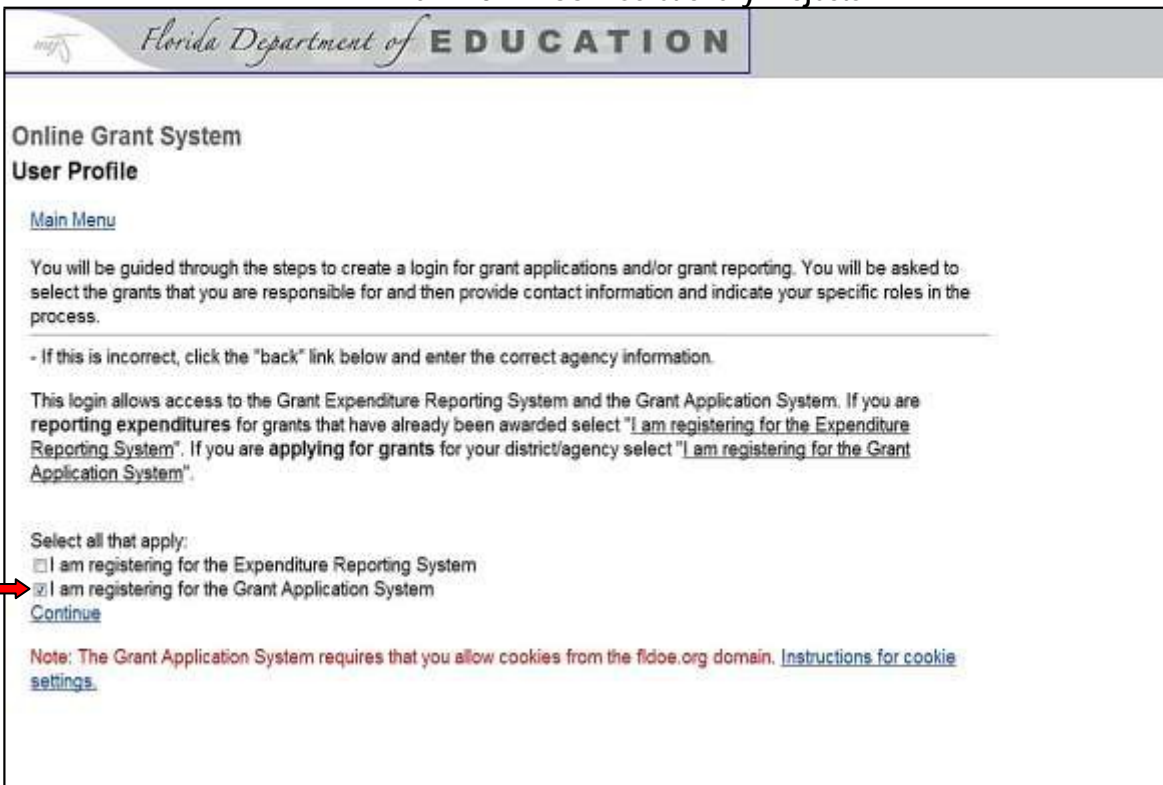
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GRANT APPLICATION SYSTEM

New users accessing the Bureau of Exceptional Education and Student Services (BEESS) application online will select: **I am registering for the Grant Application System** and **Returning users** will verify that this has been selected.

Then, click the [Continue](#) hyperlink and scroll down the page to select the FY 2017-18 BEESS program(s) for which funding is requested. **As data is successfully saved and completed, always SCROLL DOWN the page to view and enter data for the next screen.**

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Online Grant System
User Profile

[Main Menu](#)

You will be guided through the steps to create a login for grant applications and/or grant reporting. You will be asked to select the grants that you are responsible for and then provide contact information and indicate your specific roles in the process.

- If this is incorrect, click the "back" link below and enter the correct agency information.

This login allows access to the Grant Expenditure Reporting System and the Grant Application System. If you are **reporting expenditures** for grants that have already been awarded select "[I am registering for the Expenditure Reporting System](#)". If you are **applying for grants** for your district/agency select "[I am registering for the Grant Application System](#)".

Select all that apply:

☐ I am registering for the Expenditure Reporting System


☒ I am registering for the Grant Application System

[Continue](#)

Note: The Grant Application System requires that you allow cookies from the fdoe.org domain. [Instructions for cookie settings](#).

EXAMPLE 5

ALL users will select the BEESS discretionary project(s) for which application will be made. The drop-down list of projects is based on the funding sources, as shown in *Example 6* for Collaboration for Effective Educator Development, Accountability and Reform. Some projects will have more than ONE funding source and more than ONE boxes to click. Then, click the **Continue** hyperlink and scroll down the page to enter the **Agency Contact** information.

 NOTE: It is possible to have one user register for multiple discretionary projects. For example, if your district/agency is responsible for Multiagency Service Network for Students with Emotional/Behavioral Disabilities (SEDNET) and Florida Diagnostic and Learning Resources System (FDLRS). If this is the case, click on **ALL** that are applicable for your district/agency for **FY 2017-18**. When actually entering data to the online applications

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for these projects, users may access only one project at a time.

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This login allows access to the Grant Expenditure Reporting System and the Grant Application System. If you are **reporting expenditures** for grants that have already been awarded select "I am registering for the Expenditure Reporting System". If you are **applying for grants** for your district/agency select "I am registering for the Grant Application System".

Select all that apply:

☐ I am registering for the Expenditure Reporting System

☒ I am registering for the Grant Application System

[Continue](#)

Note: The Grant Application System requires that you allow cookies from the flaoe.org domain. [Instructions for cookie settings.](#)

[back](#)

Application

Select the programs for which you are applying and click on the continue button below:

☐ 2017-2018 Centers for Autism and Related Disabilities , 481-90240-85001

☒ 2017-2018 Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR), 481-5015A-80001

☐ 2017-2018 Technical Assistance and Training System for Programs Serving Young Children with Disabilities, 481-2668B-8CD01

☐ 2016-2017 Centers for Autism and Related Disabilities , 481-90240-75001 (closed)

☐ 2016-2017 Collaboration for Effective Educator Development, Accountability and Reform , 481-5015A-70001 (closed)

☐ 2016-2017 Technical Assistance and Training System for Programs Serving Young Children with Disabilities, 481-2667B-7CD01 (closed)

☐ 2015-2016 CEEDAR Center, 481-5015A-60001

☐ 2015-2016 Centers for Autism and Related Disabilities , 481-90240-65001 (closed)

