FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)

Bureau / Office
Bureau of Family and Community Outreach

TAPS Number
24A337

Program Name
Fort Lauderdale Education Enrichment Program

Specific Funding Authority(ies)
2023-2024 General Appropriations Act, Line Item 100

Funding Purpose / Priorities
To enrich the summer program and to promote learning continuity through expanded academic services in the City's after school program, which has contributed to closing the learning gap children have experienced. The project intends to build on the success of the City's summer academic program and expand services to include after school enrichment, workforce exploration and citizenship development.

Total Funding Amount
$704,836

Type of Award
Discretionary Non-Competitive

Budget / Program Performance Period
July 1, 2023 – June 30, 2024

Target Population(s)
Low-income households

Eligible Applicant(s)
City of Fort Lauderdale

Due Date
As soon as possible

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

For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in Florida Statutes or proviso.

Matching Requirement
None

Contact Persons

Program Contact
Tiffany Chandler
Bureau of Family and Community Outreach
Phone: 850-245-0679
Tiffany.Chandler@fldoe.org

Grants Management Contact
Blaize Dickey
Office of Grants Management
Phone: 850-245-9313
Blaize.Dickey@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.

> **Private Colleges, Community-Based Organizations and Other Agencies**
> In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

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 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

Governmental and Non-Governmental Entities must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found at https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx

Grants Management Training

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link: https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx

Non-participation in the training program may result in termination of payment(s) until training is completed.

Funding Method

Advance Payment

Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, at least 90% of amount advanced must be reported on the DOE 399 and supported by appropriate documents, including copies of invoices, timesheets, receipts, etc.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. 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 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, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

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.

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 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. Failure to meet the number of students served, number of workshops provided, or number of activities provided will result in a decrease in payment commensurate to an applicable unit price measurement (i.e. per student allocation). The exact amount for each deliverable will be determined upon program and budget review and identified in the final project award. 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 state and federal 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 be 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 the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department 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 an all-inclusive 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 without FDOE pre-approval (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/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://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl or the Reference Guide for State Expenditures, https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2

Any equipment purchases not listed on the original budget approved by the FDOE 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 at: http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml.

Administrative Costs including Indirect Costs

Administrative costs should not exceed **eight (8) percent** of the award at the grantee and sub-grantee level and includes the costs associated with personnel (human resources), accounting and fiscal management, as well as the supervision and leadership of the program.

Chapter 1010.06 F.S. Indirect cost limitation - State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, state university, school district, or any other entity.

State of Florida, 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.

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 that, 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 the department an annual report in the format required by the department. 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 that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf

Deliverable Requirements

Applicant is required to submit project deliverables as outlined in the Project Performance and Accountability Chart/Deliverables Form, see pages 15-19. The deliverables should reflect the target performance as identified in Section 5. Mentoring/Student Assistance Initiative Program Design. The purpose of the deliverables is to verify the services proposed are provided under the approved grant.

Reporting Outcome

Each year grantees are also required to submit an evaluation report describing project activities, accomplishments and outcomes. The formative evaluation will reflect at least two points in time (baseline and formative assessments) to adequately demonstrate progress. The annual evaluation report should culminate in a Summative report (July 1–June 30) examining the impact of the program on student/participants. The impact is measured through objective quantitative data using at least two points in time for each student.

The **Formative Evaluation Report** is due January 31, 2024. The Formative Evaluation Report, should cover the period July 1, 2023, through December 31, 2023.

- The Formative Evaluation Report should involve both quantitative and qualitative data collection. Grantees will incorporate an assessment of the academic progress (as applicable) of students participating in the agency's mentoring program.
- The Formative Evaluation Report will be based upon an evaluation plan that will shape the development of the project from the beginning of the grant period. The written formative evaluation report will contain, at minimum, the following elements:

  a. Student/Mentee Program Enrollment and Attendance: Data will include program attendance at each site;

  b. Program Operation Summary-to-Date: Synopsis of current recruitment, training and mentoring activities and services being provided to the targeted youth population at statewide and local sites (i.e., examples of what is working and what is not, best practices);

  c. Objective Assessment: Data analysis and indication of progress towards achieving each objective. As required, all objectives will include measures that allow for continuous (formative) assessment; and

d. Recommendations: Recommendations for all objectives where progress is not being achieved and/or where the program is not likely to achieve the stated objective by the end of the program year. The results of the formative evaluation should be:
   - Used to refine, improve and strengthen the program (i.e., continuous improvement of the program); and
   - Made available to the public upon request.

