

**Division of Workforce Development**

*Fiscal Years 2000-2004*

**Consolidated  
Funding Guide  
and  
Application  
Instructions**



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Department  
of Education  
[www.flrn.edu/doe](http://www.flrn.edu/doe)

**Florida Department of Education  
Tom Gallagher, Commissioner**



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**State of Florida  
Department of Education  
Tallahassee, Florida  
Department of Education  
Tom Gallagher, Commissioner  
Affirmative action/equal opportunity employer**

# **Division of Workforce Development Consolidated Funding Guide & Application Instructions FY 2000-2001**

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# INTRODUCTION

## *About This Guide*

The Division of Workforce Development offers this guide to better serve our customers who prepare applications for funds administered by the Division. The guide contains instructions for preparing applications and the necessary forms for funding programs from various sources, including:

- Adult Education and Family Literacy Act
- Carl D. Perkins Vocational and Technical Education Act, including
- Tech Prep

Each program is addressed by section. Each section contains an overview, instructions and forms for submitting applications.

**While no changes are anticipated, instructions in funded programs are contingent upon final instructions from the U.S. Department of Education.**

## *Florida's State Plans for the Use of Federal Carl D. Perkins Vocational and Technical Education Funds, and Adult and Family Literacy Act Funds*

*Florida's State Plans for the Use of Federal Carl D. Perkins Vocational and Technical Education Funds, and Adult and Family Literacy Act Funds* are agreements between the state of Florida and the Federal government to assure the administration of vocational education and adult education programs is consistent with the State's goals, policies, objectives, and with Federal laws and regulations.

The provisions of these acts require that each state, seeking monies submit a state plan designed to qualify the state of Florida for Federal assistance. **To access Florida's State Plans on the Internet go to the Division of Workforce Development's homepage at:**  
**<http://www.firn.edu/doe/workforce>**

Both, Adult and Carl Perkins state plans are in the process of negotiation with USDOE and have not been finalized. The provisions in this funding guide reflect *proposed* agreements and performance levels, which may be adjusted during final negotiations of the respective state plans.

## **Adult Education**

Instructions for Adult Education have been separated into instructions for continuation applications and instructions for new applications. For FY 2000-2001, instructions for second year funding of multi-year Adult Education grants are contained in Book I of the Guide. Book II contains instructions for new grants for FY 2000-2001.

### **IMPORTANT CHANGES FOR FY 2000-2001**

#### **Carl Perkins - Local Four-Year Plans**

**To receive Carl Perkins funds for FY 2000-2001, LEAs must submit a four year plan. The years covered by this plan are: FY 2000-2001; FY 2001-2002; FY 2002-2003; FY 2003-2004. This requirement applies to Sections 131, 132, and 204 applications only.**

#### **Carl Perkins-Performance on Core Indicators Required for Funding**

The Carl D. Perkins State Plan requires statewide performance levels on core indicators for secondary and postsecondary programs. In order to access these funds for FY 2000-2001, LEAs must establish targeted performance levels for each core indicator. Since the final statewide levels have not been negotiated with USDOE, LEAs, community colleges, and universities are asked to tie proposed activities to each core indicator. When Florida's State Plan is final, targeted performance levels will be negotiated with each recipient of Section 131 (secondary) and 132 (postsecondary) funds. Specific instructions are contained in the Perkins Section 131 and 132 part of this Guide.

#### **Memorandum of Understanding**

The Workforce Investment Act requires that recipients of Perkins and Adult Education funds support One-Stop centers. For period FY 2000-2001, Perkins Section 132 recipients (postsecondary) and all Adult Education Geographic applications are required to describe their support of One-Stop centers.

#### **Budget Forms (DOE)**

There are two budget forms required by the Department of Education (DOE) in applications for FY 2000-2001, DOE 100 A and the DOE 101. Each application section has its own DOE 100A with the applicable program name printed on it. Please use the correct DOE 100A and DOE 101.

