



FLORIDA DEPARTMENT OF EDUCATION

Request for Applications

I. GRANT OVERVIEW

Division/Office	Division of Community Colleges and Workforce Education
Title	Adult Education and Family Literacy, State Leadership - Adult Education Career Centers (New)
Specific Funding Authority(ies)	Adult Education and Family Literacy Act, State Grant Programs Title II of the Workforce Investment Act of 1998, CFDA# 84.002
Funding Purpose	<p>To upgrade existing and/or develop new modular or traditional Adult Education Career Centers in Adult Education centers that will provide students comprehensive and centralized career guidance information and services.</p> <p>For details, please see the following: Performance-Based Project Deliverables Forms in the Attachments section, and the Narrative Requirements section.</p>
Funding Priorities	Not Applicable
Support for Reading Initiative	Address how the project will support "Just Read, Florida!" See Narrative Requirements section.
Target Population	Qualifying adults must be 16 years of age or older, beyond compulsory school age, do not have a secondary school diploma, and are not enrolled in a secondary school and may be limited in English proficiency.
Reporting on Outcomes	<ul style="list-style-type: none">• Phase I – Planning Report due August 16, 2004. This report should include detailed development plans of a new and/or upgrade of an existing, Adult Education Career Center• Phase II – Implementation Status Report due December 15, 2004• Phase III – Student Outcome Reports due on March 15, 2005 and July 15, 2005

	<p>For details, see the Performance-Based Project Deliverables Form located in the Attachments section.</p> <ul style="list-style-type: none"> • Timely invoices as stated on the Invoice Schedule form. • DOE 499, Project Disbursement Report is due by August 20, 2005. Please note that this form has changed for Adult Education and Family Literacy projects from the previously required DOE 399.
Dissemination and Marketing Plan	Address how information about the project will be disseminated and marketed to appropriate populations. See Narrative Requirements section.
Eligible Applicants	Agencies listed on the Allocations Chart in the Attachments section
Type of Award	Discretionary, Non-competitive
Total Funding Amount	\$250,000 -- see Allocations Chart in the Attachments section
Funding Period	Upon approval to June 30, 2005
Technical Support	Zelda Rogers, e-mail: Zelda.Rogers@fldoe.org , phone: (850) 245-0908, fax: 245-0995
Required Forms	<ul style="list-style-type: none"> • DOE 100A, Project Application • DOE 101, Budget Narrative Form • Performance-Based Project Deliverables Form • Invoice Schedule Form • Regional Workforce Board Coordination Assurance Form • Application Review Criteria and Checklist
Application Due Date	Close of business on July 27, 2004

II. FEDERAL REQUIREMENTS

This Request for Application is issued pursuant to the Adult Education and Family Literacy Act of 1998. Specifically, Section 223 of the Act, State Leadership, provides that the Florida Department of Education shall provide grants to eligible recipients to provide services in (1) professional development, (2) technical assistance, (3) technology assistance, (4) literacy resource centers, (5) monitoring, (6) state incentives, (7) curriculum development, (8) statewide significance, (9) support services, (10) linkages with workforce investment, and/or (11) postsecondary linkages.

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 Part 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://www.firn.edu/doe/comptroller/gbook.htm>.

School Districts and Community Colleges

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.

Program Priorities

These funds are intended to support projects that demonstrate effective practices in developing and/or upgrading career centers for adults enrolled in Adult Education Centers. The focus of this program is to provide, on a voluntary basis, adult career support services, linkages with postsecondary options, enhancement of the state’s economic development initiatives through accurate local labor market information, professional development opportunities for the workforce of the future, and strategies for enhancing dropout prevention programs. These services should provide students access to career guidance services and resources, and assist these individuals in making career decisions. Services should include but not be limited to assessment tools, career and labor market information including required academic and vocational skill levels, computerized programs, videos, and other print material for career exploration, educational and career planning, financial aid, training and postsecondary opportunities, resume writing, job search strategies, job interviewing skills, and local employment availability.

