



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Competitive Projects

Bureau / Office

Division of Community Colleges and Workforce Education

Program Name

SUCCEED Florida - Nursing Education Grant Program

Specific Funding Authority (ies)

State Government Lottery/General Revenue – 2005 General Appropriations Act (SB 2600)
Line Item 144B and 7B, non-recurring state funds

Funding Purpose

The purpose of the **SUCCEED Florida - Nursing Education Grant Program** is to increase the capacity of nursing programs approved by the Board of Nursing at public and private postsecondary educational institutions to produce more nurses to enter the workforce in Florida. Funds must be used to support new students and not to supplant current funding or students. Institutions applying for funds shall not reduce funding or the current level of enrollment in existing programs. Any such reduction will result in a pro rata reduction in funding.

The Florida Center for Nursing (FCN) published the results from a statewide survey of approved nursing programs in March 2005 that found of, “the 10,923 qualified nursing school applicants for Fall Semester 2004, 4,630 were accepted and 6,293 turned away.” The responding nursing programs were also asked to identify barriers to expansion of their program capacity. Ranked in order of response, the following were cited as barriers to expansion:

- 1st Shortage of qualified faculty (30%)
- 2nd Insufficient faculty lines/funded positions (25%)
- 3rd Insufficient clinical sites (22%)
- 4th Non-competitive faculty salaries (16%)

Funding Priorities

Projects will focus on one or more of the following:

- Proposals that provide strategies to increase enrollment capacity of nursing programs without causing a negative impact on any existing program’s capacity
- Fast-track programs that increase the faculty pool
- Collaborative agreements for recruiting and retaining faculty
- Innovative practices in clinical education
- Partnership agreements that expand clinical sites

- Joint-use facilities and/or equipment such as clinical simulators
- Innovations in curriculum
- Innovative instructional delivery
- Fast-track programs that provide a career ladder, i.e. PN to ADN; ADN to BSN, BSN to MSN/PhD

Total Funding Amount

\$10,000,000 total in non-recurring state funds

Range of Awards

Up to \$500,000 for an individual postsecondary educational institution

Up to \$1,500,000 for a joint proposal from two or more public or private postsecondary educational institutions

- All proposals will be judged competitively by a review team consisting of representation from community colleges and workforce education, nursing industry group, state universities, and independent colleges and universities.
- All awards will be based on the statewide geographic dispersion of grant funds by ranking the applications. Priority shall be given to applications that make maximum use of regional resources and emphasize institutional collaboration. The highest scoring proposal in each of the five (5) Department of Education regions will be given priority.
- The review team will use the judging criteria found in the Scoring Criteria section. All applications must meet the minimum score of 70 to be considered for funding. Maximum total points possible per application is 130 (100+ 30 bonus points).
- The Department of Education may recommend an award less than the amount requested in the proposal.

Budget Period

July 1, 2005 - June 30, 2006

Program Performance Period

July 1, 2005 through June 30, 2006

Target Population

Students entering and/or working toward obtaining higher degrees in nursing programs

Eligible Applicant(s)

Nursing programs fully approved by the Board of Nursing at public and private postsecondary educational institutions. Provisionally approved programs may collaborate with an eligible applicant.

Application Due Date

Proposals must be received in the Department of Education Bureau of Grants Management by the close of business on July 8, 2005. Facsimile and e-mail submissions are not acceptable.

Contact Persons

Grants Administration Program Director: Teresa Bestor, 850/245-9047, Teresa.Bestor@fldoe.org

Grants Management Contact: Gloria Smith, (850) 245-0718, Gloria.Smith@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 and Universities, 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 and universities, community-based organizations, and other non-public agencies must also submit copies of the organization's current budget, and a list of its board of directors, 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 Components

Narrative responses must be typed in 12-point font and double spaced. There is a 15-page maximum for the narrative response portion of the application package – this does not include any requested forms or letters of support. Be sure to respond to all information requested and follow the items listed below when writing narrative responses.

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

Project Abstract or Summary (Not Scored) – In two pages or less, provide a brief summary of the project.

