

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20021212

1. REQUESTED MOTION:

ACTION REQUESTED: Request Board approval for a grant between Lee County and the Florida Department of Education. Approve budget resolution in the amount of \$120,000.00, in account string 11070615500.50XXX and a revenue string, 11070615500.334720.9003. This grant is for the Adult Education and Family Literacy Community Technology Program at Schandler Hall. Approve Budget Amendment Resolution in the amount of \$120,000.

WHY ACTION IS NECESSARY: Board is required to approve all grants and to formalize the acceptance of the grant to provide a service to the community.

WHAT ACTION ACCOMPLISHES: To provide an education and literacy program to the residents of Lee County.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

11 *C11B*

3. MEETING DATE:

11-12-02

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Parks and Recreation
- C. DIVISION

BY: John Yarbrough

John Yarbrough

7. BACKGROUND:

The Florida Department of Education awarded project no. 817-1913A-3PCT1 to Lee County Parks and Recreation in collaboration with Lee County Community Tennis Association – First Serve Initiative, and Literacy Volunteers of Lee County to initiate a program to assist adult residents in the urban community of Tice to obtain access to computer technology and to increase their skills in using computers. In addition, adult education services will be provided to increase the literacy level, assist in completing high school or obtaining a GED, and obtaining the knowledge and skills for employment and self sufficiency. This project will also provide adult students and their children opportunities to participate in public service within their community by offering neighborhood improvement programs in addition to comprehensive family literacy programs and adult basic education. Not only will the program offer job skills, nutrition and physical fitness will be addressed as well to promote a healthy lifestyle.

Lee County Parks and Recreation will act as the fiscal agent for this grant as well as providing the Schandler Hall building and some staff for the match requirement. LCCTA and the Literacy Volunteers of America will provide: staff, marketing, reference materials, social events, outings, furniture and administration of program.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director		B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>JM</i> <i>10-22-02</i>		<i>N/A</i>	<i>N/A</i>		<i>RJE</i> <i>10/25/02</i>	<i>OA</i> <i>CA</i> <i>10/23/02</i>	<i>QM</i> <i>10/28/02</i>	<i>Risk</i> <i>10/31/02</i>	<i>GC</i> <i>10/28/02</i>	<i>M</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: <i>10/24/02</i>
Time: <i>1:00 pm</i>
Forwarded to <i>budget</i> <i>10/25/02</i>

8:49 a.m.

RECEIVED BY COUNTY ADMIN. <i>CA</i>
<i>10/25 11:32</i>
COUNTY ADMIN. FORWARDED TO: <i>BL</i>
<i>10/31 5:00</i>

RESOLUTION

Amending the MSTU Budget, Fund 15500 to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2002-2003.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the MSTU Budget, Fund 15500 for \$ 120,000 of the unanticipated revenue from Grant funding and an appropriation of a like amount for grant expenditures and;

WHEREAS, the MSTU Budget, Fund 15500 shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total:		
Additions		\$78,420,052
11070615500.334720.9003	Parks & Recreation-Family Community Technology Program	\$ 120,000
Amended Total Estimated Revenues		\$78,540,052

APPROPRIATIONS

Prior Total:		\$78,420,052
Additions		
11070615500.504975	Admissions & Allowances	\$ 40,000
11070615500.505270	Recreational Supplies	\$ 40,000
11070615500.505280	Minor Equipment	\$ 40,000
Amended Total Appropriations		\$78,540,052

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the MSTU Budget, Fund 15500 is hereby amended to show the above additions to its Estimated Revenue and Appropriation Accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ____ day of _____, 2002.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

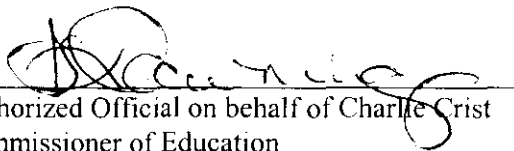

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Lee County Board of County Commissioners	2 PROJECT NUMBER 817-1913A-3PCT1
3 PROJECT/PROGRAM TITLE Community Technology Program TAPS # 3B025	4 AUTHORITY: State: Federal: CFDA Number 84.002
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2002 - 06/30/2003 Program Period: 07/01/2002 - 06/30/2003
7 AUTHORIZED FUNDING Current Approved Budget: \$120,000.00 Amendment Amount: \$0.00 Estimated Roll Forward: \$0.00 Total Project Amount: \$120,000.00	8 METHOD OF PAYMENT Performance
9 TIMELINES Last date for incurring expenditures and issuing purchase orders: <u>06/30/2003</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>06/30/2003</u> Last date for receipt of proposed amendments: Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date for program report, mail to appropriate program office.	
10 DOE CONTACTS Program: Greg Downing Office: Bureau Chief, Workforce Development Phone: (850) 414-6987 Email: Greg.Downing@FLDOE.org Grants Management: Unit B (850) 488-3473	11 DOE FISCAL DATA DBS: 559000 EO: 34 Object: 720000
12 TERMS AND SPECIAL CONDITIONS <input checked="" type="checkbox"/> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. <input type="checkbox"/> For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20 th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. <input type="checkbox"/> Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned. <input type="checkbox"/> In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation. <input checked="" type="checkbox"/> No more than five percent allowable for administrative cost which includes indirect cost. <input checked="" type="checkbox"/> Other: See Page 2, Item 12	
13 APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  Authorized Official on behalf of Charlie Crist Commissioner of Education </div> <div style="width: 45%; text-align: center;"> <u>10-2 07</u> Date of Signing </div> <div style="width: 10%; text-align: right;">  </div> </div>	