The **Summative Evaluation Report** is due July 31, 2024. The Summative Evaluation Report is a detailed summary of the program and progress toward meeting stated objectives. Programs are expected to meet at least 85% of proposed objectives by the end of the program year. The Summative Evaluation Report should cover the period July 1, 2023, through June 30, 2024.

- The Summative Evaluation Report should involve both quantitative and qualitative data collection. Grantees will incorporate an assessment of program objectives for students participating in the agency's mentoring/student assistance initiative program.
- The written Summative Evaluation Report should contain, at minimum, the following elements:
  a. Student Program Enrollment and Program Implementation Data: Include target population and implementation data for each school/site;

  b. Program Operation Summary: Synopsis of current training and mentoring/student assistance initiative activities and services being provided to the targeted youth population at local sites; (i.e., examples of what is or is not working, identification of best practices and how they enhance the services provided to students);

  c. Objective Assessment: Data analysis and indication of progress towards achieving each objective. As required, all objectives will include measures that allow for continuous assessment;

  d. Other Observations (Optional): If appropriate, provide other relevant findings pertaining to the program. Other findings include qualitative and/or quantitative data not related to specific objectives; satisfaction surveys, quotes and/or statements from students, parents and/or teachers; success stories of students within the program;

  e. Progress toward Sustainability: The summative report will provide information about program partnerships (e.g., partnership development, partner maintenance and contributions to the program); and

  f. Overall Recommendations: Provide an overall assessment of the program(s), as well as any program-wide recommendations to enhance program quality. The results of the Summative Evaluation Report should be:
     - Used to refine, improve and strengthen the program (i.e., continuous improvement of the program); and
     - Made available to the public upon request.

Method of Review

Project applications will be reviewed by FDOE program staff members to ensure that programs are making adequate progress toward program objectives and to ensure that programs are upholding state and federal requirements.

Records Retention
It is the responsibility of the grantee to retain all financial and program records in an auditable manner. Records must be made available to the FDOE, the Florida Department of Financial Services, the Florida Auditor General or their designees. Records must be maintained for five (5) years from the last day of the program, or the last program related activity, usually the submittal of the final DOE 399 or longer if there is an ongoing investigation or audit.

Amendment Procedures
Project amendments may be proposed by the provider or by the FDOE program manager. Amendments will be approved according to the procedures described in the Green Book. Awarded providers shall obtain prior approval through a formal amendment process and submission of the DOE 150 and DOE 151 forms available at www.fldoe.org/grants/greenbook/.

Narrative Section

Scope of Work/Narrative
State funds are allocated each year for Mentoring and Student Assistance Initiative grants. The purpose is to expand and enhance existing mentoring programs and strategies, to improve student performance for low-performing, at-risk students and to reduce dropout rates by providing additional learning opportunities. This is accomplished through enhanced instruction, mentoring activities, training, mentor support and addressing unmet needs at low-performing schools.

Per Section 215.971, F. S., agreements signed on or after July 1, 2012, must comply with the following:

The Project Narrative and Scope of Work must include the specific tasks that the applicant is required to perform. Documentation must be maintained by the grantee to evidence the completion of the tasks. Deliverables must:

- be directly related to the specific tasks in the scope of work;
- be quantifiable, measureable and verifiable; and
- identify the minimum level of service to be performed.

Applicant must submit a narrative outlining the Mentoring/Student Assistance Initiative services to be provided from July 1, 2023, through June 30, 2024.

1. **Project Abstract or Summary**
   This abstract should be drafted once the application is fully developed and include a short statement (about 100 words) that describes the overall program. The description should briefly identify the program's general goals and objectives, the number of targeted students to be served and mentors to be recruited, a short description of the mentoring activities and how they will contribute to student success, and any other information the community at large would find beneficial about the program. **This summary may be used by FDOE to relay information about the program to interested parties.**

   Note: Refrain from using future-specific language such as "proposes to" or "plans to." Instead use present-tense verbs such as "provides," "serves" and "offers."

2. **Program Need**
   Briefly describe the need for the proposed program including the risk indicators displayed by the youth and communities to be served. All data must come from a reliable source and be properly cited in the application.

