



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office

Student Achievement through Language Acquisition/ K-12 Public Schools

Program Name

2012-2013 Enhanced Instructional Opportunities for Recently-Arrived Immigrant Children and Youth

Specific Funding Authorities

CFDA #84.365A, Public Law 107-110, No Child Left Behind (NCLB) Act 2001, Title III, Part A, English Language Acquisition, Language Enhancement and Academic Achievement Act

Funding Purpose/Priorities

To assist eligible local educational agencies (LEAs) that experience significant increases in the number of immigrant children and youth provide high quality instruction, enhance efforts to transition such youth into American society, and focus on meeting the same challenging State academic content and student academic achievement standards as all students are expected to meet.

Type of Award

Entitlement

Total Funding Amount

Preliminary amount: (Please refer to Page 12 for specific district funding allocation).

Budget Period

July 1, 2012 through June 30, 2013

The effective date is the date the DOE 100A (with original signature of the Superintendent) is received by the Bureau of Grants Management or the date of receipt by FDOE of the Federal Grant Award Notification, whichever is later.

Program Performance Period

July 1, 2012 through June 30, 2013

Target Population

Recently-Arrived Immigrant Children and Youth in Florida School Districts (Grades K-12)

Eligible Applicant(s)

Eligibility depends on LEAs that experience a significant increase in the number of recently arrived immigrant children and youth as compared to the average of the two preceding fiscal years. See allocation chart on page 12.

Application Due Date

On or before June 30, 2012

The application must be *received in Grants Management* by the due date. For Federal programs, the project effective date is the date that the application, which meets conditions for acceptance, is received within DOE, or the date of receipt of the Federal Award Notification, whichever is later. The ending date can be no later than June 30 of the fiscal year unless otherwise specified in statute or proviso.

Contact Persons

Project Application Technical Support: Dr. Adeola Fayemi, (850) 245-0417, or via e-mail at Adeola.Fayemi@fldoe.org.

Student Achievement through Language Acquisition Bureau Chief: Ms. Lori Rodriguez, (850) 245-0417 or via e-mail at Lori.Rodriguez@fldoe.org.

Grants Management: Ms. Wanda Akisanya, Office of Grants Management, (850) 245-0782 or via e-mail at Wanda.Akisanya@fldoe.org

Assurances

The Department of Education has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;
- applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Department of Education Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at <http://fldoe.org/comptroller/doc/qbsectiond.doc>

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.

No Child Left Behind Assurances (Applicable to All Funded Programs)

By the signature on this application, I hereby certify that the District will comply with the following requirements of the No Child Left Behind Act of 2001:

The LEA assures that, under Section 9528, it will comply with a request by a military recruiter or an institution of higher education for secondary students' names, addresses, and telephone numbers, unless a parent has "opted out" of providing such information.

The LEA assures that, under Section 9528, it will provide military recruiters the same access to secondary school students as it generally provides to postsecondary institutions or prospective employers.

The LEA hereby certifies that, under Section 9524, it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools. The LEA further certifies that "among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non instructional time to the same extent that they may engage in non religious activities." The LEA certifies that its public schools will not be hostile to the religious rights of their students and their families.

The LEA hereby assures that, under Section 9532, if the state of Florida identifies any school within the LEA as "persistently dangerous," it will offer students attending that school, as well as students who are victims of a violent criminal offense while on school property, the opportunity to transfer to a safe school.

The LEA hereby assures that, under Section 4141, it will expel from school for a period of not less than one year a student who is determined to have brought a weapon to school.

The LEA hereby certifies that, under Section 4141, it has a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school under the control and supervision of the LEA.

Program Specific Assurances

School districts are required to submit additional assurances under Title III, No Child Left Behind (NCLB). Signature of the Superintendent on the Project Application (DOE 100A) includes certification that LEA will also abide by additional assurances.

CARDS - Cash Advance and Reporting of Disbursements System – Web-Based Reporting required monthly to record expenditures.