**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Method of Payment: Federal Cash Advance (generally requested via Federal Cash Advance Request System); Quarterly Payment (based on the state fiscal year or the project period); Reimbursement (based on recipient expenditures); Performance Based (Please refer to Terms and Special Conditions); and Other (Please refer to Terms and Special Conditions).
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 DOE Fiscal Data: A unique payment number assigned by the Department of Education.
- 12 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 13 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.
- 12 Continuation of Terms and Special Conditions from page 1 of 2 if needed.

Funds for any performance-based projects will be disbursed upon receipt of an invoice for products and services submitted in accordance with the approved schedule(s). Documentation should be submitted to Vickie Brown, Grants Management, Department of Education, 325 West Gaines Street, Room 325B, Tallahassee, Florida 32399-0400.

This project contains two separate Performance Deliverable Payment Schedules. The Base Funding (60% of project) is due by the following: First invoice - Within 10 working days of receiving an award notification, Second - February 24, 2003, and Third by June 30, 2003, in accordance with the description and amounts as indicated on the deliverable form. The Performance Allocation (40% of project) is due by the following dates: January 6, 2003, April 7, 2003, and June 16, 2003, in accordance with the approved Performance Projection Chart. Recipients are required to submit their reports only on the forms approved by the Division of Workforce Development. These forms may be obtained from the Division's website.

By June 30, 2003 the following must be completed:

- A. All obligations must be liquidated.
- B. A final Project Budget Summary and Disbursement Report (FA-399) and the appropriate deliverables must be submitted with the final invoice for payment to Vickie Brown. If the agency's actual cost of this project is less than the amount received, a refund check made payable to the Department of Education must be attached.

Should you have any questions regarding these special terms and conditions, please call Vickie Brown in Grants Management at (850) 487-3137 or suncom 277- 3137.

FLORIDA DEPARTMENT OF EDUCATION
Project Application

TAPS Number
3B025

<p>Please return to: Florida Department of Education Bureau of Grants Management Room 325B, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 488-3473 Suncom: 278-3473</p>	<p>A) Program Name: Adult Education and Family Literacy Community Technology Program NEW Competitive Project Year 2002-2003</p>	<p>DOE USE ONLY Date Received</p>
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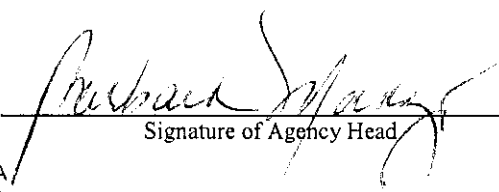
<p>B) Name and Address of Eligible Applicant: Lee County Parks and Recreation Schandler Hall Community Park – First Serve Initiative 3410 Palm Beach Blvd. Fort Myers, FL 33916</p> <p><i>Lee County Board of County Commissioners</i></p>	<p>Project Number (DOE Assigned) 817-19130-30CTT 817-19130-3PCT1</p>
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<p>C) Total Funds Requested: \$120,000</p> <hr/> <p>DOE USE ONLY Total Approved Project: \$ 120,000.00</p>	<p>D) Applicant Contact Information</p> <table border="1"> <tr> <td data-bbox="598 789 1060 902"> <p>Contact Name: Linda Finkbeiner</p> </td> <td data-bbox="1060 789 1523 902"> <p>Mailing Address: 933 El Dorado Pkwy West Cape Coral, FL 33914</p> </td> </tr> <tr> <td data-bbox="598 902 1060 987"> <p>Telephone Number: 941-540-3536</p> </td> <td data-bbox="1060 902 1523 987"> <p>SunCom Number:</p> </td> </tr> <tr> <td data-bbox="598 987 1060 1100"> <p>Fax Number: 941-549-8528</p> </td> <td data-bbox="1060 987 1523 1100"> <p>E-mail Address: finkbeiner@florida.usta.com</p> </td> </tr> </table>	<p>Contact Name: Linda Finkbeiner</p>	<p>Mailing Address: 933 El Dorado Pkwy West Cape Coral, FL 33914</p>	<p>Telephone Number: 941-540-3536</p>	<p>SunCom Number:</p>	<p>Fax Number: 941-549-8528</p>	<p>E-mail Address: finkbeiner@florida.usta.com</p>
<p>Contact Name: Linda Finkbeiner</p>	<p>Mailing Address: 933 El Dorado Pkwy West Cape Coral, FL 33914</p>						
<p>Telephone Number: 941-540-3536</p>	<p>SunCom Number:</p>						
<p>Fax Number: 941-549-8528</p>	<p>E-mail Address: finkbeiner@florida.usta.com</p>						

