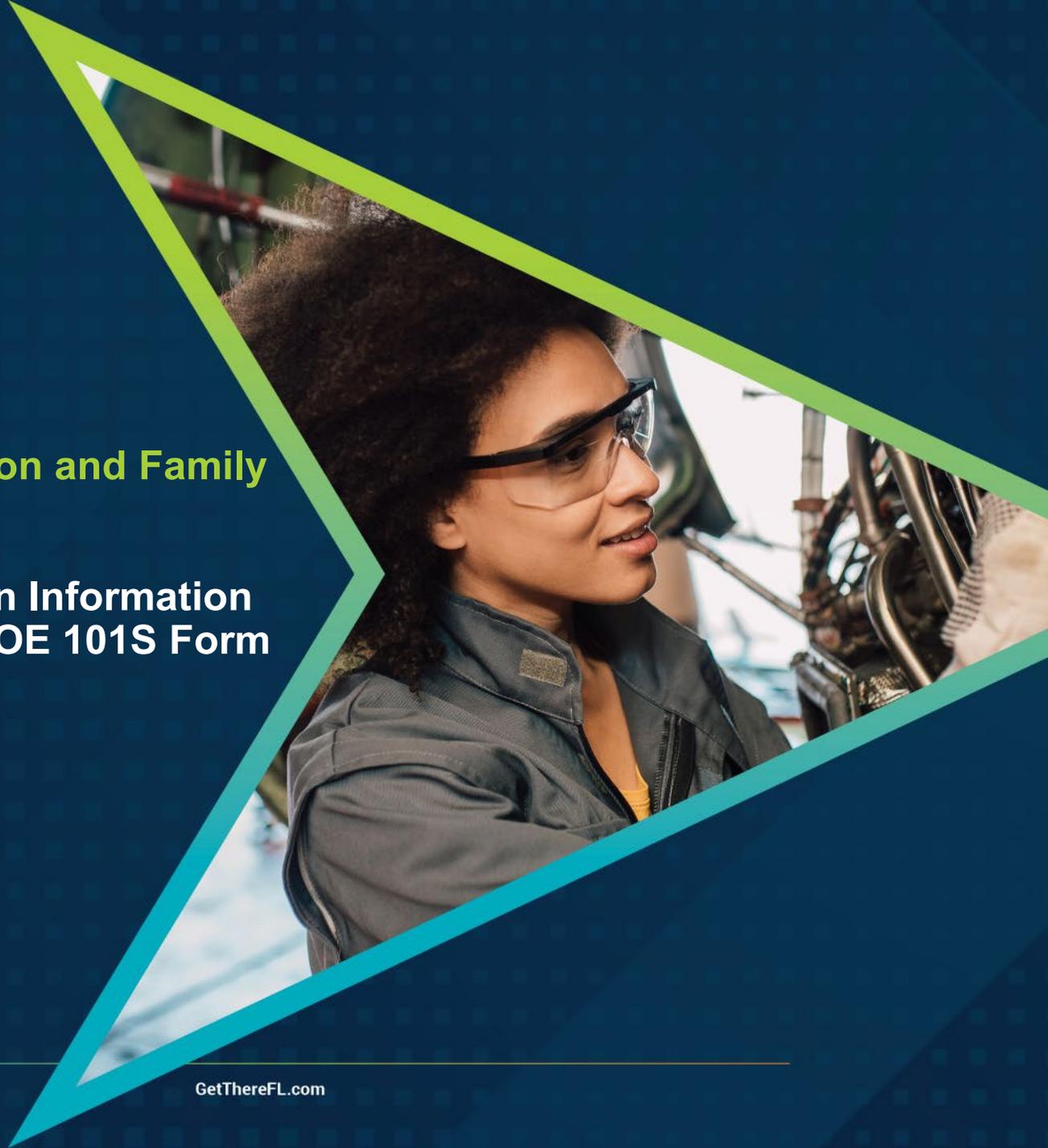


2021-2022 Adult Education and Family Literacy Education Act

General Grant Application Information and Budget Narrative - DOE 101S Form



2021-2022 Funding Opportunity - Adult Education and Family Literacy Act (AEFLA)

Consolidated – Grant Application

- Adult General Education (AGE) – Sec. 231
- Integrated English Literacy and Civics Education (IELCE) – Sec. 243

Individual – Grant Application

- Corrections Education (CE) – Sec. 225

Go to: www.fldoe.org/WIOAGrants

Due June 30, 2021

New Resources on website

- Don't forget to check the Q&A postings each week
 - 3 weeks of Q&A have now been posted
- Three new documents posted to assist agencies:
 - Census Data on Educational Attainment
 - Census Data on English Language Skills
 - Florida High School Dropout Data

Questions and Answers (Q&A)

- [1st Q&A – May 7, 2021](#) (PDF)
- [2nd Q&A – May 14, 2021](#) (PDF)
- [3rd Q&A – May 21, 2021](#) (PDF)

Grant Application Implementation Guide and Supplemental Resources

- [Implementation Guide 2021-2022](#) (PDF)
- [Census Data on Educational Attainment](#) (Excel)
- [Census Data on English Language Skills](#) (Excel)
- [Florida High School Dropouts Data](#) (Excel)

Submission of Questions for RFP

- Updates and Changes to the RFPs
 - Posted on the website
- As a reminder, questions should be submitted in writing and answers will be posted as specified in the RFP.
 - Contact: Mallory Martinez
 - Email: Mallory.Martinez@fldoe.org
- Location for Posting of Answers to Questions:
 - <https://www.fldoe.org/WIOAGrants/>
 - Last date to submit questions June 11, 2021

Budget Narrative Form DOE 101S



Budget Narrative Form DOE 101S

- Use the appropriate Adult Education Workbook to complete the DOE 101S form.
 - AGE/IELCE or Corrections Education
- Review Instructions tab in the Excel Workbook.
- Select the correct Budget and Equipment Forms:
 - AGE, IECLE or Corrections Education
- Review Sample Budget tab in the Excel Workbook.
- Eligible Providers must complete columns 1-6 of the DOE 101S.

Budget Narrative Form DOE 101S

Common Identified Mistakes to Avoid:

- Using the incorrect appropriate codes
- Not providing detailed narrative descriptions
- Entering all salary benefits in one line item
- Mathematical Errors
 - Indirect cost rate
 - Total budget calculation
- Using cents ~~\$56.17~~ (must be whole dollar amounts \$56.00)
- Equipment Form must align with DOE 101S Form

These types of mistakes delay the grant application approval process and the issuance of the DOE 200 Award Notification.

Budget Narrative Form DOE 101S – Column (1) Function Code and Column (2) Object Code

- **Districts**
 - Red Book
 - Function and Object Code
- **Colleges**
 - College Accounting Manual
 - Object Code - must use five-digit number
- **Community Based Organization (CBO)**
 - Function and/or Object Code
 - Use their own agency Chart of Accounts
 - Agency Chart of Accounts must accompany the grant application.

EXAMPLE Budget Narrative Form (DOE 101S)

See the DOE101S FORM "tab" in the Excel workbook for instructions completing the form. Show all amounts in whole

1	2	3	4	5	6
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT
District → 5400	120	Salaries: Part-time hourly salary for 6 teachers to provide direct instruction in Adult Education programs. The calculation: 20 hours per week x \$25.00 per hour x 32 week x 6 teachers.	3	\$96,000	100%
#####	###	Employee Benefits, Retirement: Contributions to retirement plan for 6 part-time teachers at 9.85%*		\$9,456.00	100%
####	###	Employee Benefits, Social Security: Contributions to retirement plan for 6 part-time teachers at 7.65%*		\$7,344.00	100%
####	###	Employee Benefits, Worker's Compensation: Contributions to retirement plan for 6 part-time teachers at 1.01%*		\$969.00	100%
College → #####	71000	Furniture and Equipment: Purchase of computers to be used by students for instructional purposes. The equipment items will include 5 Computers with CPU's peripheral devices. The required equipment form is attached to the application.		\$8,830.00	100%
####	###	Travel: Travel will support 2 instructional teachers, and one curriculum coordinator to attend the Adult Education State Conference. Expenditures for costs of transportation, lodging, and meals		\$1,956.00	100%
####	###	Contractual Service Agreements: Must provide budget information for each sub-recipients, partnership agreements, and Workforce Board (Career Source) MOUs		\$15,200.00	100%
TOTAL				\$139,755.00	

Other types of Eligible Providers not considered a Local Education Agency (LEA), may use a combination of both function and object codes (Use their own agency Chart of Accounts).

Budget Narrative Form DOE 101S – Column (3) Account Title and Narrative

- Must be consistent with program specific fiscal rules.
- Line-item dollar amounts must be whole dollars (\$56.00).
- Salaries and Benefits must be entered on separate line items
 - Employee Salary, Retirement, Social Security, Health, Worker's Compensation
 - Percentages for benefits are optional

Budget Narrative Form DOE 101S – Column (3) Account Title and Narrative – cont'd

- Indirect cost and Administrative Cost

Not to exceed 5% (per Adult Education and Family Literacy Act)

Example of Administration Cost:

- Positions such as project coordinator, accountant, clerical staff, or other positions not directly involved in instructional activities of students are considered administrative.
- Travel, equipment, and supplies for administrators are also considered administrative costs unless used for the purpose of providing personnel professional development directly related to Adult Education and Family Literacy students.

Example of Indirect Cost:

- Cost without boundaries, such heat, light, accounting, cleaning service
- Cost that are not classified as direct

Budget Narrative Form DOE 101S – Column (3) Account Title and Narrative – cont'd

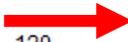
- If there are Operating Capital Outlay Equipment purchases in budget narrative, a FDOE Division Equipment form must accompany the budget.
 - The Equipment Form should include all Operating Capital Outlay items costing over \$1,000 as listed per the Budget Narrative Form DOE 101S.
 - Totals should match corresponding line items for Operating Capital Outlay.
 - The "Projected Equipment Purchases" Form is used to identify inventory associated with project. This form is also contained in the workbook as a separate tab.

Budget Narrative Form DOE 101S – Column (4) FTE - Full Time Equivalent

- Only for budgets that include employees (a contractor is not considered an employee)
 - If Employee(s) Full time = 40 hours per week
 - FTE = 1.0
 - If Employee is less than full time
 - Example 20 hours/week
 - FTE = 0.5

EXAMPLE Budget Narrative Form (DOE 101S)

See the DOE101S FORM "tab" in the Excel workbook for instructions completing the form. Show all amounts in whole

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			TOTAL	\$139,755.00	

Projected Equipment Purchases Form Example

EXAMPLE Budget Narrative Form (DOE 101S)					
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TOTAL				\$139,755.00	

PROJECTED EQUIPMENT PURCHASES

(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
A	B	D	D	E	F	G	H	
1		71000	Furniture and Equipment	5 Computers with CPU's peripheral devices	TCC Adult Education Center/ ABE	5	\$ 1,766.00	\$ 8,830.00
2								
3								
4								
5								
6								
7								
8								
9								
10								

Budget Narrative Form DOE 101S – Column (5) Amount

- Total for each line item should be listed in Column (5).
- Verify all calculations
 - Total at bottom of DOE 101S should add all budgeted line items.
 - Total must equal or be less than allocation amount listed on funding allocation chart.
 - Reminder: no cents allowed.

Budget Narrative Form DOE 101S – Column (6) Percent Allocated to Project

- Percent Allocated to project should be the % of that line item that is being charged to the project.

EXAMPLE Budget Narrative Form (DOE 101S)					
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TOTAL				\$139,755.00	

Resources

- **Fiscal Control:**

- 2CFR 200 in the Uniform Administrative Requirement,
- Education Department General Administration Regulations (EDGAR), and
- Reference Guide for State Expenditures

- **Equipment Purchases:**

- Uniform Grant Guidance (UGG)
- FLDOE Equipment Form and
- Florida Administrative Code, Rule, 691-72.002.

Support for Strategic Plan and Other Narrative Requirements



Support for the Strategic Plan

Vision

Florida will have an efficient world-class education system that engages and prepares all students to be globally competitive for college and careers.

Goals

- Higher Student Achievement
- Seamless Articulation and Maximum Access
- Skilled Workforce and Economic Development
- Quality Efficient Services

General Education Provisions Act (GEPA)

- Federal requirement that applies to applicants for new grant awards under the US Department of Education.
- Provide a description of the steps the applicant proposes to take to ensure equitable access to and participation in, its Federally-assisted program for student, teachers, and other program beneficiaries with special needs.
- Examples:
 - An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

Dissemination Plan

Provide a description of the methods and strategies your agency will implement to share information about the program offerings, population served, special needs modification, or other highlights related to the adult education program.

- Outreach Events
- Brochures
- Speaking at Public Events
- Engaging Local Workforce Boards
- Engaging Postsecondary Partners

How to Submit the Grant Application

- **Step 1: Download the correct RFP**

- Read all of the instructions and complete all required documents
- Indicate the Application Type
- Format the Narrative Section
- Check Website for Updates and Corrections

How to Submit the Grant Application

• **Step 2: Submit Three (3) documents (all in ONE email)**

Email Subject Line:

- 21-22 Adult Education; and/or Integrate English and Civics Education; or Corrections Education RFP TAPS#

Naming Convention:

- Jones County SD 21-22 AE, IELCE or CE (Grant Application; DOE 100A or Grant Workbook)
- Smith State College 21-22 AE, IELCE or CE (Grant Application; DOE 100A or Grant Workbook)

Three Documents:

1. Word – Grant Application Narrative and Attachments
2. PDF – DOE100A Form (with appropriate Agency Head signature)
3. Excel – Grant Workbook (complete all applicable tabs)

How to Submit the Grant Application

- **Step 3: Submit by due date, to the email address**
 - Submit Grant Application Documents no later than **Wednesday, June 30, 2021, by 11:59 p.m. (EDT)**, via email AEGrant@fldoe.org

Submission of Questions for RFP

- Updates and Changes to the RFPs
 - Posted on the website
- As a reminder, questions should be submitted in writing and answers will be posted as specified in the RFP.
 - Contact: Mallory Martinez
 - Email: Mallory.Martinez@fldoe.org
- Location for Posting of Answers to Questions:
 - <https://www.fldoe.org/WIOAGrants/>
 - Last date to submit questions June 11, 2021



www.FLDOE.org

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