This is in direct support of federal and state priorities regarding the use of Adult Education and Family Literacy State Leadership funds to provide support services to qualified adults and to enhance linkages for these adults to pursue postsecondary programs, stay in career related educational programs, or enter the workforce.

III. STATE REQUIREMENTS

Performance Measures/Goals

All adult education projects will **be based on performances with clearly defined measurable goals and deliverables**. Performance measures, deliverables, and associated unit costs for the development or upgrade of an Adult Education Career Center at an Adult Education Center have been predetermined by Florida Department of Education staff (see the **Performance-Based Project Deliverables Form** located in the **Attachments** section).

These performance measures include the development and submission of a detailed implementation plan, submission of an implementation status report, listings of students served, students referred to postsecondary programs or job placement, and students counseled.

Note: If deliverables are reduced during the project period, then a corresponding reduction in funding will occur.

Monitoring

Florida's State Plan for Adult Education and Family Literacy Programs includes the provision that the state will evaluate the effectiveness of project activities based on established and approved performance goals.

Narrative Requirements

Narrative responses must be typed in 12-point font. There is an eight page maximum for the narrative response portion of the application package. Be sure to respond to all information requested and follow the outline below when writing narrative responses.

1) Need Statement

- a) Identify the target population for the **Adult Education Career Center** service area.
- b) Describe the need this project will serve for adult education.
- c) Identify the risk factors and indicators that contribute to the problem.
- d) Describe the impact of the problem on the target population.
- e) Provide supporting data to validate the need.

2) Proposed Services

- a) Describe how direct client interventions will be provided related to identifying, contacting, counseling, and referring persons who have limited literacy.
- b) Describe how the career center services will be promoted in the community.
- c) Explain the center director's participation with Florida Department of Education staff during the project year for advisory and consultative services such as utilization of resources, on-site trainings, and career center site visits.
- d) Describe the planned support of clients to pursue and obtain educational and job-related information and services for furtherance of their individual career plan.

3) Collaboration

- a) Identify collaborative partnerships for developing and implementing the project such as One-Stop-Centers, consortia of literacy organizations, business and industry, libraries, volunteer literacy organizations and faith-based organizations.
- b) Identify the specific role, activities and expected contributions of each of the partners.

NOTE:

- The applicant is solely responsible for all fiscal management of the project.
- Include a collaborative agreement in the application package that is signed by all partners and that outlines the role, activities and expected contributions of each partner.

4) Project Management

- a) Describe **staffing** for the program, outlining the experience and training qualifications for all full-time and part-time instructors, counselors, volunteers, and administrative staff.
- b) Describe the **management information system** and processes that will be used to monitor the program and report performances/goals attained for the services of the **Adult Education Career Center**.

5) Past Effectiveness

- a) Describe how past projects administered by the applicant have improved services **regionally** for students enrolled in adult education and family literacy programs, especially for those with the lowest levels of literacy.
- b) Describe past successes in providing staff, educators, and service providers with successful strategies for outreach, recruitment and retention of educationally disadvantaged students.

6) State Requirement for Reading

Describe how the project will support the Department's reading initiative, "Just Read, Florida!" Information about the initiative is available at the following web site: www.justreadflorida.org.

7) State Requirement for Dissemination

Describe how Best Practices and success stories will be shared with other adult education and family literacy service providers statewide.

For a list of all items to be included in the application package, please see the **Application Review Criteria and Checklist** in the **Attachment** section.

For additional information, please see:

Florida's Program Plan for Adult Education and Family Literacy

http://www.firn.edu/doe/workforce/plan_adult.htm

IV. FISCAL REQUIREMENTS

There are three methods of payment for performance projects.