1. Project Description

- A. Describe the need for the project. Examples of documentation might be ratio of nurses per population, waiting lists for training, shortage of faculty (specialty, clinical, didactic) and limited access for nontraditional times and methods for instruction.
- B. Describe the project's goals and objectives.
- C. Identify the targeted population, the number of students to be served, the length of the proposed program, and the pool of qualified students to fill the expanded capacity.
- D. Describe how training will be provided and what instructional methods will be used such as traditional classroom, distance learning, or other methods.
- E. Describe the plan for a comprehensive recruitment program which might include men, exiting military personnel, persons changing careers or other nontraditional candidates.
- F. Describe the plan to sustain your program after non-recurring grant funding expires.

2. Project Management

- A. Describe staffing for the program.
- B. Describe the management information system and processes that will be used to monitor the program and report participant performances/goals attained.

3. Collaboration

- A. Identify collaborative partnerships for developing and implementing the project.
- B. Identify the specific role, activities and expected contributions of each of the partners.
- C. Include letters of support and commitment, with original signatures, from the chief executive officers of the institutions(s), and potential employers.

Note: The applicant is solely responsible for all fiscal management of a collaborative project.

4. Implementation Timeline

- A. Develop an implementation timeline for the use of non-recurring grant funds and an anticipated date when new students will be enrolled in the program.
- B. Describe in the timeline all major activities for the program.

5. Support for Strategic Imperatives

Describe how the proposed project will address reading initiatives and incorporate one or more of the Florida State Board of Education (SBE) strategic imperatives.

URL: http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf

6. State Requirement for Dissemination

Describe how information about the methodology and potential replication of Best Practices will be shared on a statewide basis.

7. Evaluation

Describe the method(s) for evaluating the project.

8. Budget/Data Forms (these forms are located in the **Attachments** section)

A. DOE 101 Budget Narrative Form

Present a budget that reflects objectives and proposed costs of the project.

B. Projected Performances, Expenditures and Revenues Chart – Credit Hrs

C. Projected Performances, Expenditures and Revenues Chart – Clock Hrs

Bonus Narrative

Bonus A. Describe how the program will use innovative strategies to increase numbers of nursing faculty candidates.

Bonus B. Describe innovative curriculum or instructional methods that allow more efficient use of existing faculty and resources.

Bonus C. Describe a plan to implement one or more effective methods for increasing opportunities for clinical practice.

Scoring Criteria

The scoring criteria for each section of the project narrative are described below. The reviewers will score each section based on the maximum possible points for the section. The total number of points attainable is 100 plus 30 bonus points. Bonus points are incentives that can be awarded for unique, program specific enhancements and/or to address barriers. Bonus points will be applied only after the 70 percent base score is achieved.

Project Abstract (or Summary)

Project is described in a brief summary. **(Not Scored)**

1. Project Description (35 points)

- A. Applicant has clearly described a strong need for the project and provided examples of documentation which may include, but are not limited to: ratio of nurses per population, waiting lists for training, shortage of faculty (specialty, clinical, didactic) and limited access for nontraditional times and methods for instruction.
- B. The project's goals and objectives are measurable, achievable, and are aligned with project need.
- C. The applicant has identified an appropriate target population, a sufficient number of students to be served, a suitable timeline for the proposed program, and the pool of qualified students to fill the expanded capacity.
- D. The applicant has described how training will be provided and what instructional methods will be used such as traditional classroom, distance learning, or other methods in accordance with the project goals and objectives.
- E. The applicant has described a plan for a comprehensive recruitment program which might include men, exiting military personnel, persons changing careers or other nontraditional candidates.
- F. The applicant has described a feasible plan to sustain the program after non-recurring grant funding expires.

2. Project Management (5 points)

- A. The applicant has described adequate and qualified staffing for the program.
- B. The management information system and processes that will be used to monitor the program and report participant performances/goals attained are clear and adequate.

3. Collaboration (15 points)

- A. Collaborative partnerships for developing and implementing the project are realistic and likely to be successful.
- B. The specific role, activities and expected contributions of each of the partners are clearly outlined and show strength to support the program.
- C. Letters of support and commitment (including the issues presented in A. and B. above), with original signatures, from the chief executive officers of the institutions(s), and potential employers are included.

4. Implementation Timeline (10 points)

- A. The applicant has developed a realistic implementation timeline for the use of non-recurring grant funds and an anticipated date when new students will be enrolled in the program.
- B. The applicant has described a feasible timeline including all major activities for the program.