3. **Target Population – Participants**
   Describe the youth and or adults (participants) population including:

   a. The target population to be served including number of youth, adults, age range, and risk indicators.

   b. The recruitment strategies and whether those strategies have been designed to identify and recruit the participants displaying the highest need.

   Complete the following tables as indicated with numbers taken from the program narrative. Applicant may modify the following tables to match program design; proposed numbers as appropriate must be transferred from each table to the Project Performance and Accountability Chart/Deliverables Form Pages 17-20.

Complete this table regarding the number of recruitment activities that will be conducted.

Recruitment	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Activities/Meetings-Participants				
Activities/Meetings-Volunteers				

4. **School and Instructional Enhancement Programs**
   Describe the school and instructional enhancement programs including:

   a. Program goals. Identify the goals of the school and instructional enhancement program. Goals are general statements about the purpose of the program (e.g., improve academic achievement, life skills).

   b. Program description. Identify and describe the nature of the program activities (e.g., academic enrichment, health and fitness) and how this supports the program goals.

   c. Times and frequency. Describe how the frequency of the program activities will be provided (e.g., start and end dates, start and end times).

   d. Type. What type activities/services will be provided (e.g., mentoring, parenting classes, afterschool, or other services)? Describe the type of activities/services to be provided. List general type of services to be provided.

Complete the tables by adding or deleting rows as needed for services; include number of participants to be served for each quarter and number of services/activities.

Program Activities/Services	**Number of Participants**				**Number of Activities per Participant**			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4

If the program design includes out-of- school time/after school programming, use the table below for those activities.

Program Components	Number of participants-average daily attendance				Number of Program Days			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
After School Days								
Weekend, Holidays Program Days								
School Break Program Days								
Summer Program Days								

e. Program staff. For all staff funded through this project provide staff title, amount of full-time equivalent (FTE) dedicated to this project, and brief description of roles and responsibilities for each position. Identify any specific qualifications, credentials, and or certifications (e.g., certified teacher) or screenings (e.g., level II background) as applicable.

f. Staff/volunteer training. Describe the training to be provided, including what training is required and what is optional, and how the trainings support the program goals.

Training: Number of Sessions	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Volunteers: Required				
Volunteers: Optional				
Staff Training/Professional Learning: Required				
Staff Training/Professional Learning: Optional				

g. Partnerships. Describe any partnerships, including other funding (federal, state or local) the applicant has secured to support the program. Identify each partner and describe their contribution to the program using the Partners Table form found on pages 19-20 of this RFA.

5. Participant Program Objectives

Identify the main student performance objectives, typically two or three objectives. Objectives must be Specific, Measurable, Attainable, Realistic and Timely (SMART).

SMART Objectives meet the following:
Specific: Specifies who, what, when and how
Measurable: Should be able to measure whether target audience is meeting the objective
Attainable: Are the objectives set able to be attained?
Realistic: Can the objective be achieved with the current resources?
Timely: A specific timeframe should be included.

Objectives must be:

- measurable (using specific measurement instruments);
- performance-based;
- able to assess change in performance over time; and
- challenging.

Objectives must include the following:

- Benchmark, usually a percentage such as "**85%** of students will …"

- Population that will demonstrate the change such as "students"
- Specific description of intended change such as "improve academic performance" or "decrease absences"
- Specific description of the success criterion for example "as demonstrated by improving English language arts grade by one grade level"
- Measurement tool, such as end of year report card.

For example, a complete academic objective would read:

85% of high school students will improve academic performance as demonstrated by improving their English Language Arts grade by one letter grade from quarter 1 to quarter 4 as evidenced by the student's report card.

For additional information on writing SMART objectives go to:
https://canadacollege.edu/adminservices/docs/tips_writing_smart_objectives.pdf or
https://rapidbi.com/writesmartobjectives/.

6. **Program Evaluation Plan**

Evaluation Plan: A strong evaluation plan helps ensure programs make continuous progress towards achieving the goals and objectives for participating students. Evaluation plans build off well-developed program objectives, carefully selected performance indicators and outcome measures, and a focus on maximizing the impact on student academic progress and personal development. An end-of-year evaluation must be conducted annually as indicated in the **Reporting Outcomes** section of this RFA.