1. **Federal Cash Advances** will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, request for federal cash advance must be made on the Electronic Federal Cash Advance Request 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 Electronic Federal Cash Advance Request System.
2. **Performance-Based Funding:** As expressed in the Performance-Based Project Deliverables Form, performance-based payments to community-based organizations will be distributed upon receipt of a properly prepared invoice and acceptance of units of deliverables by the designated DOE program manager. Performance funded projects may be asked to provide documentation as is outlined in the Reimbursement Funding section.
3. **Reimbursement Funding:** Projects that are funded by reimbursement may request payment on a monthly basis. All reimbursement requests must be made using the appropriate forms (refer to DOE Green Book - <http://www.firn.edu/doe/comptroller/gbook.htm>), in accordance with the instructions on each form. The invoices and the entries on the forms should correspond with the agency's account codes. Reimbursements will be by state warrant after disbursements are made by the recipients. Request for reimbursement with the appropriate back-up documentation i.e., proof of payment must be submitted in accordance with applicable program requirements and instructions on future project award notification. The schedule for reimbursement is decided by the recipient, but may not be more frequently than monthly. Request for reimbursement should be submitted to the DOE Comptroller's Office, 325 West Gaines Street, Room 944, Tallahassee, FL 32399-0400.

Funded recipients will receive their allocation by one of the three methods listed above to be determined by the Florida Department of Education.

Important Notice for All Funded Agencies

Documentation to support either type of method of payment may include proof of payment of all expenditures be submitted upon requested. If proof is requested, back-up documentation must be complete, and may consist of copies of lease agreements, utilities, contracts, student and teacher records such as valid sign-in sheets and signed time sheets, copies of paid checks and purchase orders, and travel expenses paid according to state guidelines. If conference or workshop travel and expenses are claimed, a copy of the agenda must be included. Additional examples of documentation include but are not limited to bank statements and cell phone bills. Allowable expenses clearly identified as belonging to the project must be indicated. An accurately completed DOE 499 and/or DOE 399 must be included with the request.

Discretionary Allocation Funding

The Department will allocate funds utilizing information obtained from a state-wide survey targeted at determining the need and desire of local educational agencies serving adults to provide career guidance services and resources.

Overpayment

If performances do not meet projected goals, resulting in overpayment, this overpayment must be returned to the Florida Department of Education by August 20, 2005, along with the final DOE 499 form. Monitoring performance reports will assist grantees in achieving their performance goals and avoiding overpayment.

Funding shall Supplement, not Supplant

Section 241(A) of the Adult Education and Family Literacy Act outlines the administrative provision concerning supplanting. In general, it states that the funds made available for adult education and literacy activities under this subtitle shall supplement and not supplant other state or local public funds expended for adult education and literacy activities.

Local Administrative Cost

Section 233(A) of the Act contains a change in the requirements pertaining to local administrative costs. That change requires:

1. Not less than 95% of funds shall be expended for carrying out adult education and literacy activities.
2. The remaining amount, not to exceed 5%, may be used for:
 - Planning
 - Personnel development
 - Interagency coordination
 - Administration
 - Indirect Costs

For example, positions such as director, accountant, clerical staff, or other positions not directly serving students are considered administrative. Travel, equipment and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel development directly related to program and/or students, and direct assistance to adult education and family literacy students. **Indirect costs are considered administrative costs.**

No funds may be obligated prior to the approved budget period or after the project period ends.

V. APPLICATION REVIEW CRITERIA

Information regarding the **Application Review Criteria** is outlined on the **Application Review Criteria and Checklist** in the **Attachments** section.

Method of Selection

Proposals will be read and approved by FDOE program staff to determine whether proposals have met the minimum requirements for funding as outlined in the *Project Application and Amendment Procedures for Federal and State Programs Administered by the Department of Education (DOE Green Book)*, <http://www.firn.edu/doe/comptroller/gbook.htm>, and this Request for Application.

VI. APPLICATION PROCEDURES

What to Submit

One application with original signatures

Three copies of the application

Be sure to review and adhere to the application guidelines to ensure that all sections of the application have been addressed.

Conditions for Acceptance

To be accepted for further consideration, all applications submitted to the Department of Education must include a completed form DOE 100A with the original signature of the appropriate agency head. If the signature on the DOE 100A is other than the agency head, a letter authorizing that individual to sign must be attached.