5. Support for Strategic Imperatives (5 points)

The applicant clearly and feasibly addresses the reading initiative and incorporates one or more of the Florida State Board of Education (SBE) strategic imperatives in an effective manner.

6. State Requirement for Dissemination (5 points)

The applicant has described a thorough and effective methodology for sharing statewide the potential replication of Best Practices.

7. Evaluation (10 points)

The method(s) for evaluating the project are effective and based on data collected during the program period.

8. Budget/Data Forms (15 points)

These forms are located in the **Attachments** section.

A. DOE 101 Budget Narrative Form

The budget sufficiently reflects all proposed expenditures. All budget items are accurately justified. The budget is appropriate for achieving the program goals.

B. Projected Performances, Expenditures and Revenues Chart – Credit Hours

Applicant has presented projected performances, expenditures and revenues adequate for credit hours.

C. Projected Performances, Expenditures and Revenues Chart – Clock Hours

Applicant has presented projected performances, expenditures and revenues adequate for clock hours.

Bonus Points

The standard scoring criteria are based on a 100 point scale. Bonus points are incentives that can be awarded for unique, program specific enhancements and/or to address barriers. Bonus points will be applied only after the 70 percent base score is achieved.

Bonus A. (10 points)

The applicant has described how the program will use innovative strategies to increase numbers of nursing faculty candidates.

Bonus B. (10 points)

The applicant has described innovative curriculum or instructional methods that allow more efficient use of existing faculty and resources.

Bonus C. (10 points)

The applicant has described a plan to implement one or more effective methods for increasing opportunities for clinical practice.

Reporting Outcomes

- As required by proviso language, programs receiving grants must submit periodic reports to the Department of Education documenting compliance with the performance measures established by the Department.
- All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

Reports

Periodic reports must be submitted by the following dates: September 30, 2005; December 30, 2005; March 30, 2006; and June 30, 2006. The reports aligned with timelines in approved application will include, but are not limited to:

- An interim financial report (DOE 399)
- An interim Projected Performances, Expenditures and Revenues Chart
- Evaluation of project to date
- The final periodic report must also include the number of new enrollments, completers, board passage rate (if applicable), and placement rate.

Submit reports to Program Contact: Teresa Bestor, 850/245-9047, Teresa.Bestor@fldoe.org, Florida Department of Education, Community Colleges and Workforce Education, 325 West Gaines Street, Room 701, Tallahassee, FL 32399-0400.

Funding Method

Quarterly Advance to Public Entity - For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Advance Payment to Private Entity – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.

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.

Funds awarded for this grant may be used for instructional equipment, laboratory equipment, supplies, personnel, student services, or other expenses (including simulation hardware and software) associated with the expansion of a program.

The funds for this grant are non-recurring. Funds can be used for recurring costs (such as faculty) only if a plan is in place for other funding sources to continue the program following the grant period.

Funds must be used to support new students and not to supplant current funding or students. Institutions applying for funds shall not reduce funding or the current level of enrollment in its existing program. Any such reduction will result in a pro rata reduction in funding.

Pursuant to Section 216.346, F.S., any contract or grant between state agencies, including any contract involving the State University System or the State Community College, the agency receiving the contract or grant shall charge no more than five percent for overhead or indirect costs or any cost not required for the payment of direct costs. This restriction applies to both state and federally funded contracts.

All funded projects and any subsequent amendments are subject to the procedures outlined in the Department's *Project Application and Amendment Procedures for Federal and State Programs* (Green Book) and in the *General Assurances for Participation in Federal and State Programs*, located in the Green Book. This document is an overview of grantor and grantee responsibilities and is not inclusive of all requirements. For more information, the Green Book can be accessed at <http://www.firn.edu/doe/comptroller/gbook.htm>.

Notice of Intent-to-Apply

The due date to notify the contact person (Teresa Bestor) of intent-to-apply is **June 24, 2005**. Send the notification by e-mail (Teresa.Bestor@fldoe.org) or fax (850-245-9052) and include an e-mail address. Providing the intent-to-apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to frequently asked questions and competition updates. Conversely, eligible organizations which file an intent-to-apply are not required to apply.