Applicant should include the following in the Evaluation Plan:

a. Identification and description of the assessment tools for each program objective.

b. A description of how the assessment tools will be applied to each participant as applicable including:
   - Assessment format (e.g., paper, web-based)
   - Timing (e.g., upon enrollment and every 90 days after that).

c. A description of the data collection protocols including:
   - How data will be collected following the assessments,
   - How data will be compiled and maintained,
   - Who is responsible (by position name) for the management of data.

d. A description of the process to complete an End-of-Year evaluation to assess progress towards achieving the program objectives.

e. A description of the process to review the End-of-Year evaluation results and make program adjustments as needed.

f. A description of how the previous year's evaluation results were used to refine, improve and strengthen this year's program or activities, if applicable.

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

Describe how the project will incorporate one or more of the Areas of Focus included in the Florida's Next Generation PreK-20 Education Strategic Plan.
URL: **http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml.**

Program Budget
DOE 101S - Budget Narrative Form

Complete the DOE 101S Budget Narrative Form by providing detailed information to identify the nature of and reason for the proposed program expenditures. Expenditures must correlate with the scope of work included in the application including proposed activities or tasks.

When completing the DOE 101S make sure to fully describe every proposed cost providing sufficient information to support that the proposed costs are:

- Reasonable, usually described what a prudent person would do
- Necessary to achieve the program goals
- Allocable, meaning that the program will derive the full benefit from the expenditure
- Allowable, meaning it appears to meet all the above requirements and it is not forbidden by law or statute, and
- Provide a breakdown of expenditures

Each line item in the budget must include:

- Account number information per agency's Chart of Accounts (Object Code column)
- Account Title and Narrative (Description column)
- Funding formula describing how the cost was derived (Description column)
- Full Time Equivalent, or portion of same for salaried positions (FTE column)
- Amount requested as part of the application (Amount column)

Expenditures itemized on the DOE 101S are subject to budget review by the FDOE. Specific items may be reduced or eliminated. The program director, program coordinator and all other salaries/wages must be based on and reported using a percentage of time designated for the proposed project. Administrative costs should be listed line by line, including any benefits.

Supplemental Budget

If funding will be provided to subrecipients, provide an Excel document with a breakdown of funding for each subrecipient and the approximate number of students to be served by each subrecipient. This budget must include a short description of how the funds are to be used by the subrecipients. The grantee is responsible for collecting and maintaining all documentation related to subrecipient expenditures of grant funds. As part of the department's monitoring efforts, the grantee may be asked to provide such documentation to the department at any time.

Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the Department within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so Legislative staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted to the designated project manager for the Department. All questions should be directed to the project manager.

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at: http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml.

Conditions for Acceptance

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

1. The original application is received in FDOE, Office of Grants Management within the timeframe specified by the RFA.
2. In order to be considered complete, the application must include the following:
    - DOE 100A – **Signed** Project Application Form
    - DOE 101S – Budget Narrative Form
    - Section D, Signature Page **(only)** – General Assurances, Terms, and Conditions for Participation in Federal and State Programs
    - Narrative Scope of Work
    - Project Performance and Accountability Chart/Deliverables (PPA) Form (Pages 17-20)
3. All forms that require a signature (DOE 100A and Section D General Assurances) must be signed by the agency head or an authorized agent of the organization.
    - **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.
4. An electronic copy of the Narrative—Scope of Work, the completed DOE 101S Budget Narrative, and the Project Performance and Accountability Chart/Deliverables Form must be submitted to Tiffany.Chandler@fldoe.org.
5. The Narrative Scope of Work response must be:
    - In the order presented in the RFA, with title reference, numbers and letters including completion of the Project Performance Accountability (PPA) Forms;
    - A maximum of 15 pages double-spaced (not including Project Performance and Accountability Chart/Deliverables Form and Partners Table)

- Tables within the narrative may be singled spaced, and used solely to provide data, not as a way to describe the program;
- Pages numbered at the bottom of the page; and
- 12-point Arial font.

6. Project Performance and Accountability (PPA) Chart/Deliverables Form should be landscape-formatted and single-spaced.
7. Application must be submitted electronically to the Office of Grants Management via SHAREFILE.

Project Performance Accountability Information, Instructions, and Form

NOTE: The following pages are included in the RFA (DOE 900D) template and are to be completed by the applicant.

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

The Department's project managers will:

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

The Scope of Work/ Project Narrative must include the specific tasks that the grantee is required to perform.

Deliverables must:

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
- identify the minimum level of service to be performed
- be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof that the activity took place (*examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project, training & technical assistance and the method of provision, number of clients or individuals served, the method of providing the service and frequency).* Criteria for acceptance may vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form, and will become part of the project award.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

Project Performance Accountability Form

Program Name: ______________________ **Project Number:** ___________ **Reporting Period (Dates):** ____________

Instructions: *Complete the deliverables section for each quarter with information provided from the Tables in the Narrative Section 5. Mentoring/Student Assistance Initiative Program Design. The program manager will complete the Advance amount, and as appropriate work with grantee during the budget and technical review to determine the amount for each financial consequence.*

<table>
<tr><th colspan="5">Project Performance and Accountability Chart/Deliverables Form</th></tr>
<tr><th>Deliverable Due Date</th><th>Deliverables
(product or service)</th><th>Advance</th><th>Performance Metric Documentation to Evidence the Completion of Tasks</th><th>Financial Consequences</th></tr>
<tr><td>July 1, 2023 or upon receipt of DOE 200</td><td>Action Plan
Action Plan for Quarter 1 based on approved application</td><td>$176,209</td><td>• Action Plan</td><td>• Advance may not be issued until receipt and approval of the Action Plan.</td></tr>
<tr><td>Oct. 31, 2023</td><td>Performance Period:
Quarter 1: July 1, 2023—September 30, 2023
<table>
<tr><th>SIE Activity/ Service</th><th>Number of Students or Staff/ Volunteers</th><th>Number of Activity/ Sessions</th><th>Units of Service</th></tr>
<tr><td>Recruitment (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td>Training (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table></td><td>$176,209</td><td>• Quarterly Program Activity Report (including data and narrative description of activities)
• Monthly Attendance Reports

Agency will maintain at a minimum the following records to support reported activities:
- Staff, volunteer or mentor training agendas
- Staff, volunteer or mentor training sign-in sheets
- Screening/background documentation
- Participant/student sign-in and/or sign out logs or other attendance tracking system
- Curriculum/lesson plans
The above documentation may be requested by the FDOE or its representatives at any time.</td><td>Financial Consequences may be applied as follows:
• Require Corrective Action Plans
• Delay in the approval of the next quarterly advance
• Reduction of the next quarterly advance in proportion to the work/tasks not completed as follows:
$___ / training session
$___ / recruitment
$___ / program sessions
$___ / participants served
$___ / other program services (as applicable)

• Withhold or reduce advance</td></tr>
</table>

DOE 900D May 2022

<table>
<tr><th colspan="5">Project Performance and Accountability Chart/Deliverables Form</th></tr>
<tr><th>Deliverable Due Date</th><th>Deliverables (product or service)</th><th>Advance</th><th>Performance Metric Documentation to Evidence the Completion of Tasks</th><th>Financial Consequences</th></tr>
<tr><td>January 31, 2024</td><td>Performance Period:
Quarter 2: October 1, 2023—December 31, 2023

<table>
<tr><th>SIE Activity/ Service</th><th>Number of Students or Staff/ Volunteers</th><th>Number of Activity/ Sessions</th><th>Units of Service</th></tr>
<tr><td>Recruitment (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td>Training (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table></td><td>$176,209</td><td>• Formative Evaluation Report
• Quarterly Program Activity Report (including data and narrative description of activities)
• Monthly Attendance Reports

Agency will maintain at a minimum the following records to support reported activities:
- Staff, volunteer or mentor training agendas
- Staff, volunteer or mentor training sign-in sheets
- Screening/background documentation
- Participant/student sign-in and/or sign out logs or other attendance tracking system
- Curriculum/lesson plans

The above documentation may be requested by the FDOE or its representatives at any time.</td><td>Financial Consequences may be applied as follows:
• Require Corrective Action Plans
• Delay in the approval of the next quarterly advance
• Reduction of the next quarterly advance in proportion to the work/tasks not completed as follows:
$___ / training sessions
$___ / recruitment
$___ / program sessions
$___ / participants served
$___ / other program services (as applicable)

