FLORIDA DEPARTMENT OF EDUCATION
Request for Application

Bureau / Office
Division of Technology and Innovation, Bureau of Educational Technology

Program Name
Digital Learning Support

Specific Funding Authority
Catalog for Federal and Domestic Assistance (CFDA) 84.395A, Race to the Top

Funding Purpose/Priorities
To provide financial assistance to eligible districts digital learning activities supporting the goals outlined in the approved district Digital Classrooms Plan.

Type of Award
Discretionary, Non-competitive

Total Funding Amount
$21,826,610 ($225,000 per district plus $3.62 per student allocation)

Budget Period

Program Performance Period

Target Population
Florida Local Educational Agencies (LEAs)

Eligible Applicant(s)
Florida LEAs that are participating in the Race to the Top grant

Application Due Date
April 1, 2015

The due date refers to the date of receipt in Grants Management.

For Federal programs, the project effective date will be the date that the application is received within DOE meeting conditions for acceptance, or the date of receipt of the Federal Award Notification, whichever is later.
Contact Persons
Program Contact
Ron Nieto, Deputy Commissioner for Technology and Innovation
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Grants Management Contact
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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, and 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.fldoe.org/grants/greenbook/2013/SecD.doc

School Districts, Community Colleges, Universities and State Agencies
The certification of adherence, currently on file with the Department of Education Comptroller’s Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Funding Method (Delete funding methods that do not apply):

CARDS - Cash Advance and Reporting of Disbursements System - Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System.

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All or any of which must be available upon request.
Executive Order 11-116 (Supersedes Executive Order 11-02)

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Project Performance Accountability and Reporting Requirements

The Department’s project managers will track each project’s performance, based on the information provided and the stated criteria for successful performance, and verify the receipt of required deliverables/services prior to payment, as required by Sections 215.971, and 287.058(1)(d)&(e), Florida Statutes. For projects funded via Cash Advance, the Department’s project managers will verify that the project’s activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis. For projects funded via reimbursement, the Department's project managers will verify that the project’s expenditures are allowable and that performance objectives are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations.

Allowable Expenses: Project funds must be used for activities that directly support this project.

Unallowable Expenses:

- Project funds may not be used to supplant existing programs and/or funding
- Food and beverages
- Promotional items (such as t-shirts, pencils), and materials not directly related to the support the program.
- Personal digital assistants (PDAs) such as cell phones and blackberries can only be purchased with approved justification by the department, including the costs to support such devices

Unallowable Expenses basic list add specific items as required by individual programs

Attachments

DOE100A
DOE 101S
Project Design-Narrative

Eligible districts will implement digital learning activities to support the goals of digital learning outlined in the approved district Digital Classrooms Plan. This will include support for districts in the continued transition to computer-based assessments.

Districts electing to use grant funds to implement any of the pre-approved projects will have automatic approval so long as the application expresses a commitment to implement the selected project(s) as describe below.

- Where funds permit, district may select more than one project.
- Districts may work in partnership with other districts to implement the selected project(s).

Grant expenditures for these projects may include hiring vendors, consultants, or facilitators to provide training and/or develop the elements needed to implement the project, funding development and/or acquisition of supporting resources and materials, cost of substitutes or stipends or other costs needed to involve school system staff in the project, and costs of planning and implementing project components.

Approved uses of the grant include:
1. Student Devices that meet minimum specifications
2. Technology Bandwidth and Wireless Infrastructure
3. Software and Licenses for student computers or classroom digital learning

Project Specifications and Commitments:

Project 1: Student Devices

Districts are recommended to review the Digital Classrooms Plan (DCP) device goals identified for the 2014-15 year. This project is intended to support the goals for digital learning and online assessment needs. Districts must certify the devices being purchased meet the minimum specifications provided by the department. These specifications are located at:
http://www.fldoe.org/core/fileparse.php/5658/urlt/0097849-device-bandwidthtechspecs.pdf and

Project 2: Technology Bandwidth and Wireless Infrastructure

This project is intended to support the district goals outlined in infrastructure section of the district DCP. The department recommends districts and schools work towards the bandwidth standard suggested in the May 2012 SETDA publication found at http://www.setda.org/priorities/equity-of-access/the-broadband-imperative/.
Project 3: Software and Licenses for student computers or classroom digital learning

This project is intended to support district requirements for software or licenses that are required to implement digital learning or online assessments. This could include operating system updates, security updates, browser updates, digital tool systems support and other needs identified by the districts. This also could include aligning technology to support Race to the Top tools (ensuring ability to support enhancements made to tools, e.g., security upgrades). This will increase response time on the tools and contribute to sustainability and continued use at the district level.
Chapter 215
FINANCIAL MATTERS: GENERAL PROVISIONS

• 215.971 Agreements funded with federal or state assistance.—

• (1) An agency agreement that provides state financial assistance to a recipient or sub recipient, as those terms are defined in s. 215.97, or that provides federal financial assistance to a sub recipient, as defined by applicable United States Office of Management and Budget circulars, must include all of the following:

• (a) A provision specifying a scope of work that clearly establishes the tasks that the recipient or sub recipient is required to perform.

• (b) A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

• (c) A provision specifying the financial consequences that apply if the recipient or sub recipient fails to perform the minimum level of service required by the agreement. The provision can be excluded from the agreement only if financial consequences are prohibited by the federal agency awarding the grant. Funds refunded to a state agency from a recipient or sub recipient for failure to perform as required under the agreement may be expended only in direct support of the program from which the agreement originated.

• (d) A provision specifying that a recipient or sub recipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.

• (e) A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the state agency.

Project Performance and Accountability Chart on page ______ to be completed with the following:

- **Scope of Work** - specific tasks that the grantee is required to perform.
- **Tasks** - Specific activities that are required to be performed to complete the Project Narrative/Scope of Work.
- **Deliverables** - Products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence** - Tangible proof.
- **Due Date** - Date for completion of tasks.
- **Unit Cost** - Dollar value of deliverables
- **Project Number** – List pre-approved project number that the deliverable relates to. One project number per deliverable.

Service Quantity
Describe type, number of units, hours, days per week, time of day, staff to provide service, population to be served, duration of activity (weeks, months) as is appropriate (recommend time limited delivery of service)

Financial Consequences
The contract manager shall periodically review the progress made on the activities and deliverables listed. If the contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced
payment or request the contractor redo the work or terminate the contract. (edit as appropriate for program)

**Method of Review**
staff will review the application based on the required Project Performance and Accountability chart, approve, and forward to the Bureau Chief and other appropriate DOE administrators for final project approval.

**Evaluation Criteria**
The evaluation will provide qualitative and quantitative data on the project and effectiveness of the current process. The evaluation process will include an effective approach for using evaluation results to guide necessary adjustments to the proposed project. Documentation shall include

**Reporting Outcomes**
The deliverable table provided will be used for reporting the amount of funding budgeted to each pre-approved project. Each deliverable should be aligned with a single pre-approved project. Districts will report on changes in technology integration through the bi-annual Technology Readiness Inventory (TRI). The reporting will be aligned with the integration levels outlined in the Technology Integration Matrix.

**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 URL: [http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf](http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf)

**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 100A Project Application Form and DOE 101S - Budget Narrative Form
3. All required forms must have the assigned TAPS Number included on the form
4. All required forms have original signatures by an authorized entity
5. Application must be submitted to:
   - Office of Grants Management
   - Florida Department of Education
   - 325 W. Gaines Street, Room 332
   - 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 100A when the application is submitted.