



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 – English Literacy and Civics Education (Continuation)
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	English Literacy and Civics Education supports projects that demonstrate effective practices in providing and increasing access to English literacy programs linked to civics education. For details, please see the following sections: Performance Measures/Goals and Narrative Requirements .
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 are limited in English proficiency .
Reporting on Outcomes	<ul style="list-style-type: none">• Mid-year Performance Report is due January 14, 2005. If the Mid-year Performance Report reflects less than 40 percent achievement for any project goal, then strategies for goal achievement must be addressed.• Final Performance Report is due July 15, 2005. The Mid-year and Final Performance reporting system is located on the Office of Workforce Education web site at: http://info.doe.state.fl.us/wffunding/.• 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.

In addition, all recipients of federal Adult Education and Family Literacy funds must compile, report and maintain program performances to provide accountability as identified in the United States Department of Education (USDOE) National Reporting System (NRS). The Florida Department of Education will notify project recipients regarding the reporting deadline imposed by the USDOE. To review required data forms, please visit <http://www.firn.edu/doe/arm/cctcmis/nrs/nrsmain.htm>. For more information regarding the NRS guidelines, please visit <http://www.nrsweb.org>.

Dissemination and Marketing Plan

Address how information about the project will be disseminated and marketed to appropriate populations. See **Narrative Requirements** section.

Eligible Applicants

Currently funded agencies as per the **Allocation Chart** in the **Attachments** section.

Type of Award

Discretionary, Non-competitive, Continuation

Total Funding Amount

\$3,380,208 -- see **Allocation Chart** in the **Attachments** section

Funding Period

July 1, 2004 to June 30, 2005

Technical Support

Grants Administration Contacts -- see **Attachments** section for contact information

Required Forms

- DOE 100A, Project Application
 - DOE 101, Budget Narrative Form
 - Performance-Based Project Deliverables Form
 - Invoice Schedule Form
 - Self-Evaluation Assessment Form
 - Regional Workforce Board Coordination Assurance Form
 - Application Review Criteria and Checklist
 - **For Community-Based Organizations** - in addition, please include the following in the order listed:
 - List of current Board of Directors and Articles of Incorporation
 - Copy of current operating budget
 - Copy of current audit report – if available
 - Copy of Chart of Accounts
- General Terms, Assurances and Conditions for Participation in Federal and State Programs

Application Due Date

Close of business on **June 4, 2004**

II. FEDERAL REQUIREMENTS

This Request for Application is issued pursuant to the Adult Education and Family Literacy Act of 1998. Specifically, Section 231 of the Act provides that the Florida Department of Education shall provide grants to eligible recipients to provide services in (1) adult education and literacy, (2) family literacy, or (3) English literacy. The focus of this program is to provide, on a voluntary basis, adult education and literacy services, including workplace literacy services.

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.

Private Colleges, Community-based Organizations and Other Agencies

In order to complete requirements for funding, applicants must submit the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non-public agencies must also submit copies of the organization’s current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by an independent certified public accountant licensed in this state. These items must be submitted prior to the issuance of a project award.

Program Priorities

The purpose of the English Literacy and Civics Education is to support projects that demonstrate effective practices in providing and increasing access to English literacy programs linked to civics education.

National Priorities based on the Federal Adult Education and Family Literacy Act

It is the purpose of this Act to create a partnership among the federal government, states and localities to provide, on a voluntary basis, adult education and literacy services in order to:

1. Assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency.
2. Assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children.
3. Assist adults in completing high school or the equivalent.

State Priorities based on the Federal Adult Education and Family Literacy Act

1. Provide educational services to adults who are functioning at the eighth grade level and below.
2. Provide English language courses for adults whose native language is other than English.
3. Strengthen linkages with private sector employers and other agencies.
4. Improve family literacy through adult/child learning.
5. Disseminate exemplary programs in adult education and family literacy.

III. STATE REQUIREMENTS

Continuation Projects

All continuation projects will **be based on performances with clearly defined measurable goals and deliverables**. All applicants will address this by completing the **Performance-Based Project Deliverables Form** located in the **Attachments** section.

Projected goals **must be increased from previous year's goals** for continued funding. **Note:** If deliverables are reduced, a corresponding reduction in funding will occur.

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

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.

For additional information, please see:

Florida's Program Plan for Adult Education and Family Literacy

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

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.

IV. FISCAL REQUIREMENTS

Funded recipients will receive their allocation via cash advance or payments based upon performance or reimbursement.

