



**FLORIDA DEPARTMENT OF EDUCATION  
Request for Application (RFA Discretionary)**

**Bureau / Office**

The Office of Independent Education and Parental Choice (IEPC)

**Program Name**

Public Charter School Program Grant (CSP) Remote Learning and Access Due to COVID-19

**Specific Funding Authority(ies)**

Federal Funds: CFDA #84.282A – Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended by No Child Left Behind Act of 2001

**Funding Purpose / Priorities**

Under waiver authority provided by the U.S. Secretary of Education, the CSP under this RFA intends to provide assistance with remote-learning needs and other technology challenges brought about by the threat of COVID-19 through sub-grants.

**Total Funding Amount**

The total amount of funding available for the project is approximately \$10 million.

**Type of Award**

Discretionary Non Competitive

**Budget / Program Performance Period**

The budget and performance period will run for 12 months from the date the commissioner activates each sub-grant project. Some technology-related expenses incurred no more than 90 days before the start of each project may be reimbursable as pre-award costs if eligible charter schools purchased these items to facilitate their remote-learning needs to address the impact of COVID-19.

**Target Population(s)**

Charter schools, students, and families.

**Eligible Applicant(s)**

All charter schools that meet the federal definition of a charter school are technically eligible to apply, which includes all charter schools in the State of Florida. However, given the finite source of funds, the Department will rank order applicants, prioritizing Title-I eligible schools that are not part of a network of more than five schools, by using the following criteria:

1. Those with free and reduced-price lunch populations of 100 percent; then, if funds remain available,
2. Those with free and reduced-price lunch populations between 90 and 99 percent; then, if funds remain available,
3. Those with free and reduced-price lunch populations between 80 and 89 percent; then, if funds remain available,
4. Those with free and reduced-price lunch populations between 70 and 79 percent; then, if funds remain available,
5. All other Title-I eligible single charter schools, rank-ordered as follows
  - a. Those with free and reduced-price lunch populations between 35 and 69 percent; then
  - b. Those with free and reduced-price lunch populations less than 35 percent

If funds remain after that, Title I schools within charter networks that operate more than five schools in Florida would be eligible, using the same rank ordering described above.

The Department reserves the right to make final all funding decisions.

### **Application Due Date**

July 17, 2020

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

### **Matching Requirement**

*None*

### **Contact Persons**

#### **Program Contact**

Vicki Pineda  
CSP Grant Director  
850-245-0871  
[Vicki.Pineda@fldoe.org](mailto:Vicki.Pineda@fldoe.org)

#### **Grants Management Contact**

Sue Wilkinson  
Director  
850-245-0496  
[Sue.Wilkinson@fldoe.org](mailto:Sue.Wilkinson@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 applicable regulations of Federal agencies and State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

### **School Districts, 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.

### **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.

### **Risk Analysis**

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

**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 <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xls>

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://app1.fldoe.org/grants/trainingAssessment/login.aspx>

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

### **Funding Method**

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

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

### **Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, 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 [www.fl DOE.org/grants/greenbook/](http://www.fl DOE.org/grants/greenbook/).

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**

**If the contractor fails to meet the minimum level of service or performance identified, the Department will be injured as a result thereof. If the requirements are not timely and satisfactorily performed, the contractor shall be subject to one or more of the financial consequences listed. The contract manager shall periodically review the progress made on the activities and deliverables. If the contractor fails to meet and comply with the activities/deliverables established or to make appropriate progress and they are not resolved within two weeks of written notice, the contract manager may approve: (1) withholding of payment until the deficiency is cured, (2) requesting the contractor redo the work, or (3) a reduced payment by the rate established under this project award. The contract manager must assess one or more of the financial consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contract to meet the timely and desired results. These financial consequences shall not be considered penalties. The Department, at its sole discretion, may offer the contractor an extension for any listed tasks, timelines, or deliverables during which the indicated financial consequences shall not apply. Notification of any extension shall be provided to the contractor in writing. If financial consequences are imposed and due, the Department may offset the financial consequences from the next invoice or from the final retained payment, or require separate payment. Any payment made in reliance on the contractor's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due as an over payment.**

### **Allowable Expenses:**

- Computers, software, and internet access for teachers and students, particularly those low-income students and students with special needs who do not have access to these materials at home; and
- Software and internet access necessary to access educational programs from their homes

### **Equipment Purchases**

Any equipment purchased under this program must follow the Reference Guide for State Expenditures, [www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/).

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, [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

### **Administrative Costs including Indirect Costs**

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>.

### **Application requirements**

All applications must include the DOE100A Project Application Form and include signatures from the chairperson of the charter school governing board and the district superintendent. **Electronic signatures are permissible.**

Applicants also 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.

Applicants must provide the following information with the forms above:

- Project summary and plan: Provide a brief description of the school's educational program and why the school is seeking these funds. Schools should address why CSP funds are necessary to accommodate the school's and students' remote-learning needs, or technology enhancements, due to the disruption caused by COVID-19. The statement should also make clear how the charter school will support all students in the school through this project. Additionally, the school should provide a brief plan for how it will transition back to the school's original

academic program after the COVID-19 emergency has ended. **The entirety of this project summary and plan should not exceed two to three pages.**

- School overview (from provided by the Department) which must include:
  - Year the school opened
  - District in which it operates
  - Florida Master School ID (MSID)
  - Current enrollment
  - Grade levels served
  - Title I status (Yes or No)
  - Identify whether:
    - A: School is governed by a board that operates fewer than five schools (identifying the sister schools); or
    - B: School is governed by a board that operates more than five schools (identification of sister schools in this case is not required)
  - If school contracts with an education services provider (ESP), provide the name of the provider.
- Signed attestation and assurance forms supplied by the Department. Assurances include the following:
  - That any sub-grants awarded to eligible charter schools under this FRA must be for the specific and limited purpose of meeting the immediate educational needs of charter school students impacted by the COVID-19 emergency and may not exceed a period of 12 months.
  - That eligible charter schools have satisfactorily completed all activities and reporting requirements under a previous CSP sub-grant project, if applicable.
  - That eligible charter schools will not use CSP funds awarded under this RFA to carry out projects or activities from a previous CSP sub-grant.
  - That eligible charter schools will support all students in the school.

### **Conditions for Acceptance**

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

- 1) Application is received by the Department within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have original or electronic signatures by an authorized entity

**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.**

- 5) Application must be submitted electronically to **CharterSchoolGrant@fldoe.org**.