CERTIFICATION

I, Barbara Manzo, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. 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

Lee County Board of County Commissioners
Lee County Parks and Recreation – First Serve Initiative

TAPS Number
3B025

A) Name of Eligible Recipient:

B) ~~\$17 - 19130 - 300 TT~~ *817-1913A-3 PCT 1*

Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form

(1) OBJECT	(2) ACCOUNT TITLE AND NARRATIVE	(3) FTE POSITION	(4) AMOUNT
503190	Contracted Services: Two Family Literacy Trainers who will train and work directly with the 15 volunteer tutors		\$ 39,600
503190	Contracted Services: Literacy Volunteers of America - Services include providing Family Literacy Specialist to oversee all literacy trainers and programming for 50 families and 50 adults); Compiling Volunteer Literacy Tutor Training Packets that include Tutor Seven, I Speak English, and Family Literacy Materials for 20 tutors; Providing Trainers for 30 hour trainings for Family Literacy Trainers; Travel for Two Family Literacy Trainers (3 days/2 nights - 30 hours, includes in-state transportation, per diem expenses, and mileage; Travel for Family Literacy Specialist to 2002 Adult Literacy Education Conference (in-state transportation costs, materials, conference registration, per diem expenses, and mileage)		\$ 39,000
503190	Contracted Services: Community Outreach Liaison (recruits adult and family participants and markets the programs)		\$12,000
504810	Advertising/Marketing for Program: Bulk mailing in neighborhood, brochures, flyers, postage, neighborhood ads		\$ 3,200
506610	Materials: Adult/Family Literacy Books, Workbooks, and Multi-Media Tapes for 50 Family Literacy families and 50 Adult Education participants enrolled in the programs		\$ 8,000
503460	Software: (Jumpstart Series for children, Reader Rabbit for children, Rosetta Stone for Adults, TekniMedia computer series for adults)		\$ 3,000
504010	Travel: Monthly Educational Field Trips for Families: libraries, museums, parks, includes admission fees and transportation costs		\$ 2,400
505280	Equipment and Furniture: Virco computer stations for 12 computers, 24 chairs, and portable cabinets, Easels, Bulletin Boards for computer lab		\$ 5,686
505120	Administrative Costs: Indirect Cost 5%		\$ 5,714 ✓
504022	Travel: Travel for Two Family Literacy Trainers to 2002 Adult Literacy Education Conference, includes in-state transportation costs, materials, conference registration, per diem expenses, and mileage		\$ 1,400
C) TOTAL			\$120,000 ✓



BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: _____

Bob Janes
District One

Douglas R. St. Cerny
District Two

Ray Judah
District Three

Andrew W. Coy
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing Examiner

September 5, 2002

Ms. Vicki Brown
Florida Department of Education
Bureau of Contract Management
Room 325B, Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400

Dear Ms. Brown:

Please accept this letter as authorization for Barbara Manzo, Deputy Director of Lee County Parks and Recreation, to sign as an official representative of Lee County, any documentation related to the Community Technology Program Grant Application. This grant application was submitted by Lee County Parks and Recreation in collaboration with Lee County Community Tennis Association's First Serve Initiative and Literacy Volunteers of Lee County.

If you have any concerns or questions, please contact me.

Sincerely,

Robert P. Janes, Chairman
Lee County Board of County Commissioners

RPJ/ns

SEP 11 2002
11:55 AM
33902-0398

**60% Base Funding Performance Deliverables
For
Workforce Development Special Initiative Programs
Fiscal Year 2002-2003**

Adult Education and Family Literacy - Community Technology Programs - 3B025

Year One	Due Date	Amount of Payment
Start-up Plan 1. How will you advertise and hire personnel? 2. By what date will all staff members be hired? 3. Where will the program be implemented? 4. What, if anything, will have to be done to make the facility conducive for learning and student friendly? 5. How will program participants be recruited? 6. How many students are needed before the class starts? 7. What is the projected start date for classes to begin? 8. What are the days and hours of operation? 9. What is the holiday schedules?	Within 10 working days of receiving an award notification.	\$24,000
Detailed Collaborative Agreement 1. Identify each partner that is receiving funds from this grant. 2. Describe the services and/or programs provided by each partner. 3. Identify the amount allocated to each partner. 4. Identify the deliverables for which partners will be paid. 5. Identify the amount paid per deliverable for each partner.	February 24, 2003	\$24,000
Program "To-Date" Narrative 1. Is the project on track to meet its projected deliverables? 2. Why do you think you are achieving the projected deliverables at this rate? 3. If deliverables are lagging, describe the adjustments in implementation strategies.	June 30, 2003	\$24,000
Total 60% Base Funding		\$72,000