Federal Cash Advance

Cash advance funded projects allow the recipient to request cash as needed to pay outstanding obligations. Cash is advanced through the "On Line Cash Advance Application" (D-502). Expenditures for projects funded by federal cash advance should be reported utilizing the "On Line Disbursement Reporting Application" (D-503). These expenditures should be reported as they occur until the 20th of each month. The on-line system will be turned off on the 20th or the Friday before the weekend of the 20th of each month for adjustments and updating the state-wide accounting system. "Final Project Disbursement Reports" (DOE 499) must be submitted by the date specified on the project award notification in complete detail by function and object. Indirect cost charges must be reported in the fiscal year for which they apply. Project recipients do not have the authority to report disbursements until the project award notification is received.

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.

Reimbursement Funding

Projects that are funded on a reimbursement system should be reported 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. Request for reimbursement should be submitted to the DOE Comptroller's Office.

Geographical Allocation of Funding

The Department will allocate funds utilizing an equitable geographic formula for awarding projects. This funding model does not mean that the funds will automatically be awarded to any particular agency.

Distribution of Funds

Funded recipients will receive their allocation via cash advance or payments based upon performance. All applicants must provide a detailed budget description on the DOE 101, Budget Narrative Form. The budget should reflect funding for fiscal year 2004-05 only. See **Allocations Chart** in **Attachments** section.

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.**

V. APPLICATION REVIEW CRITERIA

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

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 **June 4, 2004**, to allow for review and approval.

Completed applications received after the project start date of **July 1, 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 Deliverables Form
- Invoice Schedule Form
- Self-assessment Evaluation Form
- Regional Workforce Board Coordination Assurance Form
- Grants Administration Contacts
- Application Review Criteria and Checklist

ATTACHMENTS

- Allocations Chart
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Allocations Chart
Adult Education and Family Literacy Act of 1998
English Literacy and Civics Education - Continuation
Fiscal Year: 2004-2005

The allocation amount shown for each district/organization is a preliminary estimate which may change pending notification of funding amounts from the U.S. Department of Education.

Districts/Organizations	FY: 03-04 Project Numbers	FY: 04-05 Amounts Allocated
Santa Fe Community College	012-1934A-4CE02	\$ 33,648
Bay County School District	030-1934A-4CE01	\$ 23,874
Brevard County School District	050-1934A-4CE01	\$ 46,476
Broward County School District	060-1934A-4CE01	\$454,342
Charlotte County School District	080-1934A-4CE01	\$ 30,297
Citrus County School District	090-1934A-4CE01	\$ 24,166
Collier County School District	110-1934A-4CE01	\$ 75,488
Columbia County School District	120-1934A-4CE01	\$ 21,320
Miami-Dade County School District	130-1934A-4CE01	\$982,374
DeSoto County School District	140-1934A-4CE01	\$ 28,083
Pensacola Junior College	172-1934A-4CE01	\$ 9,549
Flagler County School District	180-1934A-4CE01	\$ 25,267
Hernando County School District	270-1934A-4CE01	\$ 24,991
South Florida Community College	282-1934A-4CE01	\$ 29,100
South Florida Community College	282-1934A-4CE02	\$ 26,080
Hillsborough County School District	290-1934A-4CE02	\$133,701
Lake County School District	350-1934A-4CE01	\$ 31,380
Lee County School District	360-1934A-4CE02	\$ 64,889
Tallahassee Community College	372-1934A-4CE01	\$ 30,358
Tallahassee Community College	372-1934A-4CE02	\$ 22,371
Manatee County School District	410-1934A-4CE01	\$ 42,859
Martin County School District	430-1934A-4CE02	\$ 28,920
Monroe County School District	440-1934A-4CE01	\$ 30,073
Okaloosa-Walton Community College	462-1934A-4CE01	\$ 27,545
Orange County School District	480-1934A-4CE01	\$131,309
Greater Reading or Writing Skills Literacy Council	485-1934A-4PE02	\$ 37,000
Osceola County School District	490-1934A-4CE01	\$ 49,743
Palm Beach County School District	500-1934A-4CE01	\$217,549
Pasco County School District	510-1934A-4CE01	\$ 40,244
Pinellas County School District	520-1934A-4CE02	\$ 93,698
Polk County School District	530-1934A-4CE02	\$ 57,369
St. Johns County School District	550-1934A-4CE01	\$ 26,241
Learn to Read, Inc., Duval County	555-1934A-4PE01	\$ 66,988
Indian River Community College	562-1934A-4CE01	\$ 28,520
Indian River Community College	562-1934A-4CE02	\$ 35,580