☐ 2015-2016 Technical Assistance and Training System for Programs Serving Young Children with Disabilities, 481-2668B-6CD01

☐ 2014-2015 Autism Program (CARD), 481-90240-55001

☐ 2014-2015 Technical Assistance and Training System, 481-2665A-5CD01

☐ 2013-2014 Autism Program (CARD), 481-90240-45001

☐ 2013-2014 Technical Assistance and Training System, 481-2624B-4CD01

☐ 2012-2013 Autism Program (CARD), 481-90240-35001

☐ 2012-2013 Technical Assistance and Training System, 481-2663A-3CD01


☐ 2010-2011 University/State Fiscal Stabilization (Education), 481-59115-1C205 (closed)

☐ 2010-2011 University/State Fiscal Stabilization (Education), 481-59115-1C207 (closed)

EXAMPLE 6

For the next screen as displayed in Example 7, **New Users** enter the name of the individual who has direct responsibility for the project and whose name and mailing address will be printed on the DOE 100 as the primary contact. Primary contact is the individual for whom the Department will contact about further edits to complete the application, typically the project director.

New users, enter a login name and password. These will serve as your unique user login name and password for accessing the online system for the specific BEESS discretionary programs selected. **Retain this information for future access!**

 **NOTE: Returning users will make only necessary edits here!** Returning users are NOT required to change

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the login name and/or password. However, if you choose to change either or both, remember to retain a record of these changes for future access to the online application system.


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*Set/Change password: Passwords must be 8 to 15 characters long. Must contain at least one number.	<input type="text"/>	Important! Login name and password entered HERE corresponds with email. Keep record of these data for future access to the system.
*Re-type password:	<input type="text"/>	
Select data entry responsibilities for each selection: <small>If the checkbox is grey it has already been selected by another user.</small>	<div>2017-2018 Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR), 481-5015A-9C001</div> <div><input checked="" type="checkbox"/> Online Grant Applications <input checked="" type="checkbox"/> Budget Data for Applications</div>	
<input type="button" value="Save"/>	Important! ALL applicable boxes corresponding to programs must be checked!	

EXAMPLE 7

Select the program(s) for which application is being made. It is important that **ALL** boxes have been checked for **BOTH *Budget Application* and *Program Application***, as shown above to ensure access to all forms and narratives for completing your application.

Click the **Save** button at the bottom of the page to activate a new screen showing: **REGISTRATION SUCCESSFUL**. At this point, you will be located at the **Main Menu**.

 **NOTE:** If any data entry errors are detected, a message identifying the fields with errors will appear at the top of the page permitting users reenter data. Enter **SAVE** button again to complete registration.

MAIN MENU

The **Main Menu** will permit users to access the online application. Users may also view registered user information for your respective district/agency, including editing your profile, as needed.

To access the BEESS discretionary application, click on the hyperlink: **Online Grant Applications**.

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Registration Successful.

Main Menu

Application

Click on the "Online Grant Applications" link below to access online grant application(s) for which you have registered. **NOTE:** If you are a returning user and have completed applications in a prior year, you must initially register for the grant programs each year by clicking on "Edit My Profile" at the bottom of the screen.

- [Online Grant Applications](#)

User

Click on the "Edit My Profile" link below to modify user information and change or add access to grant programs and roles. To view roles for other registered users in your agency click on "View Registered User Roles for this Agency."

- [Edit My Profile](#)
- [View Registered User Roles for this Agency](#)

EXAMPLE 8

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GRANT APPLICATION MENU

The next screen, **Grant Application Menu**, displays the list of discretionary programs, including the budget and program requirements for each program selected. Below is an example of Collaboration for Effective Educator Development, Accountability and Reform with one funding source.

Click on the hyperlink: [Program Requirements](#). This will allow users to bypass this screen and proceed directly to the **Program Menu**, which is the site with ALL forms and narratives required for completing this online application.

The screenshot shows a web interface titled "Online Grant Applications". Below the title, there is a paragraph of instructions: "Below are programs for which funding is requested. Select the program to complete the application. To add additional grant programs to the list, return to the main menu and click on 'Edit My Profile.' New grant numbers are assigned each year so returning users must initially register for the grant each year." Below this, there is a section titled "Select the grant" with a list of programs. The first program listed is "2017-2018 Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR), 481-5015A-8CC01". Below this program name, there is a link "Requested Funds and DOE 1004 Form" and two sub-links: "Budget" and "Program Requirements".

EXAMPLE 9

PROGRAMMENU

The **Program Menu** is the site users will access all standard grant forms, narratives, Project Performance Accountability (PPA) forms, assurances, and certification forms required for completing the BEESS discretionary project application.

NOTE: Any of the forms (DOE 100, assurances, and certification forms) for which signatures(s) must be obtained can be accessed PRIOR to completing the budget and program narratives. Click on **Printer Friendly Format of the Application** function at the bottom of the **Program Menu** and follow instructions for printing documents beginning on page 19.

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Program Main Menu
Grant: Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR) 481-5015A-8CC01
Standard Grant Forms:
DOE 100

- [DOE 100](#)

Budget Forms

- [Budget for Collaboration for Effective Educator Development, Accountability and Reform \(CEEDAR\) 481-5015A-8CC01](#)

Standard Project Narratives:

- Project Design
 - [Project Abstract](#)
 - [Baseline Data](#)
 - [Established Need](#)
 - [Description of Alternate Methods for Trainings/Meetings](#)
 - [Support of the BEESS Strategic Plan/State Performance Plan](#)
 - [Evaluation Plan](#)
- [Support for Reading/Strategic Imperatives](#)
- [General Education Provisions Act](#)
- [Equitable Services](#)

Project Performance Accountability:

- [Products](#)
- [Training](#)
- [Service Delivery](#)

Assurances:

- [ADDITIONAL ASSURANCES](#)


Final Steps for Completing Application:

- [Printer Friendly Format of Application](#)
- [Verify Complete and Submit to FLDOE](#)

EXAMPLE 10

DOE 100

Click on the hyperlink **DOE 100**, ONLY when ready to prepare your application for printing and obtaining the agency head signature. Projects with more than one funding sources, should print one DOE 100 for each project number. This will also be visible when using the **Printer Friendly Format of the Application** function at the bottom of the **Program Menu**.

 **NOTE:** Users may SKIP to the next section to begin preparation of the DOE 101S Budget Forms.

DOE 101S – Budget Forms

Separate budget forms are formatted for each funding source. At the **Program Menu**, click on a budget form hyperlink to display a blank budget form, similar to the one shown in Example 11. Hyperlinks are provided for returning to the **Program Menu**, various reference documents, and viewing the budget in print format.