**Community Technology Program
(Performance Projection Chart)
"FY 02-03"**

*New
817-1913A-3PCT1*

Chart # 1: Budget

DISTRIBUTION CATEGORIES (Column # 1)	% OF BUDGET (Column # 2)	BUDGET ALLOCATION (Column # 3)	BASE ALLOCATION	PERFORMANCE ALLOCATION
Row 1: Total Budget Request	100%	\$120,000.00		
Row 2: Administrative Cost	5%	\$6,000.00		
Row 3: Component One		\$50,000.00	\$30,000.00	\$20,000.00
Row 4: Component Two		\$40,000.00	\$24,000.00	\$16,000.00
Row 5: Component Three		\$30,000.00	\$18,000.00	\$12,000.00
TOTAL		\$120,000.00	\$72,000.00	\$48,000.00

Chart # 2: Component One Cost Allocation

OUTCOME	% OF PERFORMANCE BUDGET DISTRIBUTION	COST/OUTCOME ALLOCATION	PROJECTED PARTICIPANTS	COST PER PARTICIPANT
Row 1: Enrollees	25%	\$5,000.00	30	\$166.67
Row 2: GED/Diploma	35%	\$7,000.00	5	\$1,400.00
Row 3: Vo-tech/Job Placement	40%	\$8,000.00	15	\$533.33

Chart # 3: Component Two Cost Allocation

OUTCOME	% OF PERFORMANCE BUDGET DISTRIBUTION	COST/PARTICIPANT ALLOCATION	PROJECTED PARTICIPANTS	COST PER PARTICIPANT
Row 1: Parent/child Activities	25%	\$4,000.00	50	\$80.00
Row 2: PTO Meetings Attended	35%	\$5,600.00	50	\$112.00
Row 3: School Volunteerism	40%	\$6,400.00	50	\$128.00

Chart # 4: Component Three Cost Allocation

OUTCOME	% OF PERFORMANCE BUDGET DISTRIBUTION	COST/PARTICIPANT ALLOCATION	PROJECTED PARTICIPANTS	COST PER PARTICIPANT
Row 2: Council Member Involvement	25%	\$3,000.00	75	\$40.00
Row 3: Family Mentors	35%	\$4,200.00	50	\$84.00
Row 4: Community Partners	40%	\$4,800.00	10	\$480.00

817-1913A-3PCT1

PARKS & RECREATION

ADMINISTRATION Contacts



PARKS AND RECREATION

Parks & rec Online Web Enabled Registration

What's New

[Aquatics](#)

[Centers](#)

[Parks](#)

[Programs](#)

[Other Info](#)

[Aquatics](#) | [Centers](#) | [Parks](#) | [Programs](#) | [Other Info](#)

Welcome to Lee County Parks and Recreation Administration Contact Page!

On this page you will find information about Parks and Recreation Administration and how to contact the Directors, Managers and Supervisors via e-mail.

Contacts

Administration

- John Yarbrough
Director
jy@leegov.com
- Barbara Manze
Deputy Director
barbara@leegov.com

Managers

- Facilities co-managers
Mike Mulligan
Mike@leegov.com
Gary Porter
portergp@leegov.com
- Safety
Ed McIntyre
mcintyee@leegov.com
- Programs co-managers
Sara DeVilder
sara@leegov.com
Alise Flanjack
alise@leegov.com
- Land Stewardship
Roger Clark
roger@leegov.com

Program Registration Front Desk

- Jeannie Castillo
jeannie@leegov.com
- Bonnie Peters
bonnie@leegov.com

Other Managers

- Dean Cerdan
Computerization
cerdandt@leegov.com
- Janis Prinkalns
Planning
janis@leegov.com

Fiscal

- Cindy Mitar
Fiscal Manger
mitarcc@leegov.com

***COLLABORATION
AGREEMENT***

between

*Lee County Parks and
Recreation,*

*Lee County Community
Tennis Association – First
Serve Initiative,*

and

*Literacy Volunteers of Lee
County*

COLLABORATIVE AGREEMENT

Lee County Parks and Recreation, Lee County Community Tennis Association (First Serve Initiative), and Literacy Volunteers of America (Lee) have entered into this collaborative agreement to apply for a \$120,000 Community Technology Program Grant offered by the Division of Workforce Development.

All three partners will be actively involved in each of the three grant components: adult literacy, family literacy and community improvement. Lee County Parks and Recreation will act as the fiscal agent for this grant and is providing the use of the Schandler Hall Community Center for the proposed project. The Lee County Community Tennis Association (LCCTA) is the sponsoring organization for the First Serve Initiative, which combines tennis, computers, homework assistance, mentoring, and nutritional snacks for the children at Schandler Hall. The Literacy Volunteers of America (LVA) – Lee County Affiliate will provide training, materials and services to develop and support volunteer tutor programs for adult literacy and family literacy.

As the fiscal agent, the Lee County Parks and Recreation will request and distribute the grant funds, submit progress and budget reports on Division of Workforce Development forms, and submit performance invoice schedule on a quarterly basis. As the site provider, Lee County Parks and Recreation will provide in-kind services that include, but are not limited to, childcare, homework assistance, staffing, transportation, and site operating expenses.

