

2023-24 Request for Application (RFA) Information



FLORIDA DEPARTMENT OF EDUCATION Request for Application (RFA Entitlement)

Bureau/Office

Division of K-12 Public Schools- Strategic Improvement
Bureau of Federal Educational Programs

Program Name and TAPS#

| Program Name | TAPS # |
|--|--------|
| 1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies Improving (TIPA) | 24A001 |
| 2. Title I, Part C: Migrant Education Program (MEP) | 24A020 |
| 3. Title I, Part D, Subpart 2: Neglected & Delinquent Youth (N&D) | 24A009 |
| 4. Title II, Part A: Supporting Effective Instruction | 24A011 |
| 5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement | 24A014 |
| 6. Title IV, Part A: Student Support and Academic Enrichment (SSAE) | 24A120 |
| 7. Title V, Part B, Subpart 2: Rural and Low-Income Schools (RLIS) | 24A007 |

Specific Funding Authority(ies)

| Program Name | Specific Funding Authority |
|-------------------------------|--|
| 1. Title I, Part A | Catalog of Federal Domestic Assistance (CFDA) #84.010A, Public Law (P.L.) 114-95, Every Student Succeeds Act of 2015 (ESSA), Title I, Part A |
| 2. Title I, Part C | CFDA #84.011A, P.L. 114-95, Title I, Part C, Education of Migratory Children |
| 3. Title I, Part D, Subpart 2 | CFDA #84.010A, Every Student Succeeds Act of 2015, P.L. 115-224, Title I, Part D, Subpart 2 |
| 4. Title II, Part A | CFDA #84.367A, Federal, Every Student Succeeds Act (ESSA), 2015, Sec. 2001-2104, Title II, Part A – Supporting Effective Instruction, |
| 5. Title III, Part A | CFDA #84.365A, Public Law 107-110, Title III of the Elementary and Secondary Education Act of 1965 (ESEA), as amended through the Every Student Succeeds Act (ESSA), P.L. 114-95 |
| 6. Title IV, Part A | CFDA #84.186A, Elementary, and Secondary Education Act of 1965 (ESEA), as amended- Title IV, Part A |
| 7. Title V, Part B, Subpart 2 | CFDA #84.358, Public Law (P.L.) 115-224, Every Student Succeeds Act of 2015, Title V, Part B, Subpart 2 |

Funding Purpose / Priorities

1. Title I, Part A: The purpose of these funds is to provide financial assistance to Local Educational Agencies

(LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging academic standards.

2. **Title I, Part C:** The purpose of these funds is to ensure that high-quality education programs and supplemental support services are available to migratory children to meet their unique needs; that migratory children who move between states and school districts are not penalized in any way by disparities among states and school districts in terms of academic requirements and curriculum; and to ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards that all children are expected to meet.
3. **Title I, Part D, Subpart 2:** The purpose of these funds is to improve educational services for children and youth in local, tribal, and State institutions who are neglected, or delinquent children and youth, so that they have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet and to provide these children and youth with services to successfully transition to further schooling or employment.
4. **Title II, Part A:** To increase student achievement consistent with the challenging State academic standards; improve the quality and effectiveness of teachers, principals, and other school leaders; increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders.
5. **Title III, Part A:** The purpose of these funds is to improve the education of English Language Learner (ELL) children and youth by helping them learn English and meet challenging state academic content and student academic achievement standards.
6. **Title IV, Part A:** The purpose of these funds is to improve students' academic achievement by increasing school district capacity to provide all students with access to a well-rounded education; Improve school conditions for student learning; and increase the use of technology to enhance the academic achievement and digital literacy of all students. Distribution of funds shall be prioritized to schools served by the LEA based on one or more of the following criteria—
 - Are among the schools with the greatest needs;
 - Have the highest percentages or numbers of children counted under section 1124(c) (i.e., children counted for purposes of basic grants to LEAs under Title I, Part A of the ESEA);
 - Are identified for comprehensive support and improvement under section 1111(c)(4)(D)(i) (i.e., are among the lowest-achieving schools);
 - Are implementing targeted support and improvement plans as described in section 1111(d)(2) (i.e., have consistently underperforming student subgroups); or
 - Are identified as a persistently dangerous public elementary school or secondary school under section 8532. (ESEA section 4106(e)(2)(A)).

Title V, Part B, Subpart 2: The purpose of these funds is to address the unique needs of rural school districts that frequently lack the personnel and resources needed to compete effectively for federal competitive grants and receive formula grant allocations in amounts too small to be effective in meeting their intended purposes.

