FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office
Division of Community Colleges and Workforce Education

Program Name
Carl D. Perkins – State Leadership, Regional Professional Development Advisory Councils (RPDAC) – Continuation for Regions I, II, III, IV, V

Specific Funding Authority (ies)
Carl D. Perkins Vocational and Technical Education Act of 1998, Title I; Workforce Investment Act, Section 503, CFDA #84.048
Web site: http://12.46.245.173/pls/portal30/CATALOG.PROGRAM_TEXT_RPT.show

Funding Purpose/Priorities
To continue services for Perkins Regional Professional Development Advisory Councils:

- Professional development activities
- Comprehensive technology development
- Assessing the needs of educators and administrators for Career and Technical Education students
- Integration and promotion of literacy instruction and occupational skills, and linkages with academics and industry

Type of Award
Discretionary

Total Funding Amount
$150,000 -- see the **Allocation Chart** in the **Attachments** section

Budget Period
Effective date will be upon receipt of application in Grants Management to June 30, 2006

Program Performance Period
Same as **Budget Period**, see above.

Target Population
Educators and administrators who serve students in career and technical education program areas.

Eligible Applicant(s)

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

Application Due Date

Upon receipt of this Request for Application document. The due date refers to the date of receipt in Grants Management. Facsimile and e-mail submissions will not be accepted.

Contact Persons

Program Manager Contact: Dorothy Bouie, 850/245-9061, Dorothy.Bouie@fldoe.org
Grants Management Contact: Carol Hubbard, 850/245-0723, Carol.Hubbard@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://www.firn.edu/doe/comptroller/gbook.htm

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.

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.*

NARRATIVE SECTION

Narrative responses must be typed in 12-point font and double spaced. There is a three page maximum for the narrative response portion of the application package not including any requested forms.

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 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 web site: http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html

Project Design

For **Project Design** complete the following two forms from the **Attachments** section of this document:

1. Performance-Based Project Deliverables and Invoice Schedule Form
2. Self-Assessment Evaluation Form

Support for Strategic Imperatives

Describe how the proposed project will incorporate reading initiatives and one or more of the Florida State Board of Education (SBE) strategic imperatives.
URL: http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf

Dissemination/Marketing

Describe methods /strategies you will use to disseminate and market information about the project to appropriate populations.

Program Information

Florida's State Plan for Carl D. Perkins Vocational and Technical Education
Web site: http://www.firn.edu/doe/workforce/stateplan.htm

Program Priorities

It is intended that Regional Professional Development Advisory Councils use these funds to research, coordinate, and provide staff development to the Career and Technical educators and administrators within their pre-established geographic regions. Activities such as regional meetings, mini-conferences, training and training materials, training enhancements of equipment, travel reimbursements, trainer expenses, and direct assistance for participating in relevant statewide or regional staff development are intended expenditures.

Required Use of State Leadership Funds for Carl D. Perkins Act

1. Assessment of vocational and technical education programs funded under this title, including assessment of the participation and performance of special populations.
2. Expansion of the use of technology in vocational and technical education programs, including teacher training, distance learning and focusing on programs that lead to high technology and telecommunications careers.
3. Professional Development activities, including pre-service and in-service training for vocational and technical, academic, guidance and administrative personnel that will:
   - improve parental and community involvement,
   - help teachers and personnel assist students in meeting state adjusted levels of performance,
   - ensure that educators stay current with industry trends, and
   - be coordinated with other education programs under Title II of the Elementary and Secondary Education Act (ESEA) and Title II of the Higher Education Act (HEA).
4. Improvement of the academic, vocational and technical skills of students by strengthening the components of the programs and integrating academic, vocational and technical education.
5. Nontraditional training and employment.
6. Partnerships among local education agencies, postsecondary institutions, adult education providers, employers, labor organizations and parents.
7. Serving individuals at state correctional institutions or institutions serving individuals with disabilities.
8. Support of programs for special populations leading to high skill, high wage careers.