The LCCTA will continue to provide tennis instruction, health and fitness awareness, and homework assistance. LCCTA will expand existing services to include a comprehensive family literacy program by providing two Family Literacy Trainers and two consultants for community outreach and project evaluation. In addition, the LCCTA will secure the furniture for computer lab expansion.

The LVA will be responsible for providing the Family Literacy Specialist, Trainers' Training Workshops, materials for volunteer literacy tutor training, trainers' consultants, advertising and marketing for program, all adult and family literacy books, materials and software, monthly family social events, and field trips. The LCCTA and LVA will be responsible for submitting monthly progress reports to Lee County Parks and Recreation.

Lee County Parks and Recreation will be donating in-kind monies of \$36,000 in staffing for childcare and homework assistance as well as \$34,000 in operating expenses, for a total of \$70,000.

Lee County Community Tennis Association will receive \$12,000 for two consultants, \$39,600 for the two Family Literacy Trainers, \$5,000 for the furniture, and \$6,000 for Administrative costs, resulting in a total of \$62,600.

The Literacy Volunteers of America will receive \$31,250 for the Family Literacy Specialist, \$2,500 for Trainers' Training, \$1,500 for Training materials, \$3,050 for Trainers' Consultant Fees, \$2,400 for Advertising/Marketing, \$8,000 for Literacy Books and Materials, \$3,000 Software, \$2,400 for Monthly Family Social Events, \$1,800 for Field Trips, and \$1,500 for Educational conference in Tampa, resulting in a total of \$49,150. Total amount allocated for this project is \$120,000.

Signatures from all three collaborative partners confirm each organization's commitment to executing the program described in the grant application to be submitted on or before June 17, 2002.

Lee County Division of Parks and Recreation

By: _____

Barbara Manzo
Barbara Manzo, Deputy Director

Date: _____

6/14/02

Lee County Community Tennis Association

By: _____

Linda Finkbeiner
Linda Finkbeiner, Vice-President/Treasurer

Date: _____

6/14/02

Literacy Volunteers of America – Lee County Affiliate

By: _____

Donna Phillips
Donna Phillips, Executive Director

Date: _____

6/14/02

***DEVELOPING
YOUR PROPOSAL:
COMPONENT TWO***

***PROGRAM
NEED***

COMPONENT ONE: Program Overview

The Community Technology Program will be offered through a partnership between the First Serve Initiative (sponsored by the Lee County Community Tennis Association), Literacy Volunteers of America, and Lee County Parks and Recreation. This project will be implemented at the "First Serve" site at Schandler Hall Community Park, which is located between census tracts 3.01 and 4 in Fort Myers, Lee County, Florida. The site is situated in an urban community known as Tice with a population of 8,891 living in 4,723 housing units.

The project will recruit and enroll qualifying adults who are 16 years of age or older, are beyond the age of compulsory school attendance under Florida law, do not have a secondary diploma or equivalent and either lack sufficient mastery of basic educational skills to function effectively in society or are unable to speak, read or write the English language. In this community, 75% of the school children receive a free or reduced priced lunch and less than 2% of the local population has access to a computer in the home.

The goals of this project will be to assist adult residents in the urban community of Tice to obtain access to computer technology and to increase their skills in using computers. In addition, to these computer skills, adult education services will be provided to increase the literacy level, assist in completing high school or obtaining a GED, and obtaining the knowledge and skills necessary for employment and self-sufficiency. For those participants with families, the program will provide assistance for parents to become full partners in the educational development of dependent children in their care.

Also, the project will provide adult students and their children opportunities to participate in public service within their communities by offering neighborhood improvement programs in addition to comprehensive family literacy programs and adult basic education. Literacy training and homework assistance for families in the community will be provided in the Schandler Hall Community Center, as well as local library locations. These programs will integrate marketable job skills in the course content and also address topics such as nutrition and physical fitness to encourage families to adopt a healthy lifestyle.

Adult education components will include computer literacy, adult literacy training, employability skills training, GED and high school diploma preparation, as well as programs specifically targeted for the non-English speaking population. The family literacy component will incorporate interactive literacy activities between parents and their children. Staff interaction with parents and children in a variety of settings will encourage language development, help manage stress, and teach teamwork and problem-solving skills. Computer literacy training will be offered with flexible and extended hours in the computer labs at Schandler Hall. Training in the use of the Internet for communication and as an educational tool will be implemented and Internet access will be available. Local library use will be encouraged and the bookmobile will visit the Schandler Hall site on a regular basis.

This program in the Tice community will benefit the adult participants in many ways. Undereducated adults will be able to improve their adult literacy skill levels and progress toward their high school credential. The mastery of basic educational, communication and computer skills will enable adults to function more effectively and successfully in the workplace. Adults will gain access to the computer lab and the Internet in order to explore their personal interests and educational objectives.