#### **Substantially Approvable Form**

In order to be substantially approvable, each application must contain a DOE 100A with authorized signature and Board approval date and DOE 101. Also required for substantially approvable form is an authorizing letter, if applicable. If the applicable Board meets after the due date, enter the scheduled date of approval. Projects will be accepted for review if the scheduled

date is after the due date, but such projects would not be funded until the applicable board approves. See the checklist on the following page for a complete list.

## Checklist

The following forms **MUST** be included in the application package as indicated below. Omitted forms or items listed below mean the application **IS NOT IN SUBSTANTIALLY APPROVABLE FORM**, and therefore is not eligible for funding.

\_\_\_\_\_ **DOE-100A, Project Application Summary**  
*Form must be signed (original signature) by the superintendent or president/chairman of the board and the date of governing body approval **MUST** be on the form.*

\_\_\_\_\_ **DOE-101, Budget Description Form**

\_\_\_\_\_ **Authorization Letter**  
*If signature on the DOE-100A is other than that of the superintendent, or president/chairman of the board, a letter authorizing that individual to sign **MUST** be attached to the DOE-100A form.*

### Additional requirements for nonprofit organizations:

\_\_\_\_\_ **List of Current Board of Directors**  
*Not required for school districts, state community colleges and state universities.*

\_\_\_\_\_ **Copy of Current Operating Budget**

\_\_\_\_\_ **Current Audit Report**

\_\_\_\_\_ **Copy of the current Uniform Business Report (UBR) from the Secretary of State authorizing the CBO to do business in the state of Florida as a nonprofit organization.**

### Other Required Forms

While not required for substantially approvable form, the following forms are required for submission in the application in order for projects to be funded:

### Adult Education

- Self Assessment (Book I)
- Workforce Development Board
- Performance-Based Schedule (except Families as Educators)
- ESE Lobbying and Debarment Form (CBOs only)

### Carl D. Perkins

- Workforce Development Board Form
- Performance-Based Schedule (CTSOs)
- Assurances

**NOTE:** *Checklist:*

**All forms not listed on the *Checklist*, but included as required within each Section of the Funding Guide must be received prior to funding. Failure to submit any required form, schedule, signature, or document within a reasonable timeframe could also prevent funding of your application.**

**Mail One (1) complete original application and three (3) copies to:**

**Florida Department of Education  
Division of Financial Services  
Grants Management Section  
325 West Gaines Street, Room 730  
Tallahassee, FL 32399-0400**

## *Funding Matrix*

<i>Funding Source</i>	<i>Funding Method</i>	<i>Target Populations</i>	<i>Eligible Recipients</i>
<b><i>ADULT EDUCATION AND FAMILY LITERACY ACT PROGRAMS</i></b>			
Adult Education and Family Literacy	Competitive	Adults and children of eligible adults Educationally disadvantage adults (less than ninth grade educational level), Under educated adults (non high school graduates), Immigrant adults including adult migrant farm workers, limited English proficient adults,  Family/Intergenerational Literacy, At-risk youth (16 years or older), Adults in the workplace, Minority adults, Homeless adults, Institutionalized adults, Incarcerated adults, Adults with disabilities, The elderly  Adults in public housing, Adults in the workplace, Displaced homemakers, Single parents	Local educational agencies (LEAs), school districts and Community Colleges, Community-based organizations (CBOs), Volunteer literacy organizations, Institutions of higher education, Public or private nonprofit agencies, Libraries, Public housing authorities, Consortiums of organizations listed above, and Other nonprofits that have the ability to provide literacy services
Section 231/225	Competitive Geographical/Special	Correction Education institutionalized adults, adult parents, special target population, adult immigrants and elderly	Corrections Educators, Indian tribes, elderly agencies
Section 223 State Leadership	Competitive/Single Source	Teachers, Administrators, and Students	LEAs, CBOs, and Libraries
<b><i>CARL D. PERKINS ACT PROGRAMS</i></b>			
<b><i>Section 131</i></b> Secondary Vocational Programs	Noncompetitive	Individuals w/disabilities; economically disadvantaged families, including foster children in preparing for nontraditional training and employment; single parents, including single pregnant women and displaced homemakers	LEAs - Secondary

		with other barriers to education achievement Including individuals with limited English proficiency	
<i>Section 132</i> Postsecondary & Adult Vocational Programs	Noncompetitive	Same as 131	LEAs - Postsecondary
<i>Rural and Highest Percentage</i>	Noncompetitive	Same	LEAs
<i>Corrections</i>	Noncompetitive	Offenders	Department of Corrections
<b><i>TECH PREP ACT</i></b>			
Section 204	Noncompetitive	Students in grades 9-14	LEAs - School Districts Comm. Colleges

In addition, funded projects must adhere to the following:

- **Green Book** - Project Application and Amendment Procedures for Federal and State Programs Manual, administered by the Florida Department of Education
- DOE General Terms, Assurances, and Conditions (Section G, **Green Book**)
- Sections 1411, 1412, and 1414 of the Individuals with Disabilities Education Act, 204 U.S.C. Chapter 33 as amended by the Individuals with Disabilities Education Act Amendments of 1997, P.L. 105-17 (hereafter referred to as IDEA)
- Section 504, Rehabilitation Act of 1973
- Office of Civil Rights Guidelines for Vocational Education

## *Application Due Dates*

**Applications *must be* received by the Division of Workforce Development by 5:00 PM, Eastern Daylight Time, on the due date.**

**Competitive applications delivered after this time will not be accepted.**

<b>Due Date</b>	<b>Program</b>
<b>Book I</b> <b>May 31, 2000</b>  <b>Book II</b> <b>June 30, 2000</b>	Adult Education and Family Literacy Act  Multi Year-Continuation Applications <ul style="list-style-type: none"> <li>• Geographic Adult Education</li> <li>• Corrections Education Special Populations</li> <li>• Comprehensive Family Literacy Services</li> </ul> New Applications: <ul style="list-style-type: none"> <li>• Corrections Education and Special Populations</li> <li>• Comprehensive Family Literacy Services</li> <li>• State Leadership</li> </ul>
<b>May 31, 2000</b>	Carl D. Perkins Act <ul style="list-style-type: none"> <li>• Section 131 - Secondary and Section 132 - Postsecondary</li> <li>• Career and Technical Student Organizations</li> <li>• Rural and Highest Percentage</li> <li>• Corrections</li> <li>• State Leadership (CTSOs)</li> </ul>
<b>May 31, 2000</b>	Tech Prep Act <ul style="list-style-type: none"> <li>• Section 204</li> </ul>

## *Application Processing Procedure*

<b>Step 1</b>	Application due date	<ul style="list-style-type: none"> <li>• Applications are reviewed for substantially approvable form</li> <li>• Applications not received by the due date, or that are not in substantially approvable form will not be funded</li> <li>• Applicant notification letter</li> </ul>
<b>Step 2</b>	Application review team	<ul style="list-style-type: none"> <li>• Internal and External review process</li> </ul>
<b>Step 3</b>	Final application	<ul style="list-style-type: none"> <li>• Notification of award or non-approval</li> </ul>

## ***Regional Teams***

The Division of Workforce Development has formed five regional teams to serve education providers around the State. Offering technical assistance through the regional team approach provides the Department's customers an opportunity to build long-term, collaborative relationships while creating and managing school reform initiatives.

### **County Regions**

#### **Region I**

Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

#### **Region II**

Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

#### **Region III**

Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, St. Lucie, Seminole, Sumter, Volusia

#### **Region IV**

Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota

#### **Region V**

Broward, Miami-Dade, Monroe, Palm Beach

### **Team Members**

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