Permissible Use of State Leadership Funds for Carl D. Perkins Act

1. Technical assistance for eligible recipients.
2. Career guidance and counseling.
3. Linkages between secondary and postsecondary vocational and technical programs.
4. Cooperative educations programs.
5. Vocational student organizations.
6. Public secondary charter schools offering vocational and technical education.
7. Training in all aspects of an industry.
8. Family and consumer sciences education.
9. Education and business partnerships.
10. Curriculum improvement and development.
11. Programs for adults and school dropouts to complete secondary education.
12. Job and postsecondary education placement.

Compliance Monitoring

Florida's State Plan for Carl D. Perkins, Career and Technical Education, includes the provision that the state will evaluate the effectiveness of project activities based on established and approved performance goals. The Program Support and Compliance Team (PSCT) monitors recipients' compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and, in addition,

guidelines published in the Florida Department of Education's *Green Book*. These compliance references are available at the following web site:
http://www.firn.edu/doe/workforce/compliance.htm

Reporting Outcomes

Submission of Timely Invoices
Invoices, as listed and approved on the **Performance-Based Project Deliverables and Invoice Schedule Form** submitted in the original application. The invoices and the required documentation for deliverables will provide the DOE Program Manager with the necessary information to determine whether the recipient is meeting the approved performance measures for the project.

Funding Method

All applicants are advised that grantees will be funded according to the projected goals in their applications. In the event that performances do not meet projected goals and result in overpayment, the overpayment must be returned to the Florida Department of Education by August 20, 2006, along with the final DOE 399 form. Monitoring and performance reports will assist grantees in achieving their performance goals and avoiding overpayment.

Reimbursement of Expenditures - Payment made upon submission of documented allowable expenditures. Reimbursements will be made by state warrant after disbursements are made by the recipient. Requests for reimbursement with the appropriate back-up documentation should be submitted in accordance with applicable program requirements and instructions on the Project Award Notification.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

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.

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

Records Retention
It is the responsibility of the fiscal agency to retain records for financial transactions and supporting documentation for auditing purposes. If records are request by the Florida Department of Education or the State of Florida Division of Financial Services, all records must be provided. Records should be maintained for five years from the last day of the program or longer if there is an ongoing investigation or audit.

Funding Shall Supplement, Not Supplant
In general, the Act states that the funds made available for Career and Technical Education activities shall supplement and not supplant other state or local public funds expended for these programs.

Non-duplication of Effort
It is the responsibility of the eligible agency to coordinate and insure non-duplication with other federal and state education, training, corrections, public housing, and social service programs.

Local Administrative Cost
The Act contains the requirements pertaining to local administrative costs. Not less than 95% of the funds shall be expended for carrying out Adult Education and Family Literacy activities. The remaining amount, not to exceed 5%, may be used for:

- Planning
- Personnel development
- Interagency coordination
- Administration
- Indirect costs

Positions such as project coordinator, 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 career and technical education students. **Indirect costs are considered administrative costs.**

Project Disbursement Report
DOE 399, Project Disbursement Report is due by August 20, 2006.

Conditions for Acceptance

The requirements listed below 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 101-Budget Narrative and DOE 100A-Application
3) All required forms have original signatures by an authorized entity
4) Application must be submitted to:

Bureau of Grants Management
Florida Department of Education
325 West Gaines Street, Room 325
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.

Other Requirements

In addition to the DOE 101-Budget Narrative and DOE 100A-Application, also include:

- Self-Evaluation Assessment Form
- Performance-Based Project Deliverables and Invoice Schedule Form
- Regional Workforce Board Coordination Assurance Form
- Written responses to the **Narrative Section**
- Application Review Criteria and Checklist
- **Community-Based Organizations** – must also include the following:
    - 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
    - Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)

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.

Method of Review

All applications will be reviewed by Florida Department of Education, Division of Community Colleges and Workforce Education staff using the **Application Review Criteria and Checklist** in the **Attachments** section.

In addition, fiscal information will also be reviewed by Division of Finance and Operations, Bureau of Grants Management staff.