Where to Submit

Florida Department of Education
Bureau of Grants Management
Attention: Sue Wilkinson
325 West Gaines Street, Room 325, Unit B
Tallahassee, FL 32399-0400
Telephone: 850/245-0498

Due Date

Applications are due on or before the close of business **July 27, 2004**, to allow for review and approval.

Completed applications received after **July 27, 2004**, will become effective the date of receipt in the Bureau of Grants Management, or the date of the award of federal funds by the U.S. Department of Education, whichever occurs later.

Attachments

- Allocations Chart
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Performance-Based Project Deliverable Forms
- Invoice Schedule Form
- Regional Workforce Board Coordination Assurance Form
- Application Review Criteria and Checklist

Allocations Chart
Adult Education and Family Literacy Act of 1998 – State Leadership
Adult Career Centers
Fiscal Year: 2004-2005

Districts/Community Colleges	New Career Centers	Upgraded Career Centers
Daytona Beach Community College – One Stop Center	----	\$25,000
Desoto County School District – Family Service Center	----	\$25,000
Santa Rosa County School District – Santa Rosa County Adult High School	----	\$25,000
Sarasota County School District – Sarasota County Technical Institute	----	\$25,000
Franklin County School District – Franklin County Adult Education	\$50,000	----
Osceola County School District – Community High School Adult Learning Center	\$50,000	----
Pasco County School District – Marchman Technical Education Center	\$50,000	----
TOTALS	\$150,000	\$100,000

FLORIDA DEPARTMENT OF EDUCATION

Project Application

TAPS Number 5B029

Please return to: Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	A) Program Name: Adult Education and Family Literacy State Leadership Adult Career Centers Discretionary, Non-competitive Fiscal Year 2004-2005	DOE USE ONLY Date Received						
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)						
C) Total Funds Requested: \$ _____ <hr style="width: 200px; margin-left: 0;"/> DOE USE ONLY Total Approved Project:	D) Applicant Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name:</td> <td style="width: 50%;">Mailing Address:</td> </tr> <tr> <td>Telephone Number:</td> <td>SunCom Number:</td> </tr> <tr> <td>Fax Number:</td> <td>E-mail Address:</td> </tr> </table>		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:							
<p>CERTIFICATION</p> <p>I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p>E) _____ Signature of Agency Head</p>								

DOE 100A
 Revised 01/03

Jim Horne, Commissioner



Instructions for Completion of DOE 100A

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



Instructions for Completion of
Budget Narrative Form DOE 101

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

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 2 - 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 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE - Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

COLUMN 4 - 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.

PERFORMANCE-BASED PROJECT DELIVERABLES FORM
NEW ADULT CAREER CENTERS

A. Project Information – to be completed by applicant

Agency:	Telephone:
County:	E-Mail:
Contact Person:	Fax:
Title:	Grant Amount: \$50,000

B. Performance Goals (See definitions for Performance Measures and Deliverables below.)

(1) Performance Measures Adult Career Centers	(2) Deliverables	(3) Amount
1. Planning Report	Planning meeting minutes Implementation plan Center objectives Proposed center staffing, location, equipment Operational procedures Career resources to be ordered Marketing/publicity strategy Proposed center evaluation criteria	\$15,000
2. Implementation Status Report	List of materials purchased List of equipment purchased Finalized staffing pattern and center location Identification of center Grand Opening date Copies of marketing/publicity materials Picture of first student served	\$20,000
3. Number of Students Served	List of students served Unit Cost: \$25 per student	\$ 5,000
4. Number of Students Referred to Adult Education Programs, Postsecondary Institutions or Job Placement	List of students referred Unit Cost: \$50 per student	\$ 5,000
5. Number of Students Individually Counseled	List of students counseled Unit Cost: \$100 per student	\$ 5,000
Totals		\$50,000

Definitions:

Performance Measures

Program goals that can be quantifiably measured.

Deliverables

Information submitted by the program coordinator as proof of achievement of performance measures.