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include: invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

NCLB (Section 3115) requires that each eligible entity receiving funds under Section 3114(a) for a fiscal year may use not more than 2 percent (including salaries) of such funds for the cost of administering this program.

How is the 2% administrative cost calculated for budget purposes?

For school districts, take the amount available to earn indirect costs and subtract excluded costs (capital outlay—600 object codes, flow-through and sub-contracts). This is the net amount available for both indirect and direct costs. Divide the net amount by the applicable approved indirect cost rate plus 100% which will give the direct cost. Subtract the direct cost amount from the net amount available to get the indirect cost amount for the budget.

Example:

Project Amount	\$ 545,000
Less: excluded cost (600 object codes)	1,445
Net amount for direct and indirect cost	543,555
Divide net amount by 1.02 (combined percentage of 100 percent plus the applicable indirect cost rate percentage)	$543,555 / 1.02 = 532,897$
Subtract this amount from the net amount	$543,555 - 532,897 =$
Equals the administrative cost dollar amount	\$10,658

Note: Personal digital assistants (PDAs) (such as cell phones and blackberries), including the costs to support such devices, are not allowable purchases with project funds.

For Federal Programs - General Education Provisions Act (GEPA)

Provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Note: Applicants are required to maintain documentation at the local level which supports compliance with the requirements of the General Education Provisions Act. Documentation must include a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.

Conditions for Acceptance

The following requirements must be met for applications to be considered for review:

- 1) Application is received in DOE within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A, Project Application Form and DOE 101 - Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have original signatures by an authorized entity
- 5) Application must be submitted to: Office of Grants Management, Florida Dept. of Education, 325 W. Gaines Street, (Rm. 332) Tallahassee, FL 32399-0400

Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

Method of Review

The project application, including budget narrative, will be reviewed by FDOE staff in accordance with established project application review checklists and requirements set-forth in the No Child Left Behind Act of 2001; applicable non-regulatory guidance, and other applicable federal regulations and guidelines.

NARRATIVE SECTION

Project Design-Narrative

Applicants are required to submit all program/project design sections to the FDOE Office of Grants Management. The project design must address the following activities and must clearly document that the proposed activities are supplementary and do not supplant existing state and local district-funded activities and required services. The narrative section must be organized and addressed as follows:

- Needs Assessment
- Programs, Services and Activities
- Support for Reading/Next Generation Strategic Plan
- Increasing Supplementary Professional Development Activities
- Increasing Parental and Community Participation in the Educational Experience of Immigrant and Youth
- Consultation with Private Schools (Equitable Services for Private School Participation)
- Coordination of Services and Collaborative Partners
- Dissemination/Marketing of Programs, Services and Activities
- Methods of Reporting Outcomes

1. Using **SMART (Specific, Measurable, Attainable, Relevant, Time-bound)** goals, identify measurable goals, objectives and strategies for meeting the academic and acculturation needs of immigrant students. Please refer to NCLB Section 3115 (e) *Activities by Agencies Experiencing Substantial Increases in Immigrant Children and Youth* for guidance on strategies.

2. Describe how the district will continue to build capacity at district and school levels to address needs and provide enhanced instructional opportunities for immigrant children and youth.

3. Identify how the activities proposed are supplementary and do not supplant activities and services funded under state or other federal funds.

4. Identify the unique needs of recently arrived immigrants. Describe how proposed activities will continue to address those needs and how they will increase immigrant student achievement.

5. Describe how the district will evaluate the outcomes and services provided. Include measurable goals and objectives associated with the anticipated outcomes as well as specific data that will be collected and analyzed to evaluate achievement of those goals and objectives.

Support for Reading/Next Generation Strategic Plan

Briefly describe how the proposed project will incorporate **Reading Initiatives and/or Next Generation Strategic Plans**. Please refer to the following links:

<<http://www.justreadflorida.com/>>

<http://www.fldoe.org/Strategic_Plan/pdfs/StrategicPlanApproved.pdf>

Increasing Supplemental Professional Development Activities

Please describe the supplementary professional development activities to be supported by Title III Immigrant and Youth Grant. Specifically, in accordance with applicable statutory and regulatory guidelines, describe the professional development activities the LEA will conduct to address the issues identified in the needs assessment and to increase student achievement, language acquisition and acculturation. Include in the description how the professional development activities will supplement, not supplant, existing district programs.