7. **Title I, Part A:** The purpose of these funds is to provide financial assistance to Local Educational Agencies

Total Funding Amount

The total amount used for the formula in this RFA is only an estimate and *will change based upon the final federal funding* that the Florida Department of Education (FDOE) receives. Preliminary allocations are provided for planning purposes.

| Program Name | Total Preliminary Funding Amount |
|-------------------------------|----------------------------------|
| 1. Title I, Part A | \$855,930,946 |
| 2. Title I, Part C | \$17,305,196 |
| 3. Title I, Part D, Subpart 2 | \$6,039,564 |
| 4. Title II, Part A | \$105,452,999 |
| 5. Title III, Part A | \$41,693,071 |
| 6. Title IV, Part A | \$66,492,573 |
| 7. Title V, Part B, Subpart 2 | \$2,888,723 |

Type of Award

| Program Name | Award Type |
|---|---------------|
| 1. Title I, Part A 2. Title I, Part C 3. Title I, Part D, Subpart 2 4. Title II, Part A 5. Title III, Part A 6. Title IV, Part A | Entitlement |
| 7. Title V, Part B, Subpart 2 | Discretionary |

Budget / Program Performance Period

| Program Name | Budget Period |
|-------------------------------|------------------|
| 1. Title I, Part A | July 1 – June 30 |
| 2. Title I, Part C | July 1 – June 30 |
| 3. Title I, Part D, Subpart 2 | July 1 – June 30 |
| 4. Title II, Part A | July 1 – June 30 |
| 5. Title III, Part A | July 1 – June 30 |
| 6. Title IV, Part A | July 1 – June 30 |
| 7. Title V, Part B, Subpart 2 | July 1 – June 30 |

Target Population(s)/ Eligible Applicant(s)

| Program Name | Target Population |
|--------------------------------------|--|
| 1. Title I, Part A | Students attending Title I schools |
| 2. Title I, Part C | Migratory children and youth ages 3-21 and their families |
| 3. Title I, Part D, Subpart 2 | Children and youth who are neglected, delinquent, or at-risk of dropping out of school |
| 4. Title II, Part A | Teachers, principals, and other school leaders |
| 5. Title III, Part A | ELLs in grades K-12 |
| 6. Title IV, Part A | Students in grades K-12, ages 5-17 |
| 7. Title V, Part B, Subpart 2 | Children ages 5-17 from families with incomes below the poverty line |

Application Due Date

| Program Name | Due Date |
|--------------------------------------|-----------------|
| 1. Title I, Part A | June 5, 2023 |
| 2. Title I, Part C | June 5, 2023 |
| 3. Title I, Part D, Subpart 2 | June 5, 2023 |
| 4. Title II, Part A | June 5, 2023 |
| 5. Title III, Part A | June 5, 2023 |
| 6. Title IV, Part A | June 5, 2023 |
| 7. Title V, Part B, Subpart 2 | June 5, 2023 |

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 | Program Contact | Grants Management Contact |
|---|--|---|
| 1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies Improving (TIPA) | Matthew Wiley Director, TIPA 850-245-9614 Matthew.Wiley@fldoe.org | Kinisha Murphy Operation & Management Consultant 850-245-0731 Kinisha.Murphy@fldoe.org |
| 2. Title I, Part C: Migrant Education Program (MEP) | Henry Miller Director, FMEP 850-245-5033 Henry.Miller@fldoe.org | Kinisha Murphy Operation & Management Consultant 850-245-0731 Kinisha.Murphy@fldoe.org |
| 3. Title I, Part D, Subpart 2: Neglected & Delinquent Youth (N&D) | Carla Greene Senior Program Director, BSI 850-245-0983 Carla.Greene@fldoe.org | Kinisha Murphy Operation & Management Consultant 850-245-0731 Kinisha.Murphy@fldoe.org |
| 4. Title II, Part A: Supporting Effective Instruction | Matthew Caldwell Director, Title II 850-245-0919 Matthew.Caldwell@fldoe.org | Mark Curtis Grants Specialist III 850-245-0714 Mark.Curtis@fldoe.org |
| 5. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement | Arlene Costello Bureau Chief, SALA 850-245-0628 Arlene.Costello@fldoe.org | Mark Curtis Grants Specialist III 850-245-0714 Mark.Curtis@fldoe.org |
| 6. Title IV, Part A: Student Support and Academic Enrichment (SSAE) | Cassandra Brown Director, Title IV, Part A 850-245-9947 Cassandra.Brown@fldoe.org | Mark Curtis Grants Specialist III 850-245-0714 Mark.Curtis@fldoe.org |
| 7. Title V, Part B, Subpart 2: Rural and Low-Income Schools (RLIS) | Felecia Brown Program Specialist, Title V, Part B 850-245-0903 Felecia.Brown@fldoe.org | Kinisha Murphy Operation & Management Consultant 850-245-0731 Kinisha.Murphy@fldoe.org |

Assurances

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

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds.

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

School Districts, 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 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 website: <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 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 a 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 projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be accessed online at <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>.

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, and salary/benefits schedules for staff. All or any documentation must be available upon request.

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

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

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, smartphones 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 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 USDE General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.

All activities outlined in an LEA's application must be in compliance with the following K-12 ESEA Common Federal Program Guidance. This guidance applies to all requests from LEAs in regards to traditional, charter and private schools.

1. Contracted Services

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served, and a cost breakdown of the services to be performed to determine if the request is

allowable, reasonable, and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable. If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day the ESEA Contracted Services Extenuating Circumstance Request form located on www.FloridaCIMS.org must be submitted to the Vice Chancellor, Peggy Aune at Margaret.Aune@fldoe.org and the Assistant Deputy Commissioner, Janice Brown at Janice.Brown@fldoe.org for review.

2. Field Trips

Educational field trips may be allowable if the field trips are planned instructional activities that engage students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and necessary to accomplish the objectives of the grant program. The request must include the destination, entrance fee if applicable, number of attendees per grade level and transportation costs. Academic lesson plans are required and shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned. For monitoring purposes, the local educational agency (LEA) must maintain documentation that provides evidence of student learning connected to the objectives of the grant program.

3. Recruitment, Retention, and Reward Incentives

Recruitment, retention, and reward incentives must be based on a three-year aggregate state value-added model (VAM) score. If state VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-state VAM teacher scores for approval. A state-approved teacher evaluation system does not necessarily meet this requirement. Incentives can be part of a structured pay system or a Memorandum of Understanding (MOU); however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable. Recruitment incentives for teachers with less than one year of experience or for hard-to-staff positions will be considered on a case-by-case basis.

4. Out-of-State Travel

Out-of-state travel may be allowable if the services requested are reasonable, necessary, and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for pre-approval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees, and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

Equipment Purchases

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

Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory, and disposition requirements for the property are outlined in the Green Book at <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>.

Administrative Costs including Indirect Costs:

School Districts

The Florida Department of Education has been given the authority by the U.S. Department of Education 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 by the Florida Department

of Education's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at www.fldoe.org/finance/comptroller/.

State Agencies, Public Universities and State Colleges

The Florida Department of Education will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 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 \$25,000 and for items of equipment, alterations, renovations, and flow-through funds ("pass-through" to another entity) on programs issued by the department. This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to the rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, the department will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs, such as office space rental when such costs can be directly and appropriately allocated to the program.

Indirect costs shall only apply to federal programs.

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, Florida College System institution, 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 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

For 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>

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

In accordance with Public Law 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 8501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local educational agency(ies) service area. For details, refer to <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>.

Narrative Section

Project Design-Narrative

Eligible applicants must complete the project application titled 2023-24 Consolidated Application. The consolidated application/excel document is located at [CIMS: Downloads \(floridacims.org\)](https://floridacims.org/CIMS/Downloads).

Conditions for Acceptance

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

- Application is received in the Office of Grants Management within the timeframe specified by the RFA
- Application includes required forms: DOE 100A Project Application Form and DOE 101 - Budget Narrative Form
- All required forms must have the assigned TAPS Number included on the form
- All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.

NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

- An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
- The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
- The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- Application must be submitted electronically to the Office of Grants Management via ShareFile.

| Program Name | Conditions for Acceptance |
|--------------------|--|
| 1. Title I, Part A | <p>The complete application submission must include:</p> <p>The following 6 tabs within the 2023-24 Consolidated Application:</p> <ul style="list-style-type: none">➤ Title Page tab➤ Assurances tab➤ DOE 100A tab (DOE 100A/Project Application Form)➤ Preliminary Allocation tab➤ Program tab➤ Budget tab (DOE 101/ Budget Narrative Form)➤ The PSES/NPES Excel document <p>Other supporting documentation</p> |

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| <div>2. Title I, Part C</div> <div>3. Title I, Part D, Subpart 2</div> <div>4. Title II, Part A</div> <div>5. Title III, Part A</div> <div>6. Title IV, Part A</div> <div>2. Title V, Part B, Subpart 2</div> | <div>The complete application submission must include the following:</div> <div>The following 6 tabs within the 2023-24 Consolidated Application</div> <div><div>➤ Title Page tab</div><div>➤ Assurances tab</div><div>➤ DOE 100A tab (DOE 100A/Project Application Form)</div><div>➤ Preliminary Allocation tab</div><div>➤ Program tab</div><div>➤ Budget tab (DOE 101/ Budget Narrative Form)</div></div> <div>Other supporting documentation</div> |
|---|--|