• Withhold or reduce advance</td></tr>
</table>

<table>
<tr><th colspan="5">Project Performance and Accountability Chart/Deliverables Form</th></tr>
<tr><th>Deliverable Due Date</th><th>Deliverables
(product or service)</th><th>Advance</th><th>Performance Metric Documentation to Evidence the Completion of Tasks</th><th>Financial Consequences</th></tr>
<tr><td>April 28, 2024</td><td>Performance Period:
Quarter 3: January 1, 2024 – March 31, 2024
<table>
<tr><th>SIE Activity/ Service</th><th>Number of Students or Staff/ Volunteers</th><th>Number of Activity/ Sessions</th><th>Units of Service</th></tr>
<tr><td>Recruitment (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td>Training (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table></td><td>$176,209</td><td>• Quarterly Program Activity Report (including data and narrative description of activities)
• Monthly Attendance Reports

Agency will maintain at a minimum the following records to support reported activities:
- Staff, volunteer or mentor training agendas
- Staff, volunteer or mentor training sign-in sheets
- Screening/background documentation
- Participant/student sign-in and/or sign out logs or other attendance tracking system
- Curriculum/lesson plans

The above documentation may be requested by the FDOE or its representatives at any time.</td><td>Financial Consequences may be applied as follows:
• Require Corrective Action Plans
• Delay in the approval of the next quarterly advance
• Reduction of the next quarterly advance in proportion to the work/tasks not completed as follows:
$___ / training sessions
$___ / recruitment
$___ / program sessions
$___ / participants served
$___ / other program services (as applicable)

• Withhold or reduce advance</td></tr>
</table>

<table>
<tr><th colspan="5">Project Performance and Accountability Chart/Deliverables Form</th></tr>
<tr><th>Deliverable Due Date</th><th>Deliverables (product or service)</th><th>Advance</th><th>Performance Metric Documentation to Evidence the Completion of Tasks</th><th>Financial Consequences</th></tr>
<tr>
<td>July 31, 2024</td>
<td>Performance Period:
Quarter 4: April 1, 2024 – June 30, 2024
<table>
<tr><th>SIE Activity/ Service</th><th>Number of Students or Staff/ Volunteers</th><th>Number of Activity/ Sessions</th><th>Units of Service</th></tr>
<tr><td>Recruitment (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td>Training (as applicable)</td><td>NA</td><td></td><td>NA</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>
</td>
<td>NA</td>
<td>• Summative Report
• Quarterly Program Activity Report (including data and narrative description of activities)
• Monthly Attendance Reports

Agency will maintain at a minimum the following records to support reported activities:
- Staff, volunteer or mentor training agendas
- Staff, volunteer or mentor training sign-in sheets
- Screening/background documentation
- Participant/student sign-in and/or sign out logs or other attendance tracking system
- Curriculum/lesson plans

The above documentation may be requested by the FDOE or its representatives at any time.</td>
<td>Financial Consequences may be applied as follows:
• Return of funds in proportion to the work/tasks not completed as follows:
$___ / training sessions
$___ / recruitment
$___ / program sessions
$___ / participants served
$___ / other program services (as applicable)</td>
</tr>
</table>

Note: Add additional lines if necessary

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	**Fort Lauderdale Education Enrichment Program** **TAPS NUMBER:**	Date Received
B) Name and Address of Eligible Applicant: **City of Fort Lauderdale Neighbor Support Education Office**		**Project Number (DOE Assigned)**

C) Total Funds Requested:	D) Applicant Contact & Business Information	
	Contact Name: Fiscal Contact Name:	Telephone Numbers:
DOE USE ONLY **Total Approved Project:** $	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

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

DOE 100A
Revised June 2022

Instructions for Completion of DOE 100A

A. If not pre-populated, enter name and TAPS number of the program for which funds are requested.

B. 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.

C. Enter the total amount of funds requested for this project.

D. 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.

E. **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.**

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S

A) Name of Eligible Recipient/Fiscal Agent:	Fort Lauderdale Education Enrichment Program
B) DOE Assigned Project Number:	
C) TAPS Number:	

(1) FUNCTION	(2) OBJECT	(3) Account Title and Narrative	(4) FTE POSITION	(5) AMOUNT	(6) % Allocated to This Project
			D) TOTAL	$ -	0%

DOE ATTESTATION (Program and Grants Management)

The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

April 2022 DOE 101S

Budget Narrative Form Instructions

A) Enter Name of Eligible Recipient/Fiscal Agent
B) Enter DOE Assigned Project Number
C) Enter TAPS Number
D) Enter the Total Amount for column (5)

(1) Function Code – *For School Districts Only –* Enter the Function Code, as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual,* which best classifies the overall purpose or objective of the goods or services budgeted.