Families in the community will see benefits from this program in their children's literacy level improvement, positive changes in attitudes toward school, and increased access to computers and library resources. Participants will also expand their social support networks, improve their family relationships and increase their involvement in their community.

COMPONENT TWO: PROGRAM NEED

This Community Technology Program will target the illiterate, undereducated, and disadvantaged adults and families in the Tice community. Special efforts will be made to recruit unemployed and underemployed heads of households in the community. The neighborhood has many of the typical problems of an urban area including a high rate of poverty and a proliferation of female heads of households. Over 14 percent of the families with minor children are living below the poverty level in the community, and nearly half of the families headed by females, 47.5 percent, live below the poverty level. Seventy-five percent of school-aged children are eligible for free or reduced price lunch at school, and very few families have access to computer technology. These poverty rates indicate a high level of distress, particularly among the families with female heads of the household with children under 18 years of age.

Many families in the Tice community are struggling for survival and the effects on the family can be devastating. The parents who are undereducated are often isolated, overworked, under much stress and therefore likely to have little time or energy to be involved with their children's education. The children suffer from lack of positive reinforcement of schoolwork and homework, and this pattern of under-education and illiteracy continues to the next generation.

The negative correlation between poverty and academic achievement is well founded statistically. Based on communities with similar demographics, we expect only 36 percent of Tice students taking the grade four Florida Comprehensive Assessment Test will pass Reading, only 60 percent of children are expected to graduate from high school, and approximately 14 percent of teenaged girls will become teen mothers. The National Commission on Excellence in Education reports that 13 percent of all 17-year olds are functionally illiterate. **Among minority youth, this figure increases to 44 percent.** Illiteracy is a major contributing factor in joblessness, low-wage earning, poverty and crime. In addition, there is a direct correlation between the literacy level of a parent and the literacy level of their children. Youngsters whose parents are functionally illiterate are twice as likely as their peers to be functionally illiterate. (National Assessment of Educational Progress) According to the National Education Association, 41 percent of the illiterate adults live in urban communities in the United States.

According to research reported by Jonathan Kozol in *Illiterate America*, 75 percent of unemployed adults have reading or writing difficulties and 50 percent of American adults are unable to read an 8th grade level book. The U.S. Department of Education reports that 60 percent of prison inmates in the United States are illiterate and 85 percent of juvenile offenders have reading problems. It is true that 40 percent of all current jobs require limited skills, however, it is estimated that only 27 percent of newly created jobs fall into the low-skill categories. It is clear that there is a pressing need for adult education services, family literacy programs and training in computer and workplace skills.

Fortunately, an overwhelming number of parents, approximately 85 percent, expressed an interest in literacy programs not only for their children, but also for themselves. Moreover, it has been shown that a similar percentage, 85 percent, of children whose parent(s) attend literacy classes improve academically. The adult education programs offered through this partnership of Lee County Parks and Recreation, Lee County Community Tennis Association-First Serve Initiative and the Literacy Volunteers of America will not only meet the needs of families in the community, but they will satisfy the desires of undereducated and disadvantaged adults and help them achieve their personal and education goals.

***DEVELOPING
YOUR PROPOSAL:***

***COMPONENT
THREE***

***PROGRAM
DESIGN***

COMPONENT THREE: PROGRAM DESIGN

Program Infrastructure

Schandler Hall Community Center and Park is a Lee County Parks and Recreation facility located in the heart of the Tice community, walking distance for participants in the program. The hours of operation include morning, afternoon, and evening hours during the week. Weekend hours will be available as well. The current lab consists of computers set up on metal tables with metal chairs. Our plan is to update the service delivery method by making the Schandler Hall computer lab a more suitable environment conducive to individual technology instruction/exploration. The Riverdale library is located nearby, as well as the Lee County Regional Library in Fort Myers. A bookmobile will be visiting the Schandler Hall location on a regular basis for those participants who have difficulty traveling to the library locations.

Recruitment and marketing activities will include use of the existing monthly newsletter distributed to children at Schandler Hall Community Center, bulk mailing to all households describing the programs in English and Spanish, and outreach within the community through home visits, questionnaires, interviews, posters on site and in the community. These strategies will outline the educational programs available and highlight the extended hours and computer lab availability for working adults.

The Community Technology Program will employ a Family Literacy Specialist for approximately 25 hours per week to coordinate the program, design and implement the program activities. The position will require a bachelor's degree and preference will be given to applicants with prior teaching experience. The Specialist will be expected to attend professional development training every year. Two Family Literacy Trainers will be engaged for approximately fifteen hours each week to work directly with other staff, adult participants and their families. In addition, it is estimated that the Literacy Volunteers of America will provide fifteen Family Literacy Tutors. These tutors will work with each participant one-on-one for one to two hours each week. A consultant will be retained as a Community Outreach Liaison to provide recruitment and marketing of the Community Technology programs. All positions in direct contact with adult students and families will be required to complete a 30-hour workshop on Basic Literacy and English as a Second Language training. Consultants with experience in grant management, grant writing and evaluation of programs will also be employed to provide services, as needed.

Formative evaluation of the program will be conducted on an on-going basis by using program participant evaluations, responses to marketing strategies, statistics and information provided in home visits, attendance and participation records, progress reports of trainers and tutors. Monthly enrollment and financial reports will be provided to the grant manager. Project financial records will be kept and reported using appropriate software, such as Filemaker Pro.

Proposed Services

The primary component of the Community Technology program will be adult basic education including computer and adult literacy training, and employability skills training including life management techniques. Programs will be implemented that develop positive attitudes, provide strategies and encourage behaviors that lead to improved self-image.

The Comprehensive Family Literacy component will provide opportunities for interactive literacy activities between parents and their dependent children. The staff and volunteers will provide training for parents on how to be the primary teacher for their children and full partners in their education. The activities provided will allow interaction with adults, their children, and other members of the community in a variety of settings that will encourage language development, develop stress management strategies, model teamwork and teach problem-solving skills.

The neighborhood improvement component of the program will build strong bonds between community members by offering a fun and comfortable atmosphere for building communication and relational skills. Participants will be able to improve their literacy level and enhance their job skills at the same time that they are interacting with their children and their neighbors in the community. Availability of computer labs for Internet research, online educational programs and personal electronic mail communication will decrease the isolation of the participants and involve them in the global community. All of these activities will assist the participants in becoming self-sufficient and achieving their educational and financial goals, thus improving the outlook for the entire community.

Extended hours at the Schandler Hall Community Center will offer adults, parents and children a wide-range of easily accessible programs and activities year round. Participants that are "hardest to serve," those with reading levels below 6.0, will be encouraged to spend adequate time in the program each week to ensure adequate educational progress in developing their basic literacy skills. Family Literacy participants will be encouraged to commit one to two hours each week to the interactive activities provided at the center and the libraries. Field trips will be offered every two months during the project period and child-care and transportation will be provided to encourage adult and family participation.

The Literacy Volunteers of America have been using many effective practices and strategies in their programs for the past ten years. Their experience and successful practices will be utilized in the Community Technology program. Multi-media materials that will be used include Practical Job Skills Series, Speaking Up at Work series, READ (Reading, Evaluation, Adult Diagnostics), ESLOA (English as a Second Language Oral Assessment), the Laubach way to Reading series, the Steck-Vaughn Complete Family Literature package, Reader Rabbit and the Laubach Way to English. Activities for the family will include family reading nights, storytelling, outings to museums and parks, tennis carnivals and parent/child tennis tournaments. Cooking classes, arts and crafts, and tennis instruction will continue to be provided and programs such as Girl Power and PAACT (Participation, Athletics, Arts, Community, Teams) will be also continued.

The Community Center provides free child-care to parents involved in the activities and programs. The Lee County Parks and Recreation department provides field trip transportation. Supportive volunteer services are provided by the Literacy Volunteers of Lee County. All sites are handicapped accessible and participation of all individuals, regardless of ability or special need is encouraged.

Collaboration

The primary collaborative partners in this project are Lee County Parks and Recreation, the Lee County Community Tennis Association (First Serve Initiative) and the Literacy Volunteers of America. All three partners will be actively involved in each of the three grant components: adult literacy, family literacy and community improvement; and will meet quarterly to discuss progress. Lee County Parks and Recreation will act as the fiscal agent for this grant and is providing the use of the Schandler Hall Community Center for the proposed project. The Lee County Community Tennis Association (LCCTA) is the sponsoring organization for the First Serve Initiative, which combines tennis, computers, homework assistance, mentoring, and nutritional snacks for the children at Schandler Hall. The Literacy Volunteers of America (LVA) – Lee County Affiliate will provide training, materials and services to develop and support volunteer tutor programs for adult literacy and family literacy.

As the fiscal agent, the Lee County Parks and Recreation will request and distribute the grant funds, submit progress and budget reports on Division of Workforce Development forms, and submit performance invoice schedules on a quarterly basis. As the site provider, Lee County Parks and Recreation will provide in-kind services that include, but are not limited to, childcare, homework assistance, staffing, transportation, and site operating expenses. The LCCTA will continue to provide tennis instruction, health and fitness awareness, and homework assistance. LCCTA will expand existing services to include a comprehensive family literacy program by providing two Family Literacy Trainers and two consultants for community outreach and project evaluation. In addition, the LCCTA will secure the furniture for computer lab expansion. The LVA will be responsible for providing the Family Literacy Specialist, Trainers' Training Workshops, materials for volunteer literacy tutor training, trainers' consultants, advertising and marketing for program, all adult and family literacy books, materials and software, monthly family social events, and field trips. The LCCTA and LVA will be responsible for submitting monthly progress reports to Lee County Parks and Recreation.