DOE 900
Revised 03/2005

ATTACHMENTS

- Allocation Chart
- DOE 100A, Project Application
- DOE 101, Budget Narrative Form
- Regional Workforce Board Coordination Assurance Form
- Self-Evaluation Assessment Form
- Performance-Based Project Deliverables and Invoice Schedule Form
- Application Review Criteria and Checklist

Allocation Chart
Carl D. Perkins – State Leadership
Regional Professional Development Advisory Councils
FY 2005-06

Region	Agency	Allocation FY 05-06
Region I	Leon County School District	$30,000
Region II	Central Florida Community College	$30,000
Region III	Florida Association for Career and Technical Education (FACTE)	$30,000
Region IV	University of South Florida	$30,000
Region V	Florida International University	$30,000

REGIONAL PROFESSIONAL DEVELOPMENT ADVISORY COUNCILS SERVICE AREAS				
Region I	**Region II**	**Region III**	**Region IV**	**Region V**
Bay	Alachua	Brevard	Charlotte	Broward
Calhoun	Baker	Flagler	Collier	Miami-Dade
Escambia	Bradford	Indian River	DeSoto	Palm Beach
Franklin	Citrus	Lake	Glades	Monroe
Gadsden	Clay	Martin	Hardee	
Gulf	Columbia	Okeechobee	Hendry	
Holmes	Dixie	Orange	Hernando	
Jackson	Duval	Osceola	Highlands	
Leon	Gilchrist	Seminole	Hillsborough	
Liberty	Hamilton	St. Lucie	Lee	
Okaloosa	Jefferson	Sumter	Manatee	
Santa Rosa	Lafayette	Volusia	Pasco	
Wakulla	Levy		Pinellas	
Walton	Madison		Polk	
Washington	Marion		Sarasota	
	Nassau			
	Putnam			
	St Johns			
	Suwannee			
	Taylor			
	Union			

FLORIDA DEPARTMENT OF EDUCATION
Project Application

TAPS Number
06B041

Please return to:	**Program Name:**	***DOE USE ONLY***
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	**Carl D. Perkins** **State Leadership** **RPDAC** **Regions I, II, III, IV, V** **Discretionary** **Fiscal Year 2005-2006**	Date Received
B) Name and Address of Eligible Applicant:		**Project Number (DOE Assigned)**

C) Total Funds Requested:	**D)** ***Applicant Contact Information***	
$	Contact Name:	Mailing Address:
DOE USE ONLY	Telephone Number:	SunCom Number:
Total Approved Project:	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

DOE 100A
Revised 08/04

John L. Winn, 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.

A) _____

Name of Eligible Recipient:

B) _____

Project Number: **(DOE USE ONLY)**

TAPS Number
06B041

FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form

(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.

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 September 9, 2005.

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.

Self-Evaluation Assessment Form
Career and Technical Education, State Leadership, RPDAC, Continuation for Regions I, II, III, IV, V
Projects for FY 05-06

Projects recommended for continuation funding must show successful performance accomplishments during the 2004-05 project year. Any shortfall or negative answer must be explained.

Agency name:_____ County: _____

Project number for FY 04-05 funding year:_____ Date form prepared by applicant:_____

Prepared by (name and title): _____ E-mail: _____

Agency project coordinator (name and title): _____ E-mail: _____

	✓ **YES**	✓ **NO**	**Negative responses must be adequately explained.** Box will expand when text is typed. Use 12-point font and single spacing.
Are the services to be provided to the target population for FY 05-06 consistent with the approved FY 04-05 project plan?			
Are all applicable collaboration arrangements still in place (financial and non-financial)?			
Are grant expenditures directly related to and proportionate with performance outcomes achieved in FY 04-05.			
Have all projected performances and grant deliverables been satisfied to date as stated in the FY 04-05 approved plan?			