Indian River Community College	562-1934A-4CE03	\$ 24,501
Learn to Read of St. Lucie County, Inc.	567-1934A-4PE01	\$ 6,000
Santa Rosa County School District	570-1934A-4CE01	\$ 23,700
Sarasota County School District	580-1934A-4CE01	\$ 50,117
Seminole Community College	592-1934A-4CE01	\$ 53,160
Sumter County School District	600-1934A-4CE01	\$ 3,964
Daytona Beach Community College	642-1934A-4CE01	\$ 41,919
Florida Department of Corrections	708-1934A-4CE00	\$ 13,566
Florida Department of Corrections	708-1934A-4CE01	\$ 20,000
Florida Department of Corrections	708-1934A-4CE08	\$ 20,000
Florida Department of Corrections	708-1934A-4CE0A	\$ 20,000
Florida Department of Corrections	708-1934A-4CE0J	\$ 20,000
Florida Department of Corrections	708-1934A-4CE0N	\$ 22,224
Workforce Council of Southwest Florida, Inc.	935-1934A-4PE03	\$ 29,665
TOTAL		\$3,380,208

FLORIDA DEPARTMENT OF EDUCATION

Project Application

TAPS Number 5B002

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 English Literacy and Civics Education (Continuation) 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: 20%; 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>								

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.

DOE 100A
Revised 01/03

Jim Horne, Commissioner



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

A. Project Information

Agency:	Telephone:
County:	E-Mail:
Contact Person:	Fax:
Title:	Grant Amount:

B. Performance Goals (See definitions for core measures on following page.)

(1) Primary Core Measures	(2) Grant Budget per Core Measure		(3) Total Number of Units per Core Measure	(4) Unit Cost per Core Measure
Projected enrollment for 2004-2005 _____				
1. Educational Gains/LCPs <small>(Must be addressed by all applicants.)</small>	\$	%		\$
2. Placement, Retention and Completion <small>(If this service is provided – must address.)</small>	\$	%		\$
3. Adult High School/GED Diplomas <small>(If this service is provided – must address.)</small>	\$	%		\$
Totals	\$	100%		

Instructions for completing Section B:

1. In column 2, for each core measure applicable to applicant's program, indicate **both** the percentage of total grant budget and the actual dollar amount to be earned by each core measure. The total of all percentages in column 2 should be 100%, and the total of all core measure budgets should equal the total grant amount.
2. In column 3 calculate the total number of units per core measure to be achieved for the entire grant period.
3. In column 4 calculate the unit cost for each core measure by dividing the total budget amount in column 2 by the unit amount in column 3. For example, if the total budget amount in column 2 is \$25,000 and the unit amount in column 3 is 50, then the unit cost in column 4 is \$500 (\$25,000 divided by 50 = \$500).

C. Explanation for determining Unit Cost per Core Measure.

Briefly explain, in the space below, the rationale and methodology used to determine the Unit Amount per Core Measure (column 3) and the Grant Budget per Core Measure (column 2) for each Core Measure selected. This explanation should be consistent with the expenditures on the DOE 101, Budget Narrative Form.

Example: *If the Grant Budget per Core Measure for GED Diplomas represents a substantial portion of the total budget, then a similar proportion of the total budget expenses reflected on the DOE 101 would support the GED goals.*

Box will expand when text is typed.

DEFINITIONS

Primary Core Measures

Educational Gains/Literacy Completion Points (LCPs)

Demonstrate improvements in literacy skill levels in any of the following: reading, writing and speaking in the English language, numeracy, problem-solving, English language acquisition, and other literacy skills.

Placement, Retention and Completion

Placement in, retention in, or completion of postsecondary education, unsubsidized employment or career advancement.

Adult High School/General Education Diploma (GED)

Receipt of secondary school diploma or its recognized equivalent.

PERFORMANCE-BASED PROJECT DELIVERABLES FORM

Instructions for completing Section D:

For each Core Measure provided by this project (see previous page), please place a checkmark in the appropriate box(es).

D. Explanation of Deliverables

Adult Education	
X	1. Educational Gains/Literacy Completion Points (LCP) (All applications must address this measure.) List of students including: <ol style="list-style-type: none">1. name and student identification number2. educational level pre/post test scores or checklists and LCP level attained
	2. Placement, Retention, Completion List of students including: <ol style="list-style-type: none">1. name and student identification number2. type of placement, retention or completion
	3. Adult High School/GED Diplomas List of students including: <ol style="list-style-type: none">1. name and student identification number2. for GED Diplomas include GED identification number3. for Adult High School Diplomas include county of issuance

INVOICE SCHEDULE

This form is to be completed by applicants required to invoice for performance-based deliverables, such as Community-Based Organizations (CBOs).