(2) Object Code – Enter the Object Code which best classifies the goods or services budgeted. *School Districts* - Use the three-digit Object Code as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*; *Colleges and Universities* - Use the first three digits of the Object Codes listed in the *Florida Accounting Information Resource Manual*; *Non-public entities* – Use the Object Codes that are used in the respective entity's/agency's chart of accounts.

(3) Account Title and Narrative - Provide the Account Title that applies to the Object Code listed in (2) and a detailed Narrative that includes a description of each good or service budgeted and its purpose or use. For example:
Salaries – Describe the type(s) of position(s) requested and the major responsibilities/duties of each position(s). Use a separate line to describe each type of position.
Other Personal Services – Describe the type of service(s), its purpose or use, and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
Professional/Technical Services – Describe the services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
Contractual Services and/or Inter-agency agreements – Describe the services to be rendered and the type of entity or agency (name, if available).
Travel – Describe each type of travel to be supported with project funds, such as conference(s), local travel, in- or out-of-district, and out-of-state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
Materials and Supplies - Describe the type of item to be purchased and its purpose or use.
Capital Outlay - Describe the type of item/equipment to be purchased and its purpose or use.
Indirect Cost - Refer to the DOE *Project Application and Amendment Procedures for Federal and State Programs* (*Green Book*) for additional guidance regarding indirect cost.
- *School Districts Only* - Provide the percentage rate from the district's Approved Indirect Cost Plan.
- *Colleges and Universities Only* – Provide the percentage rate (maximum of 5%) approved by the DOE.

(4) FTE - (Only a*pplicable for items classified as Salaries and Other Personal Services (Refer to (2) Object Code.)* Enter the total number of positions (as FTEs*) that will be supported with these funds. *Full-Time Equivalent (FTE based on the standard workweek for the type of position) is the number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

(5) Amount - Enter the total amount budgeted for each line item.

(6) Percent Allocated – For each line item, enter the appropriate percentage that is allocated or applicable to this project (see pages 3-4 for examples).

(6) PERCENT ALLOCATED If the cost entered in (5) for each service/commodity listed in (3) is not the total cost of this service/commodity, enter the appropriate percentage in (6) that is applicable to this project. If the cost entered in (5) for each service/commodity listed in (3) is the total cost for this service/commodity and is applicable to this project, enter 100% in (6).

Example A

(1)	(2)	(3)	(4)	(5)	(6)	
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	**EXPLANATION**
6200	110	**Salaries -** Provides for supervision of all project activities; specific areas for supervision/ coordination are listed by position below. **Supervisor**/Grant Administration/National Instructional Materials Accessibility Standards **Coordinator**/Professional Learning and Training	2	$120,000	100%	The total cost for the two positions listed in **(5)**, a **Supervisor** and a **Coordinator** (2.0 FTE), are charged to this project. Therefore, the percent of the cost for **Salaries and Benefits** allocated to this project is 100%.
6200	210	Retirement (9.85%)		$11,820	100%	
6200	220	FICA (6.20%)		$7,440	100%	
6200	223	Medicare (1.45%)		$1,740	100%	
6200	231 / 232	Health / Life (11.90%)		$14,280	100%	
6200	240	Worker's Comp. (1.26%)		$1,512	100%	
			TOTAL	$156,792		

Example B

(1)	(2)	(3)	(4)	(5)	(6)	
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	**EXPLANATION**
7900	430	**Utilities -** Electricity, water and sewage charges for the facility where this project is housed.		$10,000	50%	The total cost for utilities for the facility where this project is housed is $20,000 annually. However, this project only occupies 50% of the facility. Therefore, the percent of the cost for **Utilities** allocated to this project is 50%.
			TOTAL	$10,000		

(6) PERCENT ALLOCATED (continued)