PERFORMANCE-BASED PROJECT DELIVERABLES FORM
UPGRADED ADULT CAREER CENTERS

A. Project Information – to be completed by applicant

Agency:	Telephone:
County:	E-Mail:
Contact Person:	Fax:
Title:	Grant Amount: \$25,000

B. Performance Goals (See definitions for Performance Measures and Deliverables below.)

(1) Performance Measures Adult Career Centers	(2) Deliverables	(3) Amount
1. Planning Report	Planning meeting minutes Implementation plan Center objectives Proposed center staffing, location, equipment Operational procedures Career resources to be ordered Marketing/publicity strategy Proposed center evaluation criteria	\$ 5,000
2. Implementation Status Report	List of materials purchased List of equipment purchased Finalized staffing pattern and center location Identification of center Grand Opening date Copies of marketing/publicity materials Picture of first student served	\$15,000
3. Number of Students Served	List of students served Unit Cost: \$10 per student	\$ 2,000
4. Number of Students Referred to Adult Education Programs, Postsecondary Institutions or Job Placement	List of students referred Unit Cost: \$25 per student	\$ 2,000
5. Number of Students Individually Counseled	List of students counseled Unit Cost: \$50 per student	\$ 1,000
Totals		\$ 25,000

Definitions:

Performance Measures

Program goals that can be quantifiably measured.

Deliverables

Information submitted by the program coordinator as proof of achievement of performance measures.

INVOICE SCHEDULE

To be completed by applicant.

Agency Name: _____

Invoice #1		Projected Due Date: _____
Deliverable(s)		Amount
		\$
		\$
		\$
Invoice #2		Projected Due Date: _____
Deliverable(s)		Amount
		\$
		\$
		\$
Invoice #3		Projected Due Date: _____
Deliverable(s)		Amount
		\$
		\$
		\$
Invoice #4		Projected Due Date: _____
Deliverable(s)		Amount
		\$
		\$
		\$
Invoice #5		Projected Due Date: _____
Deliverable(s)		Amount
		\$
		\$
		\$
Invoice #6		Projected Due Date: _____
Deliverable(s)		Amount
		\$
		\$
		\$

Instructions for completing Invoice Schedule:

1. Add rows as necessary. Cells will expand when text is typed.
2. List performance measures and the dollar amount and the due date for each projected invoice submitted.
3. The number of invoices is at the discretion of the applicant. Applicants who intend to invoice only twice during the project period will complete the form indicating only two invoices. Applicants who intend to invoice more than six times during the project period may duplicate the form for a total of 12 invoices.

**REGIONAL WORKFORCE BOARD
COORDINATION
ASSURANCE FORM**

Complete Section A or B as appropriate and include in application package.

-----Section A

The Superintendent or Agency Head certifies that this application has been submitted to the Regional Workforce Board and that the activities outlined in the application are consistent with current Regional Workforce Board plans.

Signature of Superintendent/Agency Head

Date Submitted to Regional
Workforce Board

Regional Workforce Boards are invited to submit comments regarding the application to the Division of Community Colleges and Workforce Education, Grants Administration office by July 13, 2004.

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

-----Section B

The Superintendent or Agency Head certifies that this **application covers more than one Workforce Development Region**. The activities outlined in this application are related to Workforce Development and are consistent with the current Regional Workforce Board plans for all regions included in this application. *Application submission to the Regional Workforce Board is not required.*

Signature of Superintendent/Agency Head

Date

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

APPLICATION REVIEW CRITERIA AND CHECKLIST

Please include this form in the application package.

Adult Education and Family Literacy-State Leadership Adult Career Centers FY 2004-2005

- Please place all items requested in the order indicated below.
- Please include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings or cover pages, please).

Place in the following order	Item	Applicant Indicate Page Numbers Below	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
1	DOE 100A, Project Application – with original signature			
2	DOE 101, Budget Narrative Form			
3	Narrative Requirements – eight page maximum			
4	Performance-Based Project Deliverables Form			
5	Invoice Schedule Form			
6	Regional Workforce Board Coordination Assurance Form			
7	Application Review Criteria and Checklist			

DOE Staff use ONLY

Does the agency need to be contacted? _____ yes _____no

Person contacted: _____ Date: _____

Signature of reviewer(s): _____ Date: _____

Comments: