

# FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Entitlement)

 Perkins V – Rural Innovation

Bureau/Office

Division of Career and Adult Education

TAPS Number

26B012

Program Name

Strengthening Career and Technical Education for the 21st Century Act (Perkins V), **Rural Innovation Career and Technical Education Programs**

Specific Funding Authority(ies)

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), CFDA #84.048

The Florida Department of Education’s Perkins V State Plan for 2020–2024 was approved by the United States Department of Education (US ED or USDE) in 2020. The State Plan is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018, herein known as "Perkins V.” Florida has elected to continue its current State Plan beyond the original four-year period. State Plan revisions were approved by US ED for the 2024-2028 program years.

To view Florida’s Perkins V Four-Year State Plan, visit <http://www.fldoe.org/perkins>.

Funding Purpose / Priorities

Florida will award grants to eligible recipients for career and technical education activities which focus funds in rural areas [Section 112(c)], including designated rural communities. Eligible recipients must develop more fully the academic and career and technical skills of students who elect to enroll in career and technical education programs that prepare them for High-Skill, High-Wage, and / or High-Demand Fields and align with at least one of the priority focus areas identified in this grant.

These funds must be used to strengthen the connection between Secondary and Postsecondary education by requiring local eligible agencies to offer career and technical education Programs of Study by focusing on one of the priority areas in the Application Narrative Section.

These funds must be in alignment of the Secondary and Postsecondary four-year (4-year) plan and meet all of the Perkins V requirements.

For any county identified for which only a portion of the county is identified with a rural community, funds must be spent on programs offered in the community(ies) identified on the Allocation Chart.

For more information, see the *Perkins V Implementation Guide* on the website, <https://www.fldoe.org/academics/career-adult-edu/perkins/>.

**Total Funding Amount**

**$2,400,000 (Allocation is contingent on Florida’s 2025 Federal Award)**

See **Allocation Chart** in the **Attachments section**

**Note:**

* The Florida Department of Education (FDOE) is posting this Request for Application (RFA) before the passage of the U.S. Department of Education’s (US ED or USDE) Fiscal Year (FY) 2025appropriation. This is in anticipation of the Program Year (PY) 2025 Perkins V grants appropriation of funds. We will not obligate any funds for PY 2025 grants until federal funds are appropriated, and FDOE has received its federal award notification from US ED.
* The allocations posted in this RFA are subject to change, based on Florida’s federal award notification.
* The Commissioner may recommend an amount greater or less than the amount requested in the application.

Type of Award

Entitlement

Budget / Program Performance Period

July 1, 2025 – June 30, 2026

Target Population(s)

Secondary career and technical education students in grades 5 through 12 and Postsecondary career and technical education students.

Eligible Applicant(s)

Florida Public School Districts and Florida College System Institutions serving rural counties or rural communities who are also eligible recipients of Perkins V Secondary and/or Postsecondary funds per the allocation chart in the attachments.

Application Due Date

Friday, May 23, 2025

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

**For Federal programs, the project effective date will be the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.**

Matching Requirement

None

Contact Persons

**Program Contact** **Grants Management Contact**

|  |
| --- |
| **Program Managers:** |
| **Daphne Kilpatrick** Daphne.Kilpatrick@fldoe.org (850) 245-9042  | Bay Calhoun Escambia Gulf Holmes Jackson Okaloosa Santa Rosa  | Walton Washington Chipola College Gulf Coast State College Northwest Florida State College Pensacola State College  |
| **Rachel Levine** Rachel.Levine@fldoe.org     (850) 245-9044  | Franklin Gadsden Hamilton Jefferson Lafayette Leon Liberty  | Madison Suwannee Taylor Wakulla North Florida College Tallahassee State College   |
| **Nick Key** Nicholas.Key@fldoe.org (850) 245-904 | Alachua Baker Bradford Clay Duval Flagler Nassau Putnam  | St. Johns Union Daytona State College Florida State College at Jacksonville Santa Fe College St. Johns River State College  |
| **Diane Tarver** Diane.Tarver1@fldoe.org  (850) 245-9048   | Citrus Columbia Dixie Gilchrist Lake Levy Marion  | Seminole Sumter  Volusia College of Central Florida Florida Gateway College Lake-Sumter State College Seminole State College of Florida  |
| **William English** William.English@fldoe.org (850) 245-9045  | DeSoto Hardee Hernando Highlands Hillsborough Manatee Pasco Pinellas Polk  | Sarasota Hillsborough Community College Pasco-Hernando State College Polk State College South Florida State College St. Petersburg College State College of Florida, Manatee-Sarasota    |
| **Lucinda Coverston** Lucinda.Coverston1@fldoe.org (850) 245-9037  | Brevard Broward Indian River Martin Okeechobee Orange Osceola  | Palm Beach St. Lucie Broward College Eastern Florida State College Indian River State College Palm Beach State College Valencia College  |
| **Kristin Joyner** Kristin.Joyner2@fldoe.org (850) 245-9040  | Charlotte Collier Miami-Dade Glades Hendry Lee  | Monroe College of Florida Keys  Florida Southwestern State College Miami Dade College   |

* Grants Management Contact: Phyllis White, 850-245-0715, Phyllis.White@fldoe.org
* Grants Management Contact: Ashley Williamson, 850-245-9479, Ashley.Williamson@fldoe.org
* Comptroller Contact: Randall Simmons, 850-245-1881,  Randall.Simmons@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 Code of Federal Regulations (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 FDOE, 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, Community Colleges, 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 C.F.R. Part 80), A-110 (former 34 C.F.R. Part 74), A-21, A-87, A-122, A-133, A-50. For FDOE, this means 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 website at <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued.

**School Districts, State Colleges, and 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 FDOE)

Federal cash advances will be made by State warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For Federal-funded programs, requests for federal cash advance must be made through FDOE’s Florida Grants System (FLAGS). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. 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 pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All funded programs and any amendments are subject to the procedures outlined in the FDOE 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 found at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

All accounts, records, and other supporting documentation pertaining to 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/or salary/benefits schedules for staff. All 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.

To report expenditures, all project recipients must submit a completed DOE 399 form to the Comptroller’s Office, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Financial Consequences

The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the sub-recipient redo the work or terminate the grant. The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties.

**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 Federal and State laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will kept secure.

**Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of FDOE, and shall promptly notify FDOE in the event that an agent, employee or representative of FDOE attempts to solicit the same.

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

* Pre-award 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
* Promotional or marketing items (e.g., flags, banners)
* Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
* Land acquisition
* Furniture
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Tuition
* 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 U.S. Education Department 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/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6>

Equipment Purchases

Any equipment purchased under this program must follow the UGG at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> and the Reference Guide for State Expenditures at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6>.

Any equipment purchases not listed on the original budget approved by FDOE require an amendment submission and approval prior to purchase by the agency awarding the funds.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>.

**Administrative Costs including Indirect Costs:**

**School Districts**

FDOE has been given the authority by USED to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by FDOE’s Comptroller. **Indirect costs shall only apply to Federal programs.** Additional information and forms are available at [www.fldoe.org/finance/comptroller/](http://www.fldoe.org/finance/comptroller/).

**State Agencies, Public Universities and State Colleges**

FDOE will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to percent or the recipient’s rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of $50,000, stipends, tuition and related fees, and for items of equipment, alterations, renovations and flow-through funds (“pass through” to another entity) on programs issued by FDOE. This rate is intended to be all-encompassing of typical administrative and overhead costs, including, but not limited to, rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, FDOE will approve an indirect cost rate of percent plus the direct charges for typical administrative and overhead costs such as rental of office space when such costs can be directly and appropriately allocated to the program. **Indirect costs shall only apply to Federal programs**.

Chapter 1010.06 Florida Statute (F.S.) Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools (DPS) within FDOE may not be used to pay indirect costs to a university, state university, school district or any other entity.

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 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>. More information can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.pdf>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities, through contract or other agreement with the State, annually receive 50% or more of their budget from the State, or from a combination of State and Federal funds, shall provide to FDOE an annual report in the format required by FDOE. Email exorder@fldoe.org to obtain the form. This report shall detail the total compensation for the entities’ executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to exorder@fldoe.org. . Executive Order 20-44 may be found at <https://www.flgov.com/eog/news/executive-orders/2020-44>.

For Federal Programs - General Education Provisions Act (GEPA)

The agency head’s certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements, incorporated herein by reference, to ensure equitable access to and participation of students, teachers, and other program beneficiaries with special needs. GEPA requirements may be accessed at: https://www.govinfo.gov/content/pkg/USCODE-2020-title20/html/USCODE-2020-title20-chap31-subchapII-part2-sec1228a.htm.

For Federal Programs – Equitable Services for Private School Participation – If Applicable

In accordance with 20 U.S.C., Title IX, Part E Uniform Provisions, Subpart 1, Section 7881, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the LEAs service area. For details, refer to <https://www.govinfo.gov/content/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap70-subchapIX-partE-subpart1-sec7881.htm>.: <https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>.

**Rural Innovation Grant**

The Florida Department of Education’s *Perkins V State Plan* for was approved by the United States Department of Education (US ED or USDE) in 2020. The *State Plan* is required by the Strengthening Career and Technical Education for the 21st Century Act of 2018, herein known as "Perkins V.” State Plan revisions were approved by USED for the 2024-2028 program years.  To view Florida’s ***Perkins V State Plan***, visit <http://fldoe.org/academics/career-adult-edu/perkins/>.

All eligible recipients using funds under this Act must adhere to all of the provisions included in the Act, Florida’s *Perkins V State Plan*, the Florida Department of Education (FDOE) [*Perkins V Implementation Guide*](https://www.fldoe.org/academics/career-adult-edu/perkins/) and those listed below. Implementation of this new state plan requires each eligible recipient to submit a local application in compliance with the requirements in Section 134 of the Act.

The application shall cover the same period of time as the *State Plan*. Funding for Perkins projects in fiscal year 2025–2026 is contingent upon the final federal Perkins V allocation from the U.S. Department of Education.

For information regarding the distribution of funds to secondary career and technical education programs, see the Fiscal Responsibilities section of the *State Plan*.

**Rural Innovation Grant: Career and Technical Education Programs Information**

1. These grants are funded ONLY in conjunction with eligible recipients’ Secondary or Postsecondary Perkins V grant applications. To qualify for Rural Innovation program funds, the CTE program must be in alignment of the Secondary and Postsecondary four (4) year plan and meet all the Perkins V requirements. The programs listed must be on the agency’s Secondary or Postsecondary approved fundable programs list.

1. Since eligible recipients of Secondary and Postsecondary projects have provided a four (4) year plan application and have completed assurances in their respective Secondary and Postsecondary grant applications, these identical requirements would be duplicative for Rural Innovation projects. However, there are specific requirements in applying for Rural Innovation projects which must prepare students for High-Skill, High-Wage, and / or High-Demand Fields and align with at least one of the priority focus areas identified in this grant.

1. Florida elects to allocate a portion of its Reserve Funds (The Strengthening Career and Technical Education for the 21st Century Act, Section 112 (c)) to aid programs in rural populated areas.

Rural areas are defined by the State and documented by the Rural Economic Development Initiative, known as REDI, which recognizes those rural or economically distressed counties or communities designated pursuant to Sections 288.0656 and 288.06561, Florida Statutes, as REDI qualified.

The REDI program is administered within the Office of Tourism, Trade and Economic Development. The designation of the REDI counties is updated periodically. To view a listing of the REDI counties visit the website, <http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition>.

1. Only counties as identified by the Rural Economic Development Initiative (REDI) shall be considered for participation in this funding. This includes counties with Designated Rural Communities Located in an Urban County identified by REDI.

1. Rural Areas are defined by the State and documented by the Rural Economic Development Initiative (REDI). No rural populated county or designated rural community in an urban county will receive less than $25,000. The remainder of the funds are distributed proportionately by the number of individuals in the labor force for each of the rural counties.

1. Each county is funded according to the relative share of the Florida Labor Force population as measured by Florida’s Labor Market Statistics’ Local Area Unemployment Statistics (LAUS) report. Funds allocated for rural counties and communities are distributed proportionately by the number of individuals in the labor force for each of the rural counties identified as Rural Areas by REDI. Labor Force data represents the number of potential working age population in the county.

1. Funds are allocated for Secondary and Postsecondary career and technical education in identified Rural counties or communities to carry out activities described in the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Section 134 — Local Application Requirement and Section 135 — Local use of funds.

1. Funds shall be allocated consistent with federal laws on a formula basis as identified by the Division of Career and Adult Education. The amount available to each county or community is identified on the enclosed **Allocations Chart** in the **Attachments** section.

1. Eligible recipients providing Secondary and Postsecondary programs in the geographic area will be required to provide documentation in the application to support the local agreement.  Rural Innovation Grant funds must be used to support CTE programs offered by a school district, district Postsecondary or Florida College System institution serving the county.

A signed local letter of agreement must be included in the grant application which outlines the allocation distributions for each local education agency.

1. If all eligible recipients for the county are unable to reach a fiscal agreement for allocation of funds prior to application due date, eligible recipients must contact the Division of Career and Adult Education to negotiate an allocation based upon students in eligible programs offered in the county.

**PROJECT DESIGN NARRATIVE SECTION**

To receive funds under the Reserve funding, the Rural Innovation grants are funded ONLY in conjunction with eligible recipients Secondary or Postsecondary Local Four-Year Plan Application.

To assist with this Rural Invocation RFA, eligible recipients MUST read the accompanying *Perkins V Implementation Guide*, which can be accessed at <http://fldoe.org/academics/career-adult-edu/perkins/>.  This guide details federal, state requirements, and must be used as a resource to prepare the grant application.

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| --- |
| **APPLICATION NARRATIVE SECTION**  |
| **Instructions for Completing the Narrative Information** Following the instructions within each narrative component, complete the application using the same sequence presented in this narrative section.   1. Before inserting any text or information into the Application Narrative Section, forms and charts, save the pages/charts/forms in Word on your computer.
* Use size 12-point font.
* Responses should be brief, clear and concise.
* 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 (do not use signature password protection).
* 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 individual signing the document uploads the document.
1. Place all application items in the order specified in the **Application Checklist** (Refer to the last page of this RFA document).

 1. NARRATIVE SECTIONS (1–5):  MAXIMUM PAGE LIMIT IS THIRTY (30) PAGES

This does not include any required forms and/or other specified information.  **Narrative Section response format:** a)  Font — Arial / Size —12 b)  Margin size — 1” — both sides and top/bottom margins c)  Double spaced (this does not include charts) d)  Single-sided pages e) Complete the narrative using the same sequence presented in the **Scope of Work/Narrative Components Section**.  1. Eligible Applicant(s) must submit all application documents electronically to FDOE Office of Grants Management via ShareFile in folder **Agency Number\_AgencyName\_XXB012\_submit**, on or before the due date of **Wednesday, April 30, 2025.**
 |

**1A.** **Priority Areas**

Eligible recipients must address at least 1 of the 4 following priority areas that focus on High-Wage, High-Skill, and/or High-Demand Occupations for the 2025–2026 fiscal year.

|  |  |  |
| --- | --- | --- |
| **Check all that apply**  |   |  **Priority Areas**  |
|   | 1.  | Distance Learning  |
|   | 2.  | Priorities of the Secondary or Postsecondary Comprehensive Local Need Assessment  |
|   | 3.  | Entrepreneurship Education and Training Initiatives (EETI)  |
|   | 4.  | Additional integration or support on the Postsecondary credential of value to ensure all CTE programs continue to meet Size, Scope and Quality (SSQ)  |

**1B.**  **Abstract**

Based on the priority areas checked in the box above, describe how the proposed project will focus on preparing students for High-Wage, High-Skill, and/or High-Demand Occupations by addressing the following:

* Description of how your agency will use these Reserve funds for the support and development of career pathways for career and technical education students.
* Description of how the results of the comprehensive local needs assessment informed the selection of the specific career and technical education programs and activities selected to be funded with this grant.
* Description of the CTE services and activities that will be offered during the program year.
* The programs listed must be on the agency’s Secondary or Postsecondary approved fundable programs list.

**Table: 2025-2026 CTE Programs Rural Innovation grant**

**(Only Programs Approved on the Fundable Programs List)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Program or CIP#**   | **Program Name**  | **Program Type**   | **Program meets Perkins V** **Postsecondary or Secondary Size, Scope & Quality** **(Yes or No)**   |
| **A**  | **B**  | **C**  | **D**   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

     \*Insert additional rows as needed.

**2. Letter(s) of Agreement: Options for Rural Innovation Projects**

Determining whether the school district (Secondary or Postsecondary), Florida College System institution, or combination, will apply for the allocation is a local decision. Applicants must document through Letter(s) of Agreement between the school district and Florida College System institution serving that county. Letters with original signature by the agency’s heads must be included in the application package.

**Note:** School districts may used funds for Secondary programs and Postsecondary programs offered in the county. Florida College System institutions may apply for funds from any county that is included in its service area. Funded recipients will receive their allocation via Federal Cash Advance.  See **Attachment A** for Rural Innovation Allocation Chart by rural county and community.

A letter of agreement must be received from the district superintendent, charter technical career authorized representative (if applicable), and the Florida College System president which confirms the fiscal agent and the program funds distribution.

**Fiscal Section**

|  |  |  |
| --- | --- | --- |
| **Check only one**  | **Option** **#**  | **Fiscal Section of the Letter of Agreement**  |
|   | 1.  | A school district may apply for the total county allocation. In this case, a letter from the Florida College System institution president should be attached to the completed grant application agreeing to the arrangement.  |
|   | 2.  | A Florida College System institution may apply for the total county allocation. In this case, a letter from the school superintendent should be attached to the completed grant application agreeing to the arrangement.  |
|   | 3.  | If the school district and Florida College System institution wish to split the funds, each agency MUST submit a separate application. In these cases, a letter of agreement from both the school district superintendent and Florida College System institution president, must confirm the arrangement.  |
|   | 4.  | If the Local Education Agencies providing CTE programs in the county are unable to reach a fiscal agreement for allocation of funds, then the Division of Career and Adult Education will negotiate the allocation based upon students in eligible CTE programs offered in the county.  |

**Distribution of Funds**

|  |  |  |
| --- | --- | --- |
| **Check only one**  | **Option** **#**  | **Distribution of Funds Among Eligible Recipients**  |
|   | 1.  | All funds will be used for the support of Secondary career and technical education programs in the county offered by the school district. In this case, a letter from the Florida College System institution president should be attached to the completed grant application agreeing to the arrangement.  |
|   | 2.  | All funds will be used for the support of Postsecondary career and technical education programs in the county offered by the Florida College System institution. In this case, a letter from the school superintendent should be attached to the completed grant application agreeing to the arrangement.  |
|   | 3.  | All funds will be used for the support of Postsecondary career and technical education programs in the county offered by the school district Postsecondary institution(s). In this case, a letter from the Florida College System institution president should be attached to the completed grant application agreeing to the arrangement.  |
|   | 4.  | Funds will be used to support both Secondary and Postsecondary programs students in the county. If the school district and Florida College System institution wish to split the funds, two separate applications on separate forms may be submitted. In these cases, a letter from both the school district superintendent and Florida College System institution president, must confirm the arrangement.  |

**3. Support for Reading/Strategic Imperatives**

Describe how the project will incorporate one or more of the Goals included in the State Board of Education’s K–20 Strategic Plan.

URL: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

**4. Federal Programs: General Education Provisions Act (GEPA)**

Applicants must 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<http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>.

**5. Budget Narrative Form: DOE 101**

The grant application should be in alignment with your agency’s Secondary or Postsecondary four- year local application.

All eligible recipients’ budget line items will be evaluated and approved based on the CLNA results and written narrative in the Secondary or Postsecondary local application to support direct alignment of the CLNA results to the proposed Budget expenditures.

Perkins V allows eligible recipients to use funds to develop, coordinate, implement, or improve career and technical education programs to meet the needs identified in the comprehensive local needs assessment.

Therefore, all budget narrative must be aligned with the 2025-2026 CLNA priorities and needs addressed in the narrative sections of this RFA. This information is significant as it relates to how eligible recipients will be allowed to support CTE program costs with Perkins V funds.

Eligible recipients must complete and submit the **Budget Narrative Form, DOE 101**, in detail, and ensure alignment with the following:

1. (Sec. 134) Comprehensive Local Needs Assessment Results
2. (Sec. 135) Requirements for Uses of Funds and
3. (Sec. 135) Size, Scope, and Quality to be effective

To meet this requirement of the Perkins V, eligible recipients must provide on DOE 101, Budget Narrative Form under Column (3), **Account Title and Narrative**, the specified CLNA need, Requirements for the Uses of Funds and \*Program number or CIP#, for all budgetary line item supported with Perkins V funds such as salaries, travel, professional development, equipment, supplies, etc.

An example of how to complete the budget form is in the attachments section. The chart below shows all the information required for each budget line litem (this chart does not include all allowable budget line items).

|  |  |  |  |
| --- | --- | --- | --- |
| **Account Title**  | **CLNA Need #**  | **\*Program Number or CIP#**  | **Requirements for Uses of Fund #**  |
| Salary  | X  | X  | X  |
| Benefits  | X  | X  | X  |
| Travel  | X  | X  | X  |
| Supplies  | X  | X  | X  |
| Equipment  | X  | X  | X  |
| Textbooks  | X  | X  | X  |
| Admin Cost/Indirect Cost  | n/a  | n/a  | n/a  |

\*Any budget line item for a **particular CTE program** must meet Labor Market alignment standards; therefore, each cost on the budget narrative form must provide program number or CIP# for the appropriate CTE programs.

The budget form is an Excel document titled Budget Narrative Form, DOE 101. Visit our website at <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml> to access the budget form and the instructions for completing the form.

**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 [here](https://www.fldoe.org/core/fileparse.php/7515/urlt/ContGrantManageUG.pdf).

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**

For applications to be considered review, the following requirements must be met:

1. Submit application within the timeframe specified in the RFA.
2. Include DOE 100A Project Application Form and DOE 101 Budget Narrative Form in the application.
3. Include the assigned TAPs number in all required forms.
4. All required forms are signed by an authorized entity. (FDOE will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.)**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 form 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.
	* FDOE will accept an electronic signature, a scanned signature, or a PDF of a hardcopy signature.
	* FDOE will accept a typed signature if the document is uploaded by the individual signing the document.
5. The application must be submitted electronically to OGM via ShareFile.

Attachments

1. **Allocation Chart**
2. **DOE 100A, Project Application Form (see workbook)**
3. **Example DOE 101 Budget Narrative Form (see workbook)**
4. **Projected Equipment Purchases Form (see workbook)**
5. **Application Review Criteria and Checklist**

**Attachment A: Allocation Chart**

The Allocation Chart is subject to change based on the final federal allocation and local performance data.

|  |
| --- |
| Strengthening Career and Technical Education for the 21st Century Act  (Perkins V) Rural Innovation Allocations FY 2025–2026 |
| District  | Allocation  |
| Alachua (Hawthorne, High Springs)  | **$25,000** |
| Baker  | **$64,971** |
| Bradford  | **$62,688** |
| Calhoun  | **$55,575** |
| Collier (Immokalee)  | **$25,000** |
| Columbia  | **$84,201** |
| Desoto  | **$66,119** |
| Dixie  | **$56,687** |
| Flagler  | **$108,855** |
| Franklin  | **$55,522** |
| Gadsden  | **$72,077** |
| Gilchrist  | **$58,504** |
| Glades  | **$56,229** |
| Gulf  | **$56,307** |
| Hamilton  | **$54,733** |
| Hardee  | **$59,884** |
| Hendry  | **$67,592** |
| Highlands  | **$91,295** |
| Holmes  | **$58,225** |
| Indian River (Fellsmere)  | **$25,000** |
| Jackson  | **$69,055** |
| Jefferson  | **$56,686** |
| Lafayette  | **$53,252** |
| Lake (Astatiula)  | **$25,000** |
| Levy  | **$69,672** |
| Liberty  | **$53,056** |
| Madison  | **$59,053** |
| Martin (Indiantown)  | **$25,000** |
| Nassau   | **$102,924** |
| Okeechobee  | **$70,394** |
| Palm Beach (Pahokee, Belle Glade, South Bay)  | **$25,000** |
| Polk (Dundee, Fort Meade, Frostproof, Lake Wales)  | **$25,000** |
| Putnam  | **$81,014** |
| Santa Rosa (Jay)  | **$25,000** |
| Sumter (Webster)  | **$25,000** |
| Suwannee  | **$70,289** |
| Taylor  | **$59,413** |
| Union  | **$55,183** |
| Volusia (Pierson)  | **$25,000** |
| Wakulla  | **$68,719** |
| Walton  | **$90,290** |
| Washington  | **$61,536** |
| TOTAL  | **$2,400,000** |

Attachment B: FDOE (DOE 100A)

# Florida Department of Education

## *Project Application*

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of EducationOffice of Grants ManagementRoom 332 Turlington Building325 West Gaines StreetTallahassee, Florida 32399-0400Telephone: (850) 245-0735 |  **A) Program Name:** **TAPS NUMBER:**  | DOE USE ONLYDate Received       |
| **B) Name and Address of Eligible Applicant:****C) Total Funds Requested:** DOE USE ONLY **Total Approved Project:** $ |
| **Project Number (DOE Assigned)** |
|
|
|  | **D)** Applicant Contact & Business Information |
| Contact Name:Fiscal Contact Name: |  Telephone Numbers:  |
| Mailing Address: | E-mail Addresses:  |
|  Physical/Facility Address: | UEI number:FEIN number: |
| CERTIFICATION |
| 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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| **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 Unique Entity Identifier (UEI) requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their UEI 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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| A) |  |  | **TAPS Number** |
|  | Name of Eligible Recipient |  |  |
| B) |  |  |  |  |
|  | Project Number **(DOE Use Only)** |  |  |  |
|  |  |  |  |  |  |  |
| **FLORIDA DEPARTMENT OF EDUCATION** |
| **BUDGET NARRATIVE FORM** |
|  |  |  |  |  |  |  |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** |
| **Function** | **Object** | **Account Title & Narrative** | **FTE Position** | **Amount** |
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| Revised May 2022 | Page 1 of 2 |  |  |  |
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**Attachment C: DOE 101 Budget Narrative**

**Attachment D: Projected Equipment Purchases Form**

<https://www.fldoe.org/core/fileparse.php/20047/urlt/ProjEquipPurchaseForm2223.pdf>

**Attachment E**

Strengthening Career and Technical Education for the 21st Century Act (Perkins V),

Career and Technical Education, Rural Innovation

**APPLICATION REVIEW CRITERIA AND CHECKLIST**

* Place all items requested in the order indicated below.
* All eligible providers must submit all documents electronically to FDOE Office of Grants Management in the established ShareFile folder AgencyNumber\_AgencyName\_XXB012\_submit, on the due date of Wednesday, April 30, 2025
* Include only the items requested. (Do not include Instructions pages).
* 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.

|  |  |  |
| --- | --- | --- |
| **Place in the following order** | **Item** | **Applicant****Provide page #s for items listed** |
| **Submit as one single PDF** |
| **1** | DOE 100A, Project Application — with original signature  |   |
| **2** | DOE 101, Budget Narrative Form  |   |
| **3** | Projected Equipment Purchases Form OR other equipment documentation  |   |
| **4****Narrative Section** | 1A. Priority Areas Selected  |   |
| 1B. Abstract  |   |
| 2. Letter of Agreement / Option Selection  |   |
| 3. Support for Reading/Strategic Imperatives  |   |
| 4. General Education Provisions Act (GEPA) — one page summary  |   |
| **5** | Attachments — If Applicable  |   |
| **6** | Application Review Criteria and Checklist  |   |

 

**Division of Finance and Operation Requirements**

In addition to adhering to the requirements in the Request for Application, eligible applicants must have a valid W-9 on file with the Division of Financial Services to receive state or federal funds.

**Agency Registrations**

Depending on the funding source, agencies must complete registrations with the following entities:

**State and Federal Funding**

1. **My Florida Market Place (MFMP)**
	* Website: [My Florida Market Place](https://flvendor.myfloridacfo.com/)
	* For questions about submitting the application, contact the My Florida Market Place Customer Service Desk at 1-866-352-3776 or visit the Vendor Information Portal.
2. **W-9 Information**
	* Additional information can be found at the [Florida Department of Financial Services Vendor Management](https://flvendor.myfloridacfo.com/).
	* For questions about submitting the W-9, contact the DFS Vendor Management Services Customer Service Desk at (850) 413-5519 or email FLW9@myfloridacfo.com.
3. **Sunbiz**
	* Website: [Sunbiz](https://dos.myflorida.com/sunbiz/)
	* For questions about submitting the application, contact the Florida Department of State at (850) 245-6000.
	* **Note:** Florida public government agencies are not required to register with Sunbiz. All other entities must register with the Division of Corporations.

**Federal Funding**

In addition to the above registrations, agencies receiving federal funds must register in SAM.gov to receive a Unique Entity Identifier.

1. **SAM.gov**
	* Website: [SAM.gov](https://sam.gov/content/home)
	* For questions about submitting the application, contact the Florida Department of State at 1-866-606-8220 or email IAEOutreach@gsa.gov.

**Risk Analysis**

1. **DOE 610 Risk Analysis Form (Local and Charter Educational Agencies Only)**

This form should be updated and emailed to FDOERiskAnalysis@fldoe.org in the following situations:

* + A change in the management of the Superintendent or Chief Financial Officer.
	+ An update to the Green Book.
1. **DOE 620 Risk Analysis Form**
	* Form: [DOE 620 Risk Analysis Form](https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx)
	* For questions about submitting the form, email FDOERiskAnalysis@fldoe.org. Submit the signed form and required attachments to the same email address.
2. **FDOE General Assurances, Terms, and Conditions**
	* Page two of section D in the FDOE General Assurances, Terms, and Conditions for Participating in Federal and State Programs form should be submitted with the application. This form is located at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>.
	* For questions about submitting General Assurances, contact Dwayne Gordon at Dwayne.Gordon1@fldoe.org or Katrina Wilson at Katrina.Wilson@fldoe.org or call (850) 245-9220.