Example C

(1)	(2)	(3)	(4)	(5)	(6)	
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	**EXPLANATION**
6300	331	**In County Travel -** Travel cost for staff to and from agency headquarters to designated program sites for the purpose of performing activities related to the administration and supervision of project.		$1,980	100%	The mileage estimated for travel for district staff to and from the county office to the program sites was estimated to be 4,500 miles annually @ $0.44/mile. Therefore, the percent of the cost for **In County Travel** allocated to this project is 100%.
			TOTAL	$1,980		

Example D

(1)	(2)	(3)	(4)	(5)	(6)	
FUNCTION	**OBJECT**	**ACCOUNT TITLE & NARRATIVE**	**FTE POSITION**	**AMOUNT**	**% ALLOCATED to this PROJECT**	**EXPLANATION**
NA for Private Entities	350	**Purchased Services -** Contract with ABC Company for the repair/ maintenance of the office equipment; one laser printer and copier.		$1,250	25%	The total cost for the maintenance contract for this equipment is $5,000. It has been determined that this project only uses this equipment 25% of the time. Therefore, the percent of the cost for **Purchased Services** allocated to this project is 25%.
			TOTAL	$1,250		

Partners Table

Agency Name:		Program Name:			

EXAMPLE

Partner Agency Name	Agency Type	Contribution Type	Contribution Description	Align to Need/Goal	Letter of Support
Florida's First National Bank Club	*CBO*	*In-kind*	*Partner will provide two six-class sessions, one in fall and one in spring at no cost to the program and provide all training materials.*	*Financial Literacy – Teaching students real-world concepts about banking and money management.*	*Yes*
(Insert additional lines as needed)					

Instructions
(Please do not submit example or instructions)

Partner Agency Name: provide the legal name of the partner agency. If a letter of support is included the name in this column must be the same as the name that appears on the letterhead in the support letter.

Organization Type: Use the appropriate acronym:

SD: School District
BGC: Nationally Affiliated Nonprofit - Boys & Girls Club
NPOO: Nationally Affiliated Nonprofit - Other Agency
CS: Charter School (CS)
CU: Private or public College or University
HBO: Health-Based Organization (hospital/clinic/etc.)
MUS: Museum
CNT: Other Unit of City or County Government
IAS: Bureau of Indian Affairs School
CBO: Community-Based or other Non-Profit Organization (CBO),
YMCA: Nationally Affiliated Nonprofit - YMCA/YWCA
FBO: Faith-Based Organization (FBO)
PS: Private School
IEA: Regional/Intermediate Education Agency
LIB: Library
PRD: Park/Recreation District
FPO: For-Profit Entity
OTH: Other

Contribution Type: Select the one that best applies

- In-kind: Materials or services provided at no cost to the proposed program.

  Volunteers: non-paid individuals that provide services to the proposed program

  Paid staffing: paid staff that provides services to the program without cost to the proposed program budget

  Materials/supplies: Any materials and supplies contributed to the program at no cost to proposed (e.g., boxes of paper, backpacks). The contribution must be in working order and contribute to the program objectives.

  Equipment: Any equipment contributed to the program at no cost to proposed (e.g., computers, microscopes). The contribution must be in working order and contribute to the program objectives.

  Curriculum: Any formal curricula contributed to the program at no cost to proposed. The contribution must be complete and usable, appropriate for the students served by the program and contribute to the program objectives.

  Professional Learning (PL): PL opportunities for proposed staff at no cost to the program (e.g., classroom management training). The PL opportunities must be appropriate for the staff type and contribute to the program objectives.

  Training: Specialized training for proposed students and/or their adult family members provided at no cost to the proposed program (e.g., personal finances training)

  Transportation: Transportation services for proposed students and/or their adult family members provided at no cost to the program (e.g., transportation from the program to the student home)
- Funds: Monetary contribution
- Other: Other contributions that may not be strongly matched with the descriptions

Contribution Description:
Provide a synopsis of the contribution (e.g., 100 volunteer hours, materials for science experiments for 50 students, accounting services). A complete description must be included in the narrative. The contributions must be clearly reflected in the Letter of Support.

Align to Need/Goal:
Provide a synopsis of how the contribution supports the proposed program objectives or needs (e.g., science experiments support STEM activities). A complete description must be included in the narrative.

Letter of Support: Indicate "yes" if a letter of support is provided with the application as an attachment or "no" if one is not available.