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**FLORIDA DEPARTMENT OF EDUCATION
BUDGET**

[Grant Application Menu](#) | [Print or View Budget Data](#)
[Return to Program Menu](#)

For Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR) 481-5015A-8CC01

If you prefer, you may upload your budget data in a "tab delimited" text file format. [Go to Data Upload Screen](#)
[Green Book](#) | [Red Book](#) | [Budget Instructions](#)

Funds Requested: \$50,000.00 | Budget Total: \$0.00 | Amount Remaining: \$50,000 (rounded to the nearest dollar) Edit the budget data in the rows provided and click the "Save Records" button. Each time you save, 10 additional rows will be added to the table.

NOTE: Only rows that have a function and object code will be saved. If the function or object code is left blank, the row will be ignored.

Function code	Object view codes	Account Title and Description	FTE (decimal value)	Amount (decimal value, no dollar signs)	% Allocated to this Agreement (decimal value, no percent signs)	delete
1	<input type="checkbox"/> exception to FTE rule Alt. desc:					<input type="checkbox"/>
2	<input type="checkbox"/> exception to FTE rule Alt. desc:					<input type="checkbox"/>
3	<input type="checkbox"/> exception to FTE rule Alt. desc:					<input type="checkbox"/>
4	<input type="checkbox"/> exception to FTE rule Alt. desc:					<input type="checkbox"/>
5	<input type="checkbox"/> exception to FTE rule Alt. desc:					<input type="checkbox"/>
6	<input type="checkbox"/> exception to FTE rule Alt. desc:					<input type="checkbox"/>

EXAMPLE 11

Users should reference the **Budget Instructions** using the link, as well as follow instructions shown below for BEESS applicants below.

COMPLETING THE BUDGET FORMS


The following fields are located on the budget forms and must be completed as follows:

- ❖ **Function Code** – Enter the appropriate four-digit code. (*Function code* classification identifies the overall purpose of the cost.) For agencies that do not use function codes, please enter "9999" in the function code field.
- ❖ **Object Code** – Enter the appropriate **three-digit or six-digit code**. (*Object code* classification identifies the type of good or service.) A universal listing of object codes used by districts/agencies may be accessed by

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clicking on the hyperlink in the object code column. This listing also indicates whether a full-time equivalent (FTE) is required for the object code.


 **NOTE:** The title of the object code used HERE will automatically populate the *Account Title and Description* field as the heading once the data have been entered and saved successfully. This is visible when using the *Print or View Budget Data* option.

- ❖ **Alt. desc.** – This field may be used when an optional title or caption for the object code is needed. This may be applicable to university and other participating agencies using object codes, which are NOT in the listing of object codes (see hyperlink). When users enter unique titles for the object codes in this field, the titles will be visible in the *Account title and Description* field when the *Print or View Budget Data* option is used. **Leave blank, if not applicable.**
- ❖ **Exception to FTE Rule** – Use this box to override the requirement for identifying FTEs when certain object codes for personnel have been reported, but the actual cost is NOT a full-time equivalent position. This should

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ONLY be used when the object code for personnel such as Object Code 100 series or 750 is identified and FTEs are not applicable (i.e., stipends for teachers). Utilizing this exception ensures that an error message does not occur when entering personnel object codes for which FTEs cannot be reported.

- ❖ **Account Title and Description** – Enter a description of the WHAT goods and services are being budgeted. Descriptions should contain sufficient information for reviewers in both the program and grants management offices to determine whether the item meets the general criteria as an **allowable cost** to the program. An **allowable cost** must be necessary and reasonable for the proper and efficient performance of the program and allocable according to the relative benefits received by the program.

 **NOTE:** To avoid duplication of the object code title in this field, do not type the object code title in this field. These titles will show automatically when using the universal object codes in the system. Users must periodically click on *Print or View Budget Data* link option to view entered/saved data as it will appear when printed.

- ❖ **FTE** – Enter the number of FTEs, if applicable. This applies to only those Object Codes representing personnel. Use the drop-down menu provided for Object Codes to verify whether FTE is required for object code identified. Leave this field **BLANK**, if object codes used do not require FTEs identified. See *Exception to FTE Rule* description, which permits an override of this requirement when stipends and supplemental pay for personnel are identified.
- ❖ **Amount** – Enter the total amount of the line item using ONLY whole numbers. Do not use dollar signs (\$) or commas (,) to express the total amount since they are not recognized by the system.
- ❖ **Percent Allocated** – For each line item, enter the appropriate percentage that is allocated or applicable to this project. Budget instructions attached to the Request for Application (RFA) may provide further assistance to users when completing this field.

NAVIGATING THE BUDGET FORMS

To enter budget items, scroll down the budget form to the first available blank row and enter data in each cell of a line item. Once data are saved successfully, the item will appear in the budget in numerical order by function and object code. Ten blank records will be available following the last SAVED data.

To navigate the budget page, scroll down the page to review the data one line item at a time. Each line item is numbered as identified in the *Count* column located in the far left hand side of the budget form.

To edit data, move the cursor to the selected line item or field (cell) and revise, deleting any data that is not applicable and entering edits or new data. Using the **Tab** key also permits users to move from cell to cell (left to right). After making edits to all fields, click on the **Save Records** button to save data successfully. Records will appear in the budget in numerical order by function and object code. **Save Records** buttons are located at the top and bottom of each budget form, for user convenience.

To delete an entire line item, point and click on the **Delete** box located in the far right hand column of the line item to be deleted. The entire line item will be deleted from the budget once the **Save Records** button is clicked.

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To view the budget in a truncated print format, click on the following hyperlink: [Print or View Budget Data](#). To display in full text, then click on the hyperlink: [Show](#). To reverse the display back to the abbreviated version, click on: [Hide](#). To continue entering data in the budget, click on the hyperlink: [Back to Budget Page](#).

If an error message occurs following the ENTERING and SAVING of data, the error types and locations of those errors will be listed at the top of the budget form. Below are examples of errors that may occur while entering data in the budget form.