Increasing Parental and Community Participation in the Educational Experience of ELLs

In accordance with applicable statutory and regulatory guidelines, describe the major parent involvement activities for immigrant children and youth that the LEA proposes to impact student achievement and language acquisition. Include the activities that will be implemented to carry out parent involvement activities that build the capacity of parents.

Consultation with Private School Officials (Equitable Services for Private School Participation)

In accordance with P.L. 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing timely consultation for equitable services to private school children and teachers with the LEA service area. For details, refer to URL: <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>

Include a description and complete plan of action of how the consultation with private schools has been and will continue to be implemented to address equitable services to ELLs in private schools. Please list the number of individual schools contacted, how the ELLs were identified, the number of ELLs and type(s) of services provided.

Coordination of Services (other funding sources)

Identify how services from other federal, state, and locally funded sources coordinate with Title III Immigrant and Youth programs; briefly describe in a simple narrative, the type and benefit of the collaborative activities; include the program(s) and primary target group(s).

Collaborative Partners (community based)

Identify federal/state/local community based, faith based organizations and/or community partners; briefly describe in simple narrative, the types and benefits of the collaborative activities; include the program(s) and primary target group(s).

Dissemination/Marketing

Describe how information about this application will be disseminated and marketed to appropriate populations. The description should include how the LEA will ensure that all school-to-home communication will be in the parents/guardians home language unless clearly not feasible.

Reporting Outcomes

A detailed program evaluation report as specified in Sec. 3121, NCLB should be developed no later than 30 days after the last day of the project period for this grant.

See Attached Spreadsheet for the 2012-13 Title III Allocation

Allocations Schedule

Agency #	Agency Name	Allocation Amount	Reimb. Options
TOTAL			

Reimbursement Options

- Key: C Federal Cash Advance

- Q Advance Payment

- S Quarterly Advance to Public Entity

- R Reimbursement of Expenditure

- P Reimbursement with Performance

FLORIDA DEPARTMENT OF EDUCATION-Project Application

13C402

Please return to: Florida Department of Education, Office of Grants Management, Room 332 Turlington Building, 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496 Suncom: 205-0496	A) Program Name: 2012-2013 Title III, Part A Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth	DOE USE ONLY Date Received
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B) Name and Address of Eligible Applicant:	Project Number (DOE Assigned)
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C) Total Funds Requested: \$ _____ <hr/> DOE USE ONLY Total Approved Project:	D) Applicant Contact Information <table border="1"> <tr> <td data-bbox="612 768 1066 856">Contact Name:</td> <td data-bbox="1066 768 1518 856">Mailing Address:</td> </tr> <tr> <td data-bbox="612 856 1066 942">Telephone Number:</td> <td data-bbox="1066 856 1518 942">SunCom: Number:</td> </tr> <tr> <td data-bbox="612 942 1066 1031">Fax Number:</td> <td data-bbox="1066 942 1518 1031">E-mail Address:</td> </tr> </table>		Contact Name:	Mailing Address:	Telephone Number:	SunCom: Number:	Fax Number:	E-mail Address:
Contact Name:	Mailing Address:							
Telephone Number:	SunCom: Number:							
Fax Number:	E-mail Address:							

CERTIFICATION

I, _____, (*Please Type Name*) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

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

E) _____
 Signature of Agency Head



A) _____
Name of Eligible Recipient:

B) _____
Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

11C402

(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.

2012-13 Title III IMMIGRANT & YOUTH GRANT ALLOCATION

DISTRICT	ALLOCATION
DADE	\$4,165,707.19
MARION	\$160,649.34
PALM BEACH	\$1,217,887.08
OSCEOLA	\$275,580.29
VOLUSIA	\$41,273.55
PINELLAS	\$229,226.92
SUWANNEE	\$10,413.63
HENDRY	\$28,320.00