



Linking Industry to Nursing Education (LINE) Fund

Friday, September 9, 2022, 10:00 a.m. EDT

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Webinar Logistics

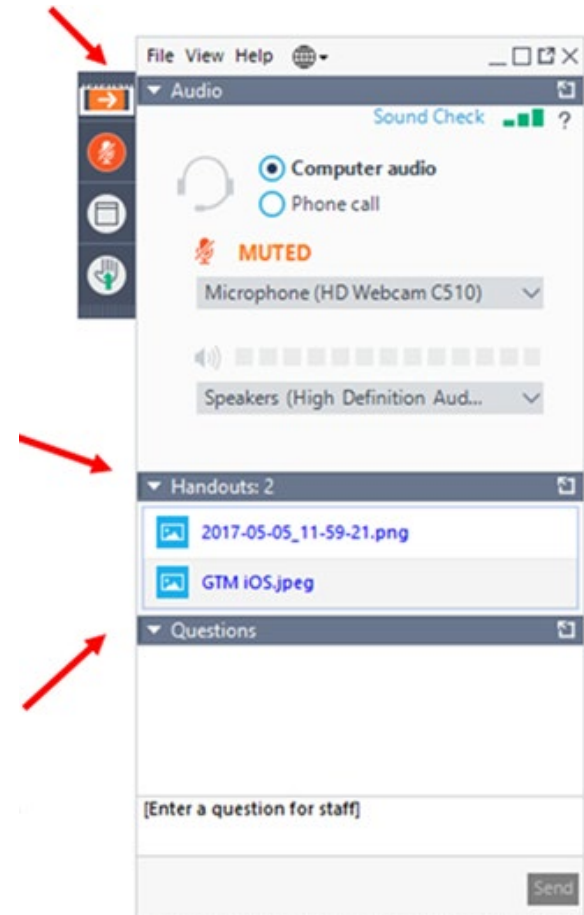
Participants will be on mute for the duration of the webinar.

Materials from today's webinar can be found in the handouts area:

- Today's presentation
- Request for Proposal (RFP)
- Rule 6A-10.0352, F.A.C.

How to submit questions:

To submit questions during the webinar, please utilize the Questions function. During the Q&A portion of the webinar, questions will be addressed.



Agenda

- Overview of LINE Fund provisions from Senate Bill (SB) 2524 & Rule 6A-10.0352, Florida Administrative Code (F.A.C.)
- Request for Proposal (RFP)
- Required forms
- Questions
- Next Steps

Senate Bill 2524

- Senate Bill (SB) 2524 created section (s.) 1009.8962, Florida Statutes (F.S.), to create the Linking Industry to Nursing Education (LINE) Fund to incentivize collaboration between nursing education programs and health care partners.
- This competitive grant program will provide matching funds, on a dollar-to-dollar basis, to participating institutions that partner with a health care provider.

Purpose

- The LINE Fund was established combat the growing nursing shortage in the state by providing funds to postsecondary nursing programs to:
 - Recruit faculty and clinical preceptors;
 - Increase capacity of high-quality nursing education programs; and
 - Increase the number of nursing education program graduates who are prepared to enter the workforce.
- The 2022 General Appropriations Act provided \$19 million for the LINE Fund.

Rule 6A-10.0352, F.A.C., LINE Fund

- Rule 6A-10.0352, F.A.C., which sets forth the requirements of the LINE Fund, was approved by the State Board of Education in August 2022.
- The rule includes definitions, proposal criteria, review process, disbursements, and reporting requirements.
- Rule 6A-10.0352, F.A.C., can be viewed here: www.flrules.org/gateway/ruleNo.asp?id=6A-10.0352



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Request for Proposal (RFP)

Eligible Applicants

- Florida College System institutions under s. 1000.21(3), F.S.
- School district postsecondary technical career centers under s. 1001.44, F.S.
- Charter technical career centers under s. 1002.34, F.S.
- Independent nonprofit colleges or universities located and chartered in this state and accredited by an agency or association that is recognized by the database created and maintained by the United States Department of Education to grant baccalaureate degrees.

Eligible Applicants Continued

- All eligible applicants must meet performance metrics set forth in s. 1009.8962, F.S.
 - For a certified nursing assistant (CNA) program, data supporting a completion rate of at least 70 percent for the prior year.
 - For a licensed practical nurse, associate of science in nursing and bachelor of science in nursing program, data supporting a first-time passage rate on the National Council of State Boards of Nursing Licensing Examination of at least 70 percent for the prior year.

Eligible Applicants Continued

- To be eligible to apply, agencies must present data that demonstrate a performance metric has been met for at least one eligible, active program.
- Applicants with more than one program type are not required to have met performance metrics for every active program if at least one program meets the statutory requirement.
- School districts with more than one postsecondary technical center are not required to meet performance metrics for all operating postsecondary technical centers in order to apply; however, awarded funds may only be spent at the postsecondary technical centers that meet performance metrics.
- New programs that have not been active long enough to calculate performance on the metrics may not be used for eligibility determinations.

Proposal Review Periods

- Proposals will be accepted during two review periods.
- During the first review period, funds will be reserved for each institutional system, including:
 - \$8,396,834 for Florida College System institutions.
 - \$5,678,538 for school district career centers and charter technical career centers.
 - \$4,606,627 for independent nonprofit colleges and universities affiliated with Independent Colleges and Universities of Florida.
 - \$318,001 for independent nonprofit colleges and universities licensed by the Commission for Independent Education.
- After the first review period, all remaining funds will be eligible for any eligible agency demonstrating demand for grants.
- If an agency submits an incomplete proposal, the agency will have an opportunity to revise and resubmit the incomplete portions; in which case, the agency's start date will reset to the date on which a completed proposal is received.

Key Deadlines

- **September 15, 2022, at 5:00 p.m. (EDT)** – Deadline to submit Notice of Intent-to-Apply.
 - For consideration in either review period, a Notice of Intent-to-Apply form must be completed and signed by an authorized agency official and submitted to LINE_Fund@fldoe.org.
- **October 17, 2022, at 5:00 p.m. (EDT)** – Deadline to submit completed proposal to be considered in the first review period.
 - A completed proposal must be submitted via email to: LINE_Fund@fldoe.org. Of the total funds appropriated to the program, funds will be reserved for each institutional system that submit by this date.

Key Deadlines Continued

- **November 1, 2022, at 5:00 p.m. (EDT)** – Final deadline to submit a completed proposal to be considered for a LINE Fund allocation.
 - A completed proposal must be submitted via email to: LINE_Fund@fldoe.org. Agencies that do not submit an application by this date will not be considered.
- Institutions will be notified of approval and allocation amount as soon as possible following conclusion of the second review.

Key Deadlines Summary

September 15, 2022	Notice of Intent-to-Apply due for all agencies
October 17, 2022	First review period closes
November 1, 2022	Second review period closes <i>Applications will not be accepted after this date</i>

Method of Review

- Each proposal meeting the conditions for acceptance is reviewed and scored by at least three qualified reviewers representing experienced educational professionals.
- The Program Office will rank the proposals in order from highest to lowest score. The Florida Department of Education (FDOE) retains the discretion to select qualified applicants notwithstanding rank order.
- FDOE staff will review proposals for compliance with the programmatic and fiscal policies of the project.
- In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and the Office of Grants Management staff.

Scoring Criteria

- Each prompt in the narrative section has an assigned points value.
- Within each narrative component are *Criteria*. *These are the bulleted, italicized statements used by proposal reviewers to assess and score each narrative component.*
 - Example: *The goals are specific, realistic, and consistent with measurable objectives and outcomes.*
- The standard scoring *Criteria* are based on a 100-point scale, with a minimum score of 70 points required for an application to be considered eligible for funding.

Allowable Expenses

- Program funds must be solely used for:
 - Funding scholarships to students who are residents of this state, as determined under Section 1009.21, F.S.;
 - Recruiting additional faculty;
 - Purchasing equipment; and
 - Supporting simulation centers to advance high-quality nursing education programs throughout the state.
- Administrative services for program/grant management, personnel consulting, and associated services, as well access to technology, resources, and facilities is allowable. All administrative costs must be associated with the management of the LINE Fund and may not exceed five percent of the applicant's total award.

Unallowable Expenses

- Program funds may **not** be used for the construction of new buildings. Additionally, expenses associated with indirect costs are unallowable.
- Other unallowable expenses include, but are not limited to:
 - Proposal preparation including the costs to develop, prepare or write the proposal
 - Entertainment
 - Meals, refreshments or snacks
 - End-of-year celebrations, parties or socials
 - Out-of-state travel without FDOE pre-approval
 - Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
 - Advertisement
 - Promotional or marketing items (e.g., flags, banners)
 - Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
 - Furniture
 - Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)

Equipment Purchases

- Any equipment purchased under this program must follow the Uniform Grants Guidance or the Reference Guide for State Expenditures.
- Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

Budget/Program Performance Period

- July 1, 2022, through June 30, 2023
- If the health care partner’s contribution was received by the institution on or after July 1, 2022, and the contribution was spent on, or has been appropriated for, an “eligible purpose,” as defined in Rule 6A-10.0352, then it can be included in the agency’s proposal.

Health Care Partner(s)

- Applicants must identify a health care partner whose monetary contributions will be matched by the LINE fund on a dollar-to-dollar basis.
- “Health care partner” means a health care provider as defined in s. 768.38(2), F.S., must be located and licensed to operate in the state, and make a monetary contribution to the postsecondary institution.
- Applicants are allowed to have more than one health care partner when applying for the LINE Fund.
- If an applicant has more than one health care partner, the applicant should submit one application with all health care partners with the total funds contributed.

Health Care Partner Contribution

- Applicants are not required to have received the health care partner's contribution at the time of proposal submission.
- If the contribution has not yet been received, a pledge, signed by the health care partner, will be required with the proposal materials.
- Applicants who have not received the health care partner's contribution may be chosen to receive LINE Funds; however, funds will not be dispersed to the applicant until documentation is submitted to the department showing the receipt of the health care partner's contribution.
- Applicants who are selected to receive LINE Funds must be in receipt of the health care partner's contribution by March 1, 2023, in order to be dispersed LINE program funds.

Performance Reporting

Agencies will be required to submit reports to FDOE on a quarterly and annual basis, with each report containing minimally:

- Number of additional nursing education students enrolled;
 - *(if scholarships were awarded using grant funds)* Number of students who received scholarships and average award amount; and
 - Outcomes of students as reported by the Florida Talent Development Council pursuant to Section 1004.015(6), F.S.
- No later than thirty (30) days before the submission deadline, the Department will release guidelines for agencies to transmit an electronic file to meet this requirement.



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Required Forms

Overview of Required Forms

Pre-Proposal

Due September 15

Notice of Intent-to-Apply

Proposal Submission

*Due October 17 for
consideration in first
review period*

*Final deadline of
November 1*

1. DOE 100A, Project Application (PDF) – with authorized signature
2. Narrative Section (Word)
3. DOE 101S, Budget Narrative (Excel)
4. Health Care Partner Certification Form (PDF)
5. Project Performance Accountability Form (PDF)
6. Documentation of health care partner's contribution

Pre-Proposal: Notice of Intent-to-Apply

- For consideration in either review period, a Notice of Intent-to-Apply form must be completed and signed by an authorized agency official.
- In the Notice of Intent-to-Apply form, applicants are required to:
 - Identify the institution's health care partner(s); and
 - Provide evidence of eligibility based on the performance metrics requirements outlined in s. 1009.8962, F.S.
 - Attachment B of the RFP serves as a data resource to determine LINE Fund eligibility.
 - Agencies wishing to provide alternative data to justify eligibility may do so when submitting the Notice of Intent-to-Apply.
- Agencies must submit a Notice of Intent-to-Apply to LINE_Fund@fldoe.org by September 15, 2022, at 5:00 p.m. (EDT).

Required Forms for Proposal Submission

- For consideration of a LINE Fund allocation, the proposal must submit the following documents:
 1. DOE 100A, Project Application Form
 - *Must be signed by the agency head or other authorized person*
 2. LINE Fund Narrative Section
 3. DOE101S, Budget Narrative (Excel)
 4. Health Care Partner Certification Form
 - *Must be signed by the health care provider's authorized officer*
 5. Project Performance Accountability Form
 6. Documentation of health care partner's contribution

Proposal Submission Process

- Applicants must submit all documents to FDOE via email to LINE_Fund@fldoe.org.
- Details for completing and submitting each required document, including naming conventions, are outlined in the RFP.
- Word versions of each required form can be found on the LINE Fund website:
www.fldoe.org/academics/career-adult-edu/funding-opportunities/linefund.shtml

1. DOE100A, Project Application Form

- Applicant must complete the form and submit with a signature from the agency head or other authorized person.
- All required forms have signatures by an authorized entity. FDOE will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
 - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
 - FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
 - FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.

2. Narrative Components

- Following the instructions within each narrative component, complete the application using the same sequence presented in this narrative section.
- Before inserting any text or information into the Application Narrative Section, forms and charts, save the pages/charts in Word on your computer.
- Responses should be brief, clear and concise. Font must be Arial size 12. The document must be double spaced (this does not apply to charts) with 1” margins.
- The maximum page limit for the Narrative Components (1-5) is twenty (20) pages. This does not include any required forms and/or other specified information.

Narrative Components

1) Project Abstract (10 points):

- A. Complete the provided chart for the proposed project, including information about your agency and the amount of funds requesting.
- B. Provide a brief summary of the proposed project including:
- General purpose;
 - Specific goals;
 - Purpose of requested funds; and
 - Significance to increasing the number of trained nurses that will fill the nursing shortage statewide or within your region.

Narrative Components

2) Health Care Partnership (30 points):

- A. Describe the current or potential partnership agreement(s) between the agency and health care partner(s).
- B. Provide the total amount of funds committed by the health care partner(s).
- C. Describe the statement of need supporting this partnership.

Narrative Components

3) Purpose of Requested Funds (40 points):

- A. Describe how the agency plans to use the funds, including the health care partner contribution and requested grant funds.
- B. Describe how funds will be utilized to increase student enrollment.
- C. Describe how such funds will be used to increase program completion.
- D. Complete all applicable fields in the chart provided to describe how funds, both the health care partner contribution and requested funds, will be used towards an eligible purpose. Agencies may add additional cost categories not listed above, as long as they meet an eligible purpose.

Narrative Components

4) Job Placement (0 points – fixed requirement):

- A. Describe how the health care partner will onboard graduates of the agency's nursing program(s). Examples may include centrally organized training, orientation, and educational opportunities.
- B. Describe how the health care partner will retain graduates of the agency's nursing program(s). Examples may include retention bonus structure, mentorship, continuing educational opportunities, and performance evaluations.

Narrative Components

5) Meeting Workforce Demand (20 points):

- A. Describe the current local and regional vacancies for positions requiring the following credentials:
- Certified Nursing Assistant (CNA)
 - Licensed Practical Nursing (LPN)
 - Associate in Science in Nursing (ASN)/BSN (Pre-licensure)
- B. Describe how the funds, both health care partner contribution and requested grant funds, will expand the agency's nursing education programs to meet local, regional, or state workforce demands.
- C. *(If applicable)* Describe advanced education nursing programs and how the funds will increase the number of faculty and clinical preceptors and planned efforts to utilize the clinical placement process established in Section 14.36, F.S.

3. DOE101S, Budget Narrative

- Applicants must provide one DOE 101S, Budget Narrative Form, Account Title and Narrative (Excel).
- All funds being requested by the agency must be included on this form.
 - Function Codes – only required for school districts.
 - Object Code – only one should be used per line item.
- Attachment E in the RFP provides an example DOE 101S form.

4. Health Care Partner Certification Form

- To apply for the LINE Fund, this certification form must be completed and signed by an authorized official of the health care partner and included in the application.
- If an applicant has more than one health care partner, the applicant should submit this form for each health care partner.

5. Project Performance Accountability Form

- Applicant must submit a Project Performance Accountability Form (PPAF) at the time of proposal submission.
- FDOE pre-populated the information in the LINE Fund PPAF, located in Attachment G of the RFP.
- Applicants should not make any changes to the PPAF when including it in their submission.

6. Documentation of health care partner's contribution

- Documentation must indicate the cash amount the health care partner plans to contribute (“pledged”) or has contributed (“fulfilled”).
- If the contribution has been pledged but not been fulfilled at the time of proposal, acceptable documentation includes:
 - Scope of work, copies of irrevocable pledge letters, or letters of intent; the documentation must indicate the timeline for the fulfillment of the contribution.
- If the contribution has been pledged and fulfilled at the time of proposal, acceptable documentation includes:
 - Financial statements, bank statements, budget reports, or bank letters that show the cash transaction(s).



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Questions



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Next Steps

Next Steps

- Agencies may submit questions at any time by emailing LINE_Fund@fldoe.org.
- For questions received by **September 15, 2022**, FDOE will post written responses on the LINE Fund webpage so they are available to all agencies.
- **September 15, 2022, at 5:00 p.m. (EDT)** – Deadline to submit completed Notice of Intent-to-Apply.

Next Steps

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**Please submit all questions regarding the LINE
Fund to LINE_Fund@fldoe.org.**

Resources

- LINE Fund website
 - www.fldoe.org/academics/career-adult-edu/funding-opportunities/linefund.shtml
- Rule 6A-10.0352, F.A.C.
 - www.flrules.org/gateway/ruleNo.asp?id=6A-10.0352