Agency Name: _____

Invoice # 1 Projected Due Date: _____			
Primary Core Measures	Units per Core Measure	Amount	Unit Cost per Core Measure
1. Educational Gains/LCPs		\$	\$
2. Placement, Retention, Completion		\$	\$
3. Adult High School, GED Diplomas		\$	\$
Invoice # 2 Projected Due Date: _____			
Primary Core Measures	Units per Core Measure	Amount	Unit Cost per Core Measure
1. Educational Gains/LCPs		\$	\$
2. Placement, Retention, Completion		\$	\$
3. Adult High School, GED Diplomas		\$	\$
Invoice # 3 Projected Due Date: _____			
Primary Core Measures	Units per Core Measure	Amount	Unit Cost per Core Measure
1. Educational Gains/LCPs		\$	\$
2. Placement, Retention, Completion		\$	\$
3. Adult High School, GED Diplomas		\$	\$
Invoice # 4 Projected Due Date: _____			
Primary Core Measures	Units per Core Measure	Amount	Unit Cost per Core Measure
1. Educational Gains/LCPs		\$	\$
2. Placement, Retention, Completion		\$	\$
3. Adult High School, GED Diplomas		\$	\$
Invoice # 5 Projected Due Date: _____			
Primary Core Measures	Units per Core Measure	Amount	Unit Cost per Core Measure
1. Educational Gains/LCPs		\$	\$
2. Placement, Retention, Completion		\$	\$
3. Adult High School, GED Diplomas		\$	\$

Invoice # 6		Projected Due Date: _____					
Primary Core Measures	Units per Core Measure		Amount		Unit Cost per Core Measure		
1. Educational Gains/LCPs			\$		\$		
2. Placement, Retention, Completion			\$		\$		
3. Adult High School, GED Diplomas			\$		\$		
	Invoice #1	Invoice #2	Invoice #3	Invoice #4	Invoice #5	Invoice #6	Totals
Units per Core Measure							
Amount							
Invoice Date							

Instructions for completing Invoice Schedule:

Enrollment figures for each invoice should be the total number of enrollments (for each applicable core measure) to be achieved by the projected invoice date.

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.

Self-Evaluation Assessment Form
English Literacy and Civics Education -- Continuation Projects for FY 04-05

Projects recommended for continuation and subsequent funding must show successful performance accomplishments during the first project year. This self-assessment is required for continuation. Any shortfall or negative answer must be explained.

Agency name: _____ County: _____

Project number for FY 03-04 funding year: _____ Date this form was prepared by applicant: _____

Prepared by (name and title): _____

	✓ YES	✓ NO	If the response is NO, please explain.
			Box will expand when text is typed.
Have all projected performance deliverables and goals been accomplished to date as stated in the original plan?			
Are the services provided to the indicated target population consistent with the original project plan?			
Are all applicable financial and non-financial cooperative arrangements still in place?			
Are all expenditures in proportion to performance accomplishments current?			
Are quarterly and all other reporting requirements (National Reporting System) accurate and on time?			

Self-Evaluation Assessment Form -- Page Two
Adult Education and Family Literacy -- Continuation Projects

Do you need technical assistance? If so, to facilitate service, please state your need(s) and your program manager will contact you.

Please respond here:

Address how the project supports “Just Read, Florida!”

Briefly describe how the project will support the Department’s reading initiative, “Just Read, Florida!” Information about the initiative is available at <http://www.justreadflorida.com>.

Please respond here:

Address how information about the project is disseminated and marketed to appropriate populations.

Briefly describe how the program’s services are disseminated and marketed to the potential student population, and how *Best Practices* are shared with other entities providing similar services.

Please respond here:

DOE Staff use ONLY

Approved _____ Not Approved _____

Justification:

Does the agency need to be contacted? _____ yes _____ no Person contacted: _____ Date: _____

Reason:

Program reviewer signature: _____ Date: _____

**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 May 21, 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.

Grants Administration Contacts

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Program Manager County Contacts

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APPLICATION REVIEW CRITERIA AND CHECKLIST

Please include this form in the application package.

Adult Education and Family Literacy English Literacy and Civics Education - Continuation 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	Performance-Based Project Deliverables Form			
4	Invoice Schedule Form – if applicable			
5	Self-assessment Evaluation Form			
6	Regional Workforce Board Coordination Assurance Form			
7	Application Review Criteria and Checklist			
8	For Community-Based Organizations - in addition, please include the following in the order listed:			
	• List of current Board of Directors and Articles of Incorporation			
	• Copy of current operating budget			
	• Copy of current audit report – if available			
	• Copy of Chart of Accounts			
	• General Terms, Assurances and Conditions for Participation in Federal and State Programs			

DOE Staff use ONLY

Does the agency need to be contacted? ____ yes ____ no

Person contacted: _____ Date: _____

Signature of reviewer(s): _____ Date: _____

Comments: