

**FLORIDA DEPARTMENT OF EDUCATION**

**2020-2021 Request for Application (RFA Discretionary)**

**TAPS#21B088**

**Bureau/Office**

Division of Career and Adult Education

**Program Name**

Governor’s Emergency Education Relief (GEER) Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Rapid Credentialing

**Specific Funding Authority(ies)**

CFDA 84.425C, P.L. 116-136 CARES ACT, Governor’s Emergency Education Relief Fund

**Funding Purpose/Priorities**

The purpose is to assist Florida College System (FCS) institutions and district postsecondary technical centers in their ability to enroll and complete students in short-term, in-demand workforce/career and technical education (CTE) credentialing and certificate programs.

Funds are directed to connecting those unemployed, underemployed, or furloughed with training in an in-demand area of the regional workforce board. Funds may be used to purchase necessary equipment, underwrite costs associated with administering in-demand non-credit industry certification preparation or clock hour career certificate programs or for-credit short-term CTE courses/programs.

**Total Funding Amount**

**$35,000,000**

See **Allocation Chart** in Rapid Credentialing Application (Excel)

**Type of Award**

Discretionary

Budget / Program Performance Period

May 28, 2020 through September 30, 2022

Pre-Award costs are authorized for any allowable expenditure incurred on or after March 13, 2020, the date the President declared the national emergency due to COVID-19.

**Target Population(s)**

Postsecondary career and technical education students

Students enrolled in non-credit workforce training

**Eligible Applicant(s)**

Florida Public School Districts and Florida College System Institutions

**Application Due Date**

**Due on or before July 17, 2020**

Agencies that do not submit an application to FDOE by August 15, 2020, will forfeit their allocation. Funds not awarded to agencies by August 15, 2020, will be reallocated to other eligible agencies.

If an agency elects not to apply for the GEER Rapid Credentialing funds, the agency head should notify FDOE via email at CTECARESACT@fldoe.org.

**Matching Requirement**

* 25% of the grant award must be matched with another cash funding source.
* Conditions:
	+ In-kind or tuition waivers may not be used for matches.
	+ Perkins V Postsecondary funds may be used for match if the program meets Perkins size, scope, and quality and labor market alignment requirements
	+ Perkins funds may not be used for non-credit program delivery

**Additional Conditions**

* Agencies must spend 75% of funds on CTE programs that lead to middle to high wage employment.

**Contact Persons**

|  |
| --- |
| **Program Managers** |
| **Elsa “Marcy” Sieg**Elsa.Sieg@fldoe.org(850) 245-9041 | AlachuaBakerBradfordClayColumbiaDuvalFlaglerNassau | PutnamSt. Johns UnionCollege of Central Florida Daytona State CollegeFlorida State College @ JacksonvilleSt. Johns River State CollegeSanta Fe College |
| **Ebonee Dennis**Ebonee.Dennis@fldoe.org(850) 245-9044 | DixieGilchristHamiltonJeffersonLafayetteLeonMadison | SuwanneeTaylorWakullaFlorida Gateway CollegeNorth Florida CollegeTallahassee Community College |
| **John Occhiuzzo**John.Occhiuzzo@fldoe.org(850) 245-9037 | BrevardBrowardIndian RiverMartinOkeechobeeOrangeOsceolaPalm BeachSt. Lucie | SeminoleVolusiaBroward CollegeEastern Florida State CollegeIndian River State CollegePalm Beach State CollegeSeminole State College of Florida Valencia College |
| **Ordania Jones**Ordania.Jones@fldoe.org(850) 245-9040 | CharlotteCollierDadeDeSotoGladesHardeeHendry | HighlandsLeeMonroe Florida Southwestern State CollegeThe College of the Florida Keys Miami Dade CollegeSouth Florida State College |
| **Daphne Kilpatrick**Daphne.Kilpatrick@fldoe.org(850) 245-9042 | BayCalhounEscambiaFranklinGadsdenGulfHolmesJacksonLiberty | OkaloosaSanta RosaWaltonWashingtonChipola CollegeGulf Coast State CollegeNorthwest Florida State CollegePensacola State College |
| **Cody Zinker**Cody.Zinker@fldoe.org(850) 245-9045 | CitrusHernandoHillsboroughLakeLevyManateeMarionPascoPinellasPolk | SarasotaSumterHillsborough Community CollegeLake-Sumter State CollegePasco-Hernando State CollegePolk State CollegeSt. Petersburg CollegeState College of FL, Manatee-Sarasota |

* Grants Management Contact: Phyllis White, 850-245-0715, Phyllis.White@fldoe.org

**Assurances**

The Florida Department of Education (FDOE) has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); 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 Florida 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 and Federal Programs.** The complete text may be found in Section D of the Green Book.

**School Districts, Florida College System Institutions, State Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE 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.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 form will be required prior to a project award being issued.

**School Districts, Florida College System Institutions, State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

**Funding Method**

Federal Cash Advance (Public Entities only as authorized by the FDOE)

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE’s Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101. Budget forms must be completed to provide sufficient information to enable FDOE to understand the nature and reason for the line item cost.

All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be accessed online at [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient 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, bank statements, time and effort logs for staff, and salary/benefits schedules for staff. All documentation must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, and the Projected Equipment Purchases Form to the Florida Department of Education, Comptroller’s Office, by August 20, 2021.

**Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.

**Unallowable Expenses:**

Expenses associated with Indirect Cost are unallowable.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g. retreats, lock-ins)
* Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
* Gift cards
* Decorations
* Advertisement, unless for recruitment
* Promotional or marketing items (e.g., flags, banners), unless for recruitment
* Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
* Land acquisition
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
* Dues to organizations, federations or societies for personal benefit
* Clothing or uniforms
* Costs for items or services already covered by indirect costs allocation
* Costs not allowable for federal programs per the USDE General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

and the Reference Guide for State Expenditures, which may be found at <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

**Equipment Purchases**

**Federal Requirement**

Any equipment purchased under this program must follow the [Uniform Grants Guidance](https://www.federalregister.gov/documents/2020/01/22/2019-28524/guidance-for-grants-and-agreements) (UGG) or the [Reference Guide for State Expenditures](https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf).

The UGG document provides all of the required definitions in the following sections: 200.12 Capital Assets, 200.13 Capital Expenditures, 200.2 Acquisition cost, 200.33 Equipment, 200.48 General Purpose Equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies, Post Federal Award Requirements Standards for Financial and Program Management, 200.313 and General Provisions for Selected Items of Cost 200.439.

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.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml).

The UGG, Section 200.313 Equipment, requires that property records be maintained and provide an accurate accounting of equipment purchased with grant funds.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every fiscal year in accordance with Rule 69I-72.006, Florida Administrative Code.

**State Requirement**

The Florida Administrative Code, Rule, 69I-72.002, Threshold for Recording Tangible Personal Property for Inventory Purposes states: All tangible personal property with a value or cost of $1,000 or more and having a projected useful life of one year or more shall be recorded in the state’s financial system as property for inventory purposes. Rule, 69I-72.003, Recording of Property, states: Maintenance of Property Records – Custodians shall maintain adequate records of property in their custody.

**Division of Career and Adult Education Requirement**

To ensure that Florida adequately monitors equipment purchased with federal funds, applicants must record ALL equipment with a unit cost of $1,000 or more on the **DOE 101 Budget Narrative Form** and on the **Projected Equipment Purchases Form** (applicant may use this form or another format that contains the information appearing on this form).

All additional equipment purchases with a unit cost of $1,000 or more 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.

**Executive Order 11-116**

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. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

**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 requested 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.

**Intellectual Property**

The awarded agency is subject to the following additional provisions:

A. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this Grant/Contract shall become the exclusive property of the State of Florida and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the Grantee/Contractor nor any individual employed under this Grant/Contract shall have any proprietary interest in the product.

B. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the Department pursuant to s. 1006.39, F.S., on behalf of the State of Florida.

C. In the event it is determined as a matter of law that any such work is not a "work for hire," grantee shall immediately assign to the Department all copyrights subsisting therein for the consideration set forth in the Grant/Contract and with no additional compensation.

D. The foregoing shall not apply to any pre-existing software, or other work of authorship used by Grantee/Contractor, to create a Deliverable but which exists as a work independent of the Deliverable, unless the pre-existing software or work was developed by Grantee pursuant to a previous Contract/Grant with the Department or a purchase by the Department under a State Term Contract.

E. The Department shall have full and complete ownership of all software developed pursuant to the Grant/Contract including without limitation:

1. The written source code;

2. The source code files;

3. The executable code;

4. The executable code files;

5. The data dictionary;

6. The data flow diagram;

7. The work flow diagram;

8. The entity relationship diagram; and

9. All other documentation needed to enable the Department to support, recreate, revise, repair, or otherwise make use of the software.

**Amendment Procedures**

Project amendments may be proposed by the project recipient or by the DOE Program Manager. Program and budget amendments to approved project applications for all programs shall be prepared by project recipients on the Project Amendment Request Form (DOE 150) and the Budget Amendment Narrative Form (DOE 151) available in the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) and on the Division of Career and Adult Education Grants website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>

A project recipient may not begin to expend or obligate federal funds under a project amendment until the latter of the following two dates: (1) the date the Department receives the amendment in substantially approvable form or (2) the date approved by the Department Program Manager.

The Division of Career and Adult Education, Quality Assurance Policies, Procedures and Protocols Manual is available at: <http://www.fldoe.org/academics/career-adult-edu/compliance>

**Access and Equity**

The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR 635.10 (c)(1), which prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.)

**Performance Reporting**

* Agencies must establish the unduplicated count of students who are expected to earn a completion that will result in employment. See Rapid Credentialing Application (see Tab – Part A- Program Chart).
* Agencies will be required to submit a student file associated with completed students through program supported by this grant.
* File submission guidelines must include student name, student ID(s), program in which the student was served and the performance deliverable(s) achieved. A template for this submission will be provided after issuance of a grant award.
* Agencies will be required to submit bi-annual Performance Reports to FLDOE. Performance Report template and instructions will be provided under separate cover.

**Local Application Instructions**

To receive CARES Act funds, recipient must submit the following documents:

* Rapid Credentialing Application (Excel)
* DOE 100A, Project Application Form (Word) (signed by the agency head or other authorized person)
1. **How to submit the Application to FDOE:**
	* Agencies must download the Rapid Credentialing excel file and submit all documents to FDOE via email to:CTECARESACT@fldoe.org

*NOTE: Tabs in the Excel file, which require input of information, are color-coded green. All informational tabs are grey.*

* + Required Application Submission Naming Convention:
		- Application “excel” file must be renamed using the following naming convention:
			* 999\_Rapid Credentialing.xlsx
			* Replace the numbers “999” with your agency grant number
				+ See excel file “Allocation” tab for the grant number
		- Application “word” file must be renamed using the following naming convention:
			* 999\_Rapid Credentialing\_DOE100A.pdf
			* Replace the number “999” with your agency grant number
1. **Required Narrative Components: Rapid Credentialing**
	* Agencies must complete and submit the required information in each of the following tabs (excel file) to this email address CTECARESACT@fldoe.org.
		+ Title Page
		+ Assurances
		+ Part A – Program Chart
		+ Part B – Matching
		+ Part C – Narrative
		+ DOE 101, Budget Narrative Form
			- CTE Program Name and number
		+ Projected Equipment Form
			- CTE Program Name and number

**NOTES:** Informational tabs are included in the file that do not require data entry: Appendix A, Appendix B, and Allocation. For technical issues with the application, contact Tara McLarnon at tara.mclarnon@fldoe.org.

1. **DOE 100A, Project Application Form**
	* Agency must complete the form and submit with a signature from the agency head or other authorized person.
	* Saved form with the appropriate naming convention

**Notes:** All required forms have signatures by an authorized entity. The department 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.
* The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
* The department will also accept a typed signature, if the document is uploaded by the individual signing the document.

**DOE 101S, Budget Narrative Form (included in the Excel file)**

Eligible recipients must provide on DOE 101S, Budget Narrative Form, **Account Title and Narrative**, the CTE Program name and number targeted for each budgeted line item.

**Contractual Service Agreements**

Contractual Service Agreements must be in compliance with Florida Statutes, Sections 215.422, 215.971, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code. Applicants proposing fiscal/programmatic agreements should carefully review and follow the guidance of the *State of Florida Contract and Grant User Guide*, Chapter 3, Agreements at URL: <https://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Grant+Professionals>

All proposed contractual expenditures between the fiscal agent and subcontractors shall be accompanied by a formal, properly executed (agency head or designee’s signature, and subcontractor signature), clear and comprehensive agreement which provides the legal basis for enforcement before rendering any contractual services. Because the success of a project can be directly linked to the quality of the agreement, issuing a formal agreement including a detailed scope of work is critical.

**Conditions for Acceptance**

The requirements listed below must be met for applications to be considered for review:

1. Application includes required forms: Rapid Credentialing Excel File, DOE 100A Project Application Form (word) and DOE 101S - Budget Narrative Form (included in the excel file)
2. All required forms must have the assigned TAPS Number included on the form
3. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
* **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.**
	+ 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.
	+ The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
	+ The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
1. Application must be submitted electronically to the Office of Grants Management in the established Department Grants Management designated email address: CTECARESACT@fldoe.org

**Method of Review**

* All eligible recipients’ applications will be evaluated for funding to determine that the eligible recipient plans to utilize the funds in accordance with the provision of the CARES Act
* FDOE will evaluate and approve allowable budget items based on the written application and its support for the goals of the initiative.
* All eligible recipients’ local applications will be reviewed for approval by FDOE staff.
* Eligible recipients may be asked to revise and/or change content stated in their application in order to be approved for funding.
* In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and Office of Grants Management staff.
* The **Application Review Criteria and Checklist** found in the **Attachments** section will also be used by FDOE staff to review applications to ensure eligibility.

Attachments

1. **DOE 100A, Project Application Form**
2. **Application Review Criteria and Checklist**

# Florida Department of Education

**Project Application**

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| **Please return to:**Florida Department of EducationOffice of Grants ManagementEmail Address: CTECARESACT@fldoe.org | **A) Program Name:****Governor’s Emergency Education Relief (GEER) Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Rapid Credentialing****TAPS NUMBER: 21B088** | **DOE USE ONLY**Date Received  |
| **B) Name and Address of Eligible Applicant:** |
| **Project Number (DOE Assigned)** |
|
|
| **C) Total Funds Requested:** $ DOE USE ONLY **Total Approved Project:** $ | **D)****Applicant Contact & Business Information** |
| Contact Name:Fiscal Contact Name: |  Telephone Numbers:  |
| Mailing Address: | E-mail Addresses:  |
|  Physical/Facility Address: | DUNS number:FEIN number: |
| **CERTIFICATION** |
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| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. 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 Title Date |
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DOE 100A

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| **Instructions for Completion of DOE 100A** |
| 1. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
2. 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.
3. Enter the total amount of funds requested for this project.
4. Enter requested information for the applicant’s program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
5. **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 chairperson 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.**
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DOE 100A

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**Rapid Credentialing Funds (CARES Act)**

APPLICATION REVIEW CRITERIA AND CHECKLIST

**TAPS#21B088**

* **Place all items requested in the order indicated below**.
* Include only the items requested. (Do not include **Instructions** pages).
* Include this form in the application package.

|  |  |  |
| --- | --- | --- |
| **Place in the following order** | **Item** | **DOE Staff*** **Check appropriate box below**
 |
|  |  | **Complete** | **Incomplete** |
| **1** | DOE 100A, Project Application – with authorized signature |  |  |
| **2** | Rapid Credentialing (Excel File) |  |  |