Self-Evaluation Assessment Form -- Page Two

Career and Technical Education, State Leadership, RPDAC -- Continuation for Regions I, II, III, IV, V

Any performance shortfalls must be explained by including corrective measures put into place to prevent future shortfalls.
Please respond here:

Do you need technical assistance? Yes _____ No _____

If yes, to facilitate service, please state your need(s) and your program manager will contact you.
Please respond here:

The box below is for DOE staff use ONLY

Approved _____ Not Approved _____

If not approved, provide justification:

Does the agency need to be contacted? _____ yes _____no Person contacted: _____ Date: _____
Reason:

Signature of Program Manager: _____ Date: _____

Signature of Supervisor: _____ Date: _____

PERFORMANCE-BASED PROJECT DELIVERABLES AND INVOICE SCHEDULE FORM
Career and Technical Education, RPDAC – Continuation for Regions I, II, III, IV, V

A. Project Information

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

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

(1) Performance Measures	(2) Deliverables	(3) Proposed Invoice Date	(4) Estimated Costs
NOTE: Funds from this grant will pay for the reimbursement and travel of up to three planning meetings only. Conduct planning meeting(s), involving all appropriate local education agencies to accomplish the following: 1. Develop a short-term plan for implementing training for FY 05-06 that is based on the local needs assessment already completed. At least five training sessions must be provided within the service area to include representative(s) from each district. At least one of the training sessions must use an alternative format to the typical group gathering in a meeting room, i.e., a web broadcast or an audio/video conference meeting. Planning for proposed training must include subject matter specialists and curriculum	**These first deliverables (numbers 1-5 below) are due within 60 days of the effective date of the project award.** 1. Copy of minutes of the meeting(s). 2. List of all participants (all meetings) including: names and titles, district, mailing address, telephone, e-mail. 3. Document that outlines the proposed short-term training plan for FY 05-06.		**$**

developers. 2. Compile a summary of the local needs assessment conducted in FY 04-05. 3. Develop a long-term training plan to cover the fiscal years of 06-07, 07-08, 08-09 that identifies specific goals for the future project. The plan must include the following two major goals: • Integration of academics and career education • Improve the use of technology in student learning Other statewide priority options that may be included in the plan, along with others identified by the applicant, are: • Integration of career academics • Industry certification for programs • High wage/high skills jobs training • Nontraditional student enrollment and completion • Program improvement • Improving teacher/administrator shortages • Implementing career guidance	4. Summary of the local needs assessment. 5. Document that outlines the proposed long-term plan for FY 06-07, 07-08, 08-09 to include: training type(s), goals/objectives, potential trainers, and a description of the public relations plan to involve all local education agencies in the service area.		
Evaluate all training sessions throughout the funding year (as proposed in the approved application).	1. Summary of evaluations for all training sessions. (Do not send individual participant evaluations. At least 50% transfer of learning information should be obtained from the workshop participants.) 2. Copy of training session agenda 3. Copy of PR information used, i.e., brochure, e-mail to listservs, etc. 4. List of attendees to include: participants' names, district, program area, mailing address and e-mail		**$**
Final DOE 399	Submit DOE 399		**$0**
		Total	**$30,000**

Instructions for completing Section B:

1. In column 1 the applicant is to list the performance measures identified for the project.
2. In column 2 the applicant is to list deliverables that will be submitted as proof of the performances achieved.
3. In column 3 the applicant is to list the proposed invoice date for submitting the deliverables listed in column 2.
4. In column 4 the applicant is to list the dollar amount allocated for each of the performances identified.

Definitions:
Performance Measures
Program performance measures that can be quantifiably measured.

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

Career and Technical Education, State Leadership, RPDAC
Fiscal Year 2005-2006

APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- 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, notebooks 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 Section			
	GEPA			
	Project Design 1. Self-Assessment Evaluation Form 2. Performance-Based Project Deliverables and Invoice Form			
	Strategic Imperatives			
	Dissemination/Marketing			
4	Regional Workforce Board Coordination Assurance Form			
5	Application Review Criteria and Checklist			
6	**Community-Based Organizations** – must include the following:			
	• 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			
	• Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)			

Continued on next page

DOE Grants Administration staff use ONLY

Does the agency need to be contacted? _____ yes _____no

Person contacted: _____ Date: _____

If contact is necessary, explain:

Signature of Program Manager _____ Date: _____

Signature of Grants Admin. Dir. _____ Date: _____

Comments:

Include this page in application package