Method of Answering Frequently Asked Questions or Providing Changes

To assure fair and equitable treatment of all potential applicants, the last date for accepting questions regarding this Request for Proposal is **June 30, 2005**. Please direct all questions to: Teresa Bestor at the following email address: Teresa.Bestor@fldoe.org or by fax at: 850-245-9052. All questions must be submitted in writing so that all applicants can see the question and subsequent answer/technical assistance which will be posted on the DOE website <http://www.firn.edu/doe/dwdgrants/grants.htm>

Conditions for Acceptance

- 1) Application is received within DOE by the close of business on the due date.
- 2) Application includes required forms: DOE 100B - Application and DOE 101-Budget Narrative
- 3) All required forms have original signatures by authorized entity
- 4) Application must be submitted to:
Bureau of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 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 100B when the application is submitted.

Other Requirements

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

- Written responses to the **Narrative Section**
- Application Checklist
- Projected Performances, Expenditures and Revenues Chart – Credit Hours
- Projected Performances, Expenditures and Revenues Chart – Clock Hours
- Letters of Support

Submit

- One application with original signatures
- Four copies of the application. Electronic and facsimile submissions will not be accepted.

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

Method of Review

A review team consisting of representatives from community colleges and workforce education, nursing industry groups, state universities, and independent colleges and universities will read and score the applications that are received by the due date. Recommendations based on scores will be forwarded to the Commissioner for final approval.

ATTACHMENTS

- DOE 100B, Project Application
- DOE 101, Budget Narrative Form
- Projected Performances, Expenditures and Revenues Chart – Credit Hours
- Projected Performances, Expenditures and Revenues Chart – Clock Hours
- Application Checklist

FLORIDA DEPARTMENT OF EDUCATION Project Application

TAPS Numbers
1. 06B031
2. 06B032
3.

Please return to: Florida Department of Education Bureau of Grants Management Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) SunCom:	A) Name and Address of Eligible Applicant: <div style="text-align: center;"> SUCCEED Florida – Nursing Education Grant Program </div>	<u>DOE USE ONLY</u> Date Received
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------

B) Applicant Contact Information	
Contact Name:	Mailing Address:
Telephone Number:	E-mail Address:
Fax Number:	SunCom Number:

C) Program Name (1)	C) Program Name (2)	C) Program Name (3)
Project Number: (DOE Assigned)	Project Number: (DOE Assigned)	Project Number: (DOE Assigned)
D) Total Funds Requested: \$	D) Total Funds Requested: \$	D) Total Funds Requested: \$
Total Approved Funds: (DOE USE ONLY) \$	Total Approved Funds: (DOE USE ONLY) \$	Total Approved Funds: (DOE USE ONLY) \$

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

Instructions for Completion of DOE 100B

- A.** 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.
 - B.** 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.
 - C.** If not pre-printed, enter name of program(s) for which funds are requested in this project.
 - D.** Enter the total amount of funds requested for each program in this project.
 - 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 appropriate 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 100B when the application is submitted



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.

DOE 101

Rev. 01/05

Page 2 of 2

John L. Winn, Commissioner



Please note that the following required Excel forms for this project are available on the web site at:

<http://www.firn.edu/doe/dwdgrants/grants.htm>

- Projected Performances, Expenditures and Revenues Chart – Credit Hours
- Projected Performances, Expenditures and Revenues Chart – Clock Hours

APPLICATION CHECKLIST

Please include this form in the application package.

Competitive SUCCEED Florida - Nursing Education Grant Program

FY 2005-2006

- 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
1	DOE 100B, Project Application – with original signature	
2	Narrative Components 15 page maximum -- this does not include any requested forms or letters of support	
	Project Abstract or Summary	
	Project Description (A.-F.)	
	Project Management (A.-B)	
	Collaboration (A.-C.)	
	Implementation Timeline (A.-B.)	
	Support for Strategic Imperatives	
	State Requirement of Dissemination	
	Evaluation	
	Budget - DOE 101, Budget Narrative Form	
	Projected Performances, Expenditures and Revenues Chart – Credit Hours	
	Projected Performances, Expenditures and Revenues Chart – Clock Hours	
	Bonus A.	
	Bonus B.	
	Bonus C.	
3	Application Checklist	