If there are any remaining amounts still to be budgeted, the following message will be shown:

Funds Requested: \$6,836,744.00 | Budget Total: \$4,856,744.00 | Amount Remaining: \$1,980,000
(Rounded to the nearest dollar);

If the budget entries EXCEED the total funds requested, the following message will be shown:

WARNING: Your budget exceeds the amount of funds requested by: -7,520,000.00;

If the object code entered is not a valid code, the following message will be shown:

Data NOT Saved. Correct the following errors and click the 'Save Record' button again:


- **Row 1 the Object Code is not valid. It should be 3 or 6 digits. Your value is read as '66'; and**

If the object code entered is a code requiring FTEs entered, the following message will be shown:


Data NOT Saved. Correct the following errors and click the 'Save Record' button again:

- **Row 11, for this object code, FTE is required.**

To correct any errors, scroll down the budget page to make the necessary changes to the budget. Once all errors have been corrected, click on the **Save Records** button.

 **NOTE:** Using the **Back Button** will undo the last entry of data in the budget form, requiring reentry of data. Always use the hyperlinks located at the top of the budget page for returning to the last menu executed: [Program Menu](#) or [Grant Application Menu](#)

Once ALL new records and revisions have been entered on the budget, click on the **Save Records** button located at the top OR bottom of the page. The following statement will appear on the screen to indicate successful updates: **Data Saved Successfully.**

 **NOTE:** Once the budget has been completed, users may export each budget to an Excel file by clicking on the following link: [Export to Excel For Your Records](#). This link is located at the top of the budget form when the *Print or View* option has been selected.

After data have been successfully entered and the total budget equals the total funds requested, click on the hyperlink [Return to Program Menu](#).

OPTIONAL METHOD FOR PREPARING BUDGET

To enter budget data from a separate Excel file, users may download a blank formatted Excel file from this site, then enter the budget according to the specifications given and later upload these data into the budget form online. First, click on the hyperlink: [Go to Data Upload Screen](#). The following screen will appear.

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Budget File Upload

[Back to Budget Form](#)

Instructions: If you prefer, you may upload your budget data in a "tab delimited" text file format. A formatted file is available by right clicking on the "Download File of your Existing Budget Data" link and selecting "save target as", to the file on your computer. If you have previously entered budget data, it will be available in this file. Otherwise it will be a blank formatted file for you to input your data. Edit the file and save it as a "Text(Tab delimited)(*.txt)" file type.

The file must have the fields in the following order and format. It is assumed that the first row contains headers. Only those rows with the correct format will upload. You will receive a list of errors for any rows that were not formatted correctly.

Note: Make sure there are no blank lines at the end of the file.

[Download File of your Existing Budget Data](#)

Function Code - 4 digits (Select from list of valid codes)
Object Code - (Select from list of valid codes)
Description - (1000 characters maximum)
FTE - decimal (Enter asterisks (*) if it does not apply.)
Amount - decimal (no commas or dollar signs)
Percent Allocated for this Agreement **New** - decimal (no percent signs)
Object Exception - bit (0 or 1, or TRUE or FALSE) (1 or TRUE if the object code entered generally requires an associated FTE, but this line item is an exception.)

Warning: Uploading data replaces any data currently in the database.

EXAMPLE 12

Right click on the hyperlink: [Download File of your Existing Budget Data](#) and then choose from the menu: [SAVE TARGET AS](#). Name and SAVE the file for later access. If data is presently in your budget, data will transfer to the Excel file in the same order as the formatting of the specifications displays (on the screen shot above). Data specifications should be followed exactly. Once data have been edited, **SAVE** these data as a separate [tab delimited](#) text file format. When ready to upload these data to the appropriate budget, using this site again, click on the Browse button, select the file from your computer using the browse link, when ready for upload, then click on **Upload** button. Click on the hyperlink: [Back to Budget Form](#) to review the budget and make sure data are accurate.

COMPLETING FORMS AND NARRATIVES

On the **Program Menu**, continue completion of the **Standard Project Narratives** by clicking on each hyperlink listed under the **Project Design** to complete the required narratives. Each time data have been successfully saved in the narrative form, click on the hyperlink, **Program Menu**, to return to the Program Menu screen to select the next form or narrative for completion. Users should have a copy of the RFA, which specifically addresses the requirements of the program for which application will be submitted.

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COMPLETING PROJECT PERFORMANCE ACCOUNTABILITY FORMS
--

Three different categories of PPA forms are available for reporting proposed activities for which performance of the project(s) will be evaluated: **Products, Training, and Service Delivery**. Users should click on the **Not Applicable** box when a PPA category does not apply.

When entering the titles and descriptions in the PPA forms, please avoid entering any irrelevant coding or labels, while keeping in mind the following rules:

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FY 2017-18 BEESS Discretionary Projects

- *Titles* should be clear and concise and reflect the content of the product, training, or service delivery identified.
- *Descriptions* should summarize the content and objective(s) of the deliverable and detail the applicant's role, intended audience, critical timelines and performance target (minimum number of units). As applicable, a range for performance targets may be identified.
- *For the BEESS Strategic Plan Area* select the primary applicable response. If the deliverable is related to more than one BEESS Strategic Plan area, select the primary area and enter additional areas at the end of the description of the deliverable.
- *For the Indicator(s)* select all that apply to the deliverable. Select "N/A" if none of these indicators apply to the deliverable.
- *Source documentation* should be the sources maintained by the discretionary project to support the deliverable.
- Select one *Funding Source* for each deliverable: State (General Revenue/General Appropriations Act [GAA]) and Federal (e.g., IDEA Part B).
- For the *Total budget for the deliverable*, enter the total amount allocated by the applicant for this deliverable.
- For the Performance requirements: grant year total deliverable units, enter the total number of deliverable units to be completed during the award period (for all quarters).
- The *Cost per unit* (total budget for the deliverable divided by the total number of deliverable units) will calculate automatically by the system once the page is saved.
- *For the Performance targets/deliverable units to be completed for each quarter*, enter the number for each quarter (I, II, III and IV) of the budget and program performance period.

Data entered in these forms will be exported to the discretionary project training database following the issuance of awards. **After the project award has been issued, edits to PPAs must be made directly to the training database located at Florida Center for Interactive Media (FCIM).**

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

No.	Type	Title/Description	BEESS Strategic Plan Select only one area from the list below OR indicate that the deliverable is not addressed in the BEESS Strategic Plan	Indicators Select all applicable indicators from the list below or NA if not applicable	Source Documentation Maintained by the Project to Support the Deliverable	Funding Source (Federal or State General Revenue)	Total Budget for Deliverable	Performance Requirements Grant Year Total Deliverable Units	Cost per Unit	Performance Targets/Deliverable Units to be Completed per Quarter
1	Project		<input type="radio"/> Dispute Resolution and Monitoring <input type="radio"/> K-12 Students - Best Practices for Appropriate Evaluation and Identification of Students with Disabilities <input type="radio"/> K-12 Students - Best Practices for Inclusion <input type="radio"/> K-12 Students - Best Practices for Literacy and STEM <input type="radio"/> K-12 Students - Best Practices for Positive Behavior/Student Engagement <input type="radio"/> Parent Involvement and Engagement <input type="radio"/> Prekindergarten <input type="radio"/> Teachers and Leaders <input type="radio"/> Transition Postsecondary <input type="radio"/> This deliverable is not addressed in the BEESS Strategic Plan.	<input type="checkbox"/> SPP 1 <input type="checkbox"/> SPP 2 <input type="checkbox"/> SPP 3 <input type="checkbox"/> SPP 4 <input type="checkbox"/> SPP 5 <input type="checkbox"/> SPP 6 <input type="checkbox"/> SPP 7 <input type="checkbox"/> SPP 8 <input type="checkbox"/> SPP 9 <input type="checkbox"/> SPP 10 <input type="checkbox"/> SPP 11 <input type="checkbox"/> SPP 12 <input type="checkbox"/> SPP 13 <input type="checkbox"/> SPP 14 <input type="checkbox"/> Restraint/Seclusion <input type="checkbox"/> NA	<input type="radio"/> State <input type="radio"/> Federal					Qtr. I: <input type="text"/> Qtr. II: <input type="text"/> Qtr. III: <input type="text"/> Qtr. IV: <input type="text"/>

EXAMPLE 13

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

COMPLETING ASSURANCES

All assurances required for a program will be provided under the **Additional Assurances** link. Users must complete each assurance document by clicking on the box indicating agreement to comply with the set of assurances required for the program. Click on the **Save** button at the bottom of the page and return to the **Program Menu** once all assurances document(s) have been completed. Additional certifications requiring multiple signatures of superintendents can be accessed after using the **Printer Friendly Format of Application** link. See instructions for **printing** on page 19.

Program Main Menu
Grant: Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR) 481-5015A-8CC01
Standard Grant Forms:
DOE 100

- [DOE 100](#)

Budget Forms

- [Budget for Collaboration for Effective Educator Development, Accountability and Reform \(CEEDAR\) 481-5015A-8CC01](#)

Standard Project Narratives:

- Project Design
 - [Project Abstract](#)
 - [Baseline Data](#)
 - [Established Need](#)
 - [Description of Alternate Methods for Trainings/Meetings](#)
 - [Support of the BEESS Strategic Plan/State Performance Plan](#)
 - [Evaluation Plan](#)
- [Support for Reading/Strategic Imperatives](#)
- [General Education Provisions Act](#)
- [Equitable Services](#)

Project Performance Accountability:

- [Products](#)
- [Training](#)
- [Service Delivery](#)

Assurances:

- [ADDITIONAL ASSURANCES](#)

Final Steps for Completing Application:

- [Printer Friendly Format of Application](#)
- [Verify Complete and Submit to FLDQE](#)

Instructions for Users of the Online Application
FY 2017-18 BEESS Discretionary Projects
EXAMPLE 14

GENERAL NAVIGATION TIPS


- ❖ Use the *hyperlinks* at the top of the page for returning to the previous screen. Be careful using the **Back Button**, especially following any entry of data. Following are hyperlinks appearing at the top of the page for navigating back and forth through the online application system:
 - **Program Menu** – site for access to all forms and narratives to prepare and submit application. This is “home base” for completing your application!
 - **Grant Application Menu** – site for access to DOE 100, budget forms, and program requirements. Always bypass this menu by clicking on **Program Requirements** link, proceeding to the **Program Menu**.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects

- **Main Menu** – This is the initial site of the **Online Grant System** once the login has been successfully completed. To navigate to the **Program Menu**, users will need to click on the **Online Grant Requirements** and then **Program Requirements** for completing the application forms and narratives.
- ❖ Users may logout of the system at any time. Just make sure that you have completed the initial registration as a user first, then log back into the system as a “returning user” entering the unique login name and password established during registration.
- ❖ To obtain either the Password or Login name registered for your program application, follow instructions provided on page 4 of this document.
- ❖ Users must save data regularly while using the online system. After 120 minutes (two hours) of inactivity the system, will automatically timeout. In the event that a timeout occurs, it is recommended that users reauthorize cookies again from fldoe.org. Follow instructions provided at initial login to the system.
- ❖ **Server error has occurred**, if one of the following messages appears on the screen: **500 Error** or **Internal Server Error**. Users should logoff the system and immediately notify Christine Evans via email at christine.evans@fldoe.org. Once servers are back in operation, users will receive notification via email. Users entering and saving data when the server failed may lose all or some data.
- ❖ **Browser caches** or *temporary internet files* that your computer holds may clash with any changes users make to the online application, including file uploads. When this occurs, those changes may not be readily visible on the screen since the browser may be caching the previous entry of data. If this persists, you may need to adjust the setting on your browser to ensure that these files are deleted. For Internet Explorer users, select the **Delete Browsing History** using the **Tools** drop-down menu. Please be careful not to select and delete **Cookies** and **All Files**. Users may also seek additional assistance from their local information technology staff.


ELECTRONIC SUBMISSION

Step 1: PROOFREAD thoroughly all data entered, BEFORE proceeding to the final electronic submission, which sends the data to the Department for processing.

 **NOTE:** Users may want to print a copy of the application first. Go to page 19, instructions for **PRINTING THE APPLICATION**.

Step 2: When ready to submit the FINAL application to the Department of Education, click on the hyperlink located at the bottom of the **Program Menu**: **Verify Complete and Submit to FLDOE**

A new screen will prompt you to click on the final submit button: **Submit Data – Continue to Verification Form**.

 **NOTE:** Any forms or narratives for which data have not been entered or boxes checked will be highlighted in yellow, requiring users to return to the **Program Menu** to complete applicable sections. See Example 15 with yellow highlighted sections, which are incomplete.

The online system will not permit submission until these areas have been completed.

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

BEESS Online Grant Application

Welcome DOE BEESS, Univ of Central Florida

[Grant Main Menu](#) | [Program Main Menu](#) | [Log Out](#)

Program Main Menu

Highlighted items are not complete. These items must be completed before data can be submitted to FLDOE.

Grant: Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR) 481-5015A-8CC01

Standard Grant Forms:

DOE 100

- [DOE 100](#)

Budget Forms

- [Budget for Collaboration for Effective Educator Development, Accountability and Reform \(CEEDAR\) 481-5015A-8CC01](#)

Standard Project Narratives:

- Project Design
 - [Project Abstract](#)
 - [Baseline Data](#)
 - [Established Need](#)
 - [Description of Alternate Methods for Trainings/Meetings](#)
 - [Support of the BEESS Strategic Plan/State Performance Plan](#)
 - [Evaluation Plan](#)
- [Support for Reading/Strategic Imperatives](#)
- [General Education Provisions Act](#)
- [Equitable Services](#)

Project Performance Accountability:

- [Products](#)
- [Training](#)
- [Service Delivery](#)

Assurances:

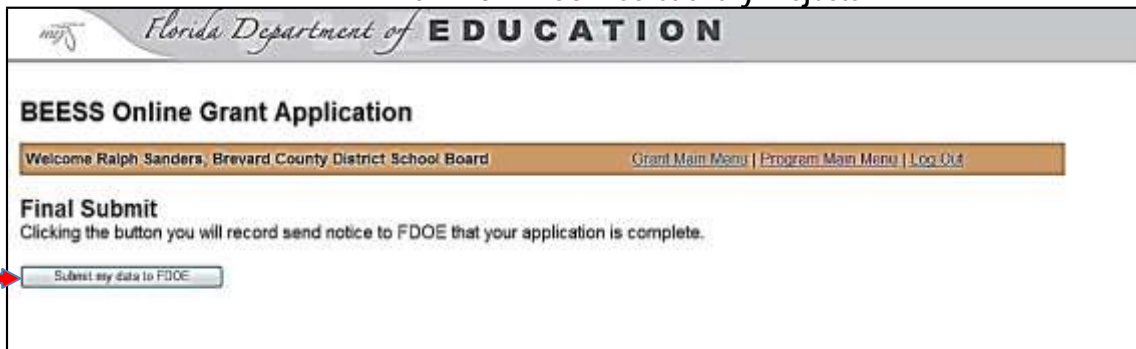
- [ADDITIONAL ASSURANCES](#)

Final Steps for Completing Application:

EXAMPLE 15

Once all parts of the application have been verified for completion, click on the final submit button: **Submit my data to FDOE**

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects



The screenshot shows the 'BEESS Online Grant Application' interface. At the top, there is a header for the Florida Department of Education. Below this, a welcome message for 'Ralph Sanders, Brevard County District School Board' is displayed, along with links for 'Grant Main Menu', 'Program Main Menu', and 'Log Out'. The main section is titled 'Final Submit' and includes the instruction: 'Clicking the button you will record send notice to FDOE that your application is complete.' A button labeled 'Submit my data to FDOE' is highlighted with a red arrow pointing to it from the left.

EXAMPLE 16

An email message will be sent to the Department of Education documenting the electronic submission of your application. A message will also appear at the top of the Program Menu identifying the date submission was completed. Completion of this final step is important, as this date is used to determine the date substantially approvable form or SAF was met.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects

Program Main Menu

Grant: Collaboration for Effective Educator Development, Accountability and Reform 481-5015A-7CC01

Our records indicate this application has been officially submitted to the DOE on 4/26/2016 Official notification has been sent to FDOE staff via e-mail. NO FURTHER EDITS SHOULD BE MADE TO THIS APPLICATION UNLESS REQUESTED BY FDOE STAFF.

Standard Grant Forms:

DOE 100

- [DOE 100](#)

Budget Forms

- [Budget for Collaboration for Effective Educator Development, Accountability and Reform 481-5015A-7CC01](#)

Standard Project Narratives:

- Project Design
 - [Project Abstract](#)
 - [Baseline Data](#)
 - [Established Need](#)
 - [Description of Alternate Methods for Trainings/Meetings](#)
 - [Support of the BEESS Strategic Plan/State Performance Plan](#)
 - [Evaluation Plan](#)
- [Support for Strategic Plan and Reading, Math, and Science Initiatives](#)
- [General Education Provisions Act](#)
- [Equitable Services](#)

Project Performance Accountability:

- [Products](#)
- [Training](#)
- [Service Delivery](#)

Assurances:

- [ADDITIONAL ASSURANCES](#)

EXAMPLE 17

To print copies of the application, proceed to PRINTING THE APPLICATION below.

To exit the system, click on the hyperlink: **Log Out**

Once final submission of electronic application has occurred, DO NOT make any further edits to your application.

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

PRINTING THE APPLICATION

Once all sections of the application have been completed as listed on the **Program Menu**, print a copy of the entire application by selecting the hyperlink at the bottom of the **Program Menu** screen: **Printer friendly format of your application**. This converts all forms and narratives in a print-ready format. *Example 18* displays the print menu, which prepares the application for printing.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects

BEESS Online Grant Application

Welcome DOE, BEESS, Univ of Central Florida [Grant Main Menu](#) [Program Main Menu](#) [Log Out](#)

To print each form or narrative individually, check the box next to the item chosen for printing. Click the **VIEW** button and scroll down the screen to view the document. Using the **PRINT** menu on your browser, print the document selected. You may also choose the **PRINT PREVIEW** on your browser to view with page breaks before printing. When returning to the program print menu to select the next item(s) to print, undo the last checked item by clicking on the checked box.

To print all forms and narratives in a continuous print format, click on **Check All** and then click the **VIEW** button. NOTE: When more than one item is selected, this will print all items selected in a continuous print format with a page break between each form. If narratives are long it may break in the middle of the narrative. Using the **EXPORT TO WORD** allows users the flexibility to reformat page breaks and also store these documents.

Standard Grant Forms:

- [DOE 100](#)
- [Budget for Collaboration for Effective Educator Development, Accountability and Reform \(CEEDAR\) 481-5015A-BCC01](#)

Program Requirements:

[Check All](#)

Baseline Data File has not been uploaded.

- ☐ Project Abstract
- ☐ Established Need
- ☐ Description of Alternate Methods for Trainings/Meetings
- ☐ Support of the BEESS Strategic Plan/State Performance Plan
- ☐ Evaluation Plan
- ☐ Support for Reading/Strategic Initiatives
- ☐ General Education Provisions Act (GEPN)
- ☐ Products
- ☐ Training
- ☐ Service Delivery
- ☐ **ADDITIONAL ASSURANCES**
- ☐ Equitable Services

EXAMPLE 18

Step 1: Select the DOE 100. A new screen will be visible for users to select the programs by fund source to be printed on the front of the DOE 100. See Example 21 on the next page.

Step 2: Scroll down the page and verify that data entered in ALL fields are correct.

Step 3: Enter the name of the agency head for whom signature will be obtained.

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

Step 4: Click on the **Generate Printable Form** link at the bottom of the screen. This will provide a view of the entire DOE 100, which has the Tracking applications number (TAPS) numbers and assigned project numbers for each of the funding sources.

 **NOTE:** Users must scroll down the page to view the DOE 100 in print format ready for printing.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects



Grant Application Menu

To generate a printable DOE 100 form, first select the programs for which application is being made. In part A, enter the address of the agency receiving the award. In part B, enter the name and address of the contact person. In the "Agency Head" text box enter the name of the district superintendent or agency head whose signature will be certifying the DOE 100, then click the "Generate Printable Form" button. These data will automatically populate the DOE 100 as entered below. Then go to File->Print in your browser's menu to print the form.

☒ Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR), 481-5015A-8CC01

A) Address of Eligible Applicant:
Univ of Central Florida

Address:

City:

Zip:

Physical/Facility Address:

DUNS Number:

FEIN Number:

EXAMPLE 19

Step 5: Print a copy of the DOE 100. Then click on the hyperlink: **Return to Program Print Menu**, to continue printing the next forms.



NOTE: If any data have been omitted, error messages will appear at the top of the page.

Example 20 displays the top half of the completed DOE 100 for Collaboration for Effective Educator Development, Accountability and Reform with one funding source, corresponding project name and numbers and TAPS numbers.

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

Generate Printable Form

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION			TAPE NUMBER 1 10000
Please return to: Florida Department of Education Office of Grants Management Room 332, Tallahassee Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Name and Address of Eligible Applicant: Univ of Central Florida XXXXX XXXX, FL XXXXXX	DOE USE ONLY Date Received	
B) Applicant Contact Information			
Contact Name: DOE BEESS	Telephone Number: 850-245-0496 Ext:		
First Contact Name: BEESS			
Mailing Address: 325 West Gaines Tallahassee			
E-mail Address: cyntia.hackley@fldoe.org			
DUNS Number: XXX			
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Contact Data Appears HERE! </div>			
C) Program Name:	D) Project Number (DOE Catalogue):	E) Cost of Project (Estimate):	Total Approved Project (DOE USE ONLY):
1. Collaboration for Effective Educator Development, Accountability and Reform (CEEDAR) 2017-2018	401-5015A-BC001	\$50,000.00	
<p>CERTIFICATION</p> <p>I, XXXX (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. 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 expenditures of funds on this project. If 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. Excess amounts 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) _____</p> <p>Signature of Agency Head Title Date</p>			

EXAMPLE 20

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects

DOE 100 Form Print

[Grant Application Menu](#)
[Return to Program Menu](#)

To generate a printable DOE 100 form, enter the address of the agency receiving the award in part A. In part B, enter the name and address of the contact person. In the "Agency Head" text box enter the name of the district superintendent or agency head whose signature will be certifying the DOE 100, then click the "Generate Printable Form" button. These data will automatically populate the DOE 100 as entered below. Then go to File->Print in your browser's menu to print the form.

☒ Florida Diagnostic and Learning Resources System Associate Center, 280-2628B-8CD01
☐ Florida Diagnostic and Learning Resources System Associate Center, 280-2668B-8CD01
☐ Florida Diagnostic and Learning Resources System Associate Center, 280-30640-8SD01

EXAMPLE 21

Discretionary projects with **more than one funding sources**, print one DOE 100 for each project number. Go to the Program Application link, choose the DOE 100 link from the Program Main Menu. Select one project number at the top of the screen and following the instructions to generate a printable DOE 100 form.

Select the generate-printable form button. To print select the File menu to print preview. Change the margins if necessary and in the header and footer drop down menus select "empty". Click on the print icon.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects

The screenshot shows a 'Print Preview' window. A 'Page Setup' dialog box is open, displaying settings for paper size (8 1/2 x 11), margins (Left: 0.3, Right: 0.3, Top: 0.18, Bottom: 0.58), and headers/footers. The background is a form titled 'FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION'. The form includes sections for 'A) Name and Address of Eligible Applicant', 'B) Applicant Contact Information', 'C) Program Name', and 'D) Total Funds Requested'. It also contains a 'CERTIFICATION' section with a signature line for the Agency Head.

**FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION**

TAPIS Number: 5-18000

Please return to: **A) Name and Address of Eligible Applicant:** DOE USE ONLY
Florida Department of Education
Office of Grants Management
Room 220, Turquoise Building
225 West Gaines Street
Tallahassee, Florida 32305-0400
Telephone: (904) 245-0400

B) Applicant Contact Information
Contact Name: Kathleen Mathe Telephone Number: 904.631.0884 Ext. 229
Local Contact Name: Richard Bell Telephone Number: 904-531-0425
Mailing Address: 9276 Hwy 27N Lake Placid, FL
Email Address: kathy.mathe@fldoe.org Physical Facility Address: same as above
FUND Number: 100012883 PEIN Number: 59-600504

Programs

C) Program Name:	Project Number: (DOE Assigned):	D) Total Funds Requested:	Total Approved Project (DOE USE ONLY):
Florida Diagnostic and Learning Resources System Assessment Center 2017- 2018	289-26288-8C001	\$773,321.08	

CERTIFICATION
I, Dr. Brenda Lonsdale (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RTP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. 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.

Signature of Agency Head: _____ Title: _____ Date: _____

DOE 903

EXAMPLE 22

Step 6: Click on each budget hyperlink for which funding is being requested. Review the budget in print format and proceed to printing the form as in Step 1. Some projects may have multiple budgets to open and print.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects



BEESS Online Grant Application

Welcome, DOE BEESS, Univ of Central Florida [Grant View Menu](#) [Program Mgmt Menu](#) [Log Out](#)

To print each form or narrative individually, check the box next to the item chosen for printing. Click the **VIEW** button and scroll down the screen to view the document. Using the **PRINT** menu on your browser, print the document selected. You may also choose the **PRINT PREVIEW** on your browser to view with page breaks before printing. When returning to the program print menu to select the next item(s) to print, undo the last checked item by clicking on the checked box.

To print all forms and narratives in a continuous print format, click on **Check All** and then click the **VIEW** button. NOTE: When more than one item is selected, this will print all items selected in a continuous print format with a page break between each form. If narratives are long it may break in the middle of the narrative. Using the **EXPORT TO WORD** allows users the flexibility to reformat page breaks and also store these documents.

Standard Grant Forms:

- [DOE 100](#)
- [Budget for Collaboration for Effective Educator Development, Accountability and Reform \(CEEDAR\) 481-6015A-00001](#)

Program Requirements:

[Check All](#)

Baseline Data File has not been uploaded.

- ☐ Project Abstract
- ☐ Established Need
- ☐ Description of Alternate Methods for Trainings/Meetings
- ☐ Support of the BEESS Strategic Plan/State Performance Plan
- ☐ Evaluation Plan
- ☐ Support for Readings/Strategic Imperatives
- ☐ General Education Provisions Act (GEPA)
- ☐ Products
- ☐ Training
- ☐ Service Delivery
- ☐ ADDITIONAL ASSURANCES
- ☐ Equitable Services

[View](#) [Export to Word](#)

EXAMPLE 23


Step 7: Click on the hyperlink Check All. This will automatically select all program narratives and forms for printing as shown in Example 23.

Step 8: Click on the View link to show these documents in print order. Use the drop-down menu on the browser to **Print Preview** and/or **Print**. The **Export to Word** link to save all forms (narratives and assurances) to a word document. This may be used to store the documents and also reformat (i.e., change page breaks).

To print each form or narrative individually, point and click the selected item or items and print, returning to the program print menu to select the next item(s) on the menu. When more than one item is selected, this will activate printing all items selected in a continuous print format. Always scroll down the page to view the document(s) before printing.

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

 **NOTE:** A separate hyperlink must be used to print the **Baseline Data** file. Click on the hyperlink shown below and using your browser, print the Baseline Data file.

Instructions for Users of the Online Application FY 2017-18 BEESS Discretionary Projects

To print each form or narrative individually, check the box next to the item chosen for printing. Click the **VIEW** button and scroll down the screen to view the document. Using the **PRINT** menu on your browser, print the document selected. You may also choose the **PRINT PREVIEW** on your browser to view with page breaks before printing. When returning to the program print menu to select the next item(s) to print, undo the last checked item by clicking on the checked box.

To print all forms and narratives in a continuous print format, click on **Check All** and then click the **VIEW** button. NOTE: When more than one item is selected, this will print all items selected in a continuous print format with a page break between each form. If narratives are long it may break in the middle of the narrative. Using the **EXPORT TO WORD** allows users the flexibility to reformat page breaks and also store these documents.

Standard Grant Forms:

- [DOE 100](#)
- [Budget for Collaboration for Effective Educator Development, Accountability and Reform \(CEEDAR\) 481-5015A-8CC01](#)

Program Requirements:

[Uncheck All](#)

Baseline Data File has not been uploaded

- ☒ Project Abstract
- ☒ Established Need
- ☒ Description of Alternate Methods for Trainings/Meetings
- ☒ Support of the BEESS Strategic Plan/State Performance Plan
- ☒ Evaluation Plan
- ☒ Support for Reading/Strategic Initiatives
- ☒ General Education Provisions Act (GEPA)
- ☒ Products
- ☒ Training
- ☒ Service Delivery
- ☒ ADDITIONAL ASSURANCES
- ☒ Equitable Services

Clicking on link **Uncheck All**
returns to **Check All** link

EXAMPLE 24

FINAL STEP – MAIL DOE 100


Eligibility is also contingent upon mailing copies of the signed DOE 100, ONE copy with an original signature of the superintendent or agency head, to the Department of Education's Office of Grants Management (OGM), which must arrive ON or BEFORE the required due date for submission. **Please refer to the RFA for specific program requirements, including signed assurances, certification forms, and deliverables budget.**

PROCESSING OF APPLICATIONS

Applications will be processed in the date order received. A program review is conducted FIRST by BEESS staff, followed by a final technical review by Grants Management staff. Staff from either office may contact applicants for further clarification and/or revisions, as appropriate.

Instructions for Users of the Online Application

FY 2017-18 BEESS Discretionary Projects

 NOTE: When requested to make edits, please remember to use the **SAVE** button to ensure each entry of data was saved. Use the hyperlinks at the top of the screen to move from screen to screen. Once all edits have been entered and saved, **LOG OFF** the system. **Do NOT click on the Verify Complete and Submit to FLDOE link**, as this may change the date your application was initially submitted.

CONTACT INFORMATION

Contact persons for program and grants management issues are identified in the RFA. For technical assistance with the online application system, please contact Christine Evans at christine.evans@fldoe.org.

APPENDIX A – District/Agency Codes

Code #	School Districts		Code #	School Districts
010	Alachua		450	Nassau
020	Baker		460	Okaloosa
030	Bay		470	Okeechobee
040	Bradford		480	Orange
050	Brevard		490	Osceola
060	Broward		500	Palm Beach
070	Calhoun		510	Pasco
080	Charlotte		520	Pinellas
090	Citrus		530	Polk
100	Clay		540	Putnam
110	Collier		550	St. Johns
120	Columbia		560	St. Lucie
130	Miami-Dade		570	Santa Rosa
140	Desoto		580	Sarasota
150	Dixie		590	Seminole
160	Duval		600	Sumter
170	Escambia		610	Suwannee
180	Flagler		620	Taylor
190	Franklin		630	Union
200	Gadsden		640	Volusia
210	Gilchrist		650	Wakulla
220	Glades		660	Walton
230	Gulf		670	Washington
240	Hamilton		#	Universities and Other Agencies
250	Hardee		011	University of Florida (all campuses)
260	Hendry		052	Eastern Florida State College
270	Hernando		131	Florida International University
280	Highlands		161	University of North Florida
290	Hillsborough		171	University of West Florida
300	Holmes		291	University of South Florida (all campuses)
310	Indian River		361	Florida Gulf Coast University
320	Jackson		371	Florida State University
330	Jefferson		372	Tallahassee Community College
340	Lafayette		481	University of Central Florida (all campuses)
350	Lake		501	Florida Atlantic University
360	Lee		522	St. Petersburg College
370	Leon		557	Florida School for the Deaf and the Blind
380	Levy		562	Indian River State College
390	Liberty		642	Daytona State College
400	Madison		780	Learning Ally - Recording for the Blind and Dyslexic
410	Manatee		874	University of Miami
420	Marion		92F	Lauren's Kids
430	Martin		92J	Clarke School for the Deaf
440	Monroe		37F	The Family Cafe