Lee County Parks and Recreation will be donating in-kind monies of \$36,000 in staffing for childcare and homework assistance as well as \$34,000 in operating expenses, for a total of \$70,000. Lee County Community Tennis Association will receive \$12,000 for two consultants, \$39,600 for the two Family Literacy Trainers, \$5,000 for the furniture, and \$6,000 for Administrative costs, resulting in a total of \$62,600. The Literacy Volunteers of America will receive \$31,250 for the Family Literacy Specialist, \$2,500 for Trainers' Training, \$1,500 for Training materials, \$3,050 for Trainers' Consultant Fees, \$2,400 for Advertising/Marketing, \$8,000 for Literacy Books and Materials, \$3,000 Software, \$2,400 for Monthly Family Social Events, \$1,800 for Field Trips, and \$1,500 for Educational conference in Tampa, resulting in a total of \$49,150. Total amount allocated for this project is \$120,000.

Secondary partners - First Serve Initiative partners include the United States Tennis Association (Sponsor Recruitment, training and materials, File Management Pro System, Helpanswers.com - \$27,000), Burger King (\$25,000), Hess (\$5,000), Court TV (free advertising), Bollettieri Tennis Academy (\$2,040 in tennis scholarships and \$395 in teaching materials), Microsoft (Windows 2000 software and 12 licenses - \$2,600), Bank of America (Financial Freedom Software and curriculum guides- \$500), Nasdaq-100 (tennis tournament tickets - \$500), USDA Summer Food Program (2 meals per child - \$2,250) for a total of \$65,285. Combined with the \$70,000 in-kind monies from Lee County Parks and Recreation, community contributions (outside this grant) total \$135,285. In addition, Schandler Hall has an extensive list of businesses and organizations that donate food and other items to the program including Police Athletic League, PACCT, Walmart, Walgreens, Publix, Eckerd's, Dominoes, Home Depot, Lowe's, Pepsi, McDonalds, and many other anonymous donors.

Measurable Objectives

The measurable objectives for the primary component, Adult Basic Education, are literacy completion, GED/Diploma Preparation, and Vo-Tech Job Placement. The literacy completion objective will target 30 adult participants. Of these 30 participants, we expect that 20 of them will achieve mid-level completion point and 15 of the original 30 students will complete all program curriculum requirements for the year. Students will be measured using the Laubach Way to Reading Series by being assessed after each chapter and before moving onto the next level. We anticipate at least one level gain in the READ (Reading, Evaluation, and Adult Diagnostics) and ESLOA (English as a Second Language Oral Assessment). Each of these programs provides pre-tests, mid-tests, and completion tests at each level. In addition, students will be evaluated on program attendance and assignment completion. The GED/Diploma Preparation objective will target 5 adults in the Tice Community, with expectations that 3 of the students will meet mid-level requirements and 1 of the original 5 participants will complete all requirements to obtain his/her GED or Diploma equivalent by the end of the year. Vo-Tech/Job Placement objectives will target 15 individuals, with the expectations of 10 completing the mid-level requirements and 5 of the original participants securing employment.

Measurable objectives for the secondary component, Comprehensive Family Literacy, are participation in parent/child activities, participation in parent/teacher/school conferences and volunteerism, and increased school performance for students. The participation in parent/child activities objective will target 50 families, with expectations of 30 families achieving mid-level requirements and 20 of the original families meeting year-end program requirements of 50 hours of logged parent/child reading time. Participation in Parent/Teacher/School Conferences and school volunteer opportunities is an objective that will target 50 parents for enrollment, with mid-level expectations being achieved for 20 parents and 15 parents completing year-end requirements of 10 hours logged time during the school year. The increased school performance objective has a target enrollment of 50 children, with 40 students reaching mid-point expectations, and 30 of the original enrollees showing a significant improvement on school report cards, including behavioral gains.

Neighborhood Improvement objectives reflect the availability of the enhanced computer lab at the Schandler Hall Community Center through extended hours and public access to all citizens in the Tice Community. Objectives include internet training, participation in neighborhood activities at the Center, and completion of independent projects at the computer lab. Internet training with structured classes and free time computer use will target a combined 75 adults and children, with expectations of 40 participants at mid-level and 25 participants meeting year-end requirements of 30 hours of logged time. The project objective that encourages participation in Schandler Hall public services will target 50 families, with 30 at mid-level, and 25 families completing year-end requirements of 12 hours logged time. The independent project completion objective will target 10 adults at enrollment, with 6 at mid-level, and 4 adults completing the individual projects such as personal development, career development, financial development, email, and job preparation.

***DEVELOPING
YOUR PROPOSAL:***

***COMPONENT
THREE***

***PROGRAM
BUDGET***

APPLICATION

CHECKLIST

ADULT EDUCATION APPLICATION CHECKLIST
Community Technology

Review the proposal for completeness. Provide this form as an appendix to show verification of compliance.

APPLICATION	SECTION	PAGE NUMBER
Acceptance Requirements	Component III	
	<u>DOE 100A (with original signature)</u>	7
	<u>DOE 101</u>	8
	<u>Performance Projection Chart</u>	9
Component I	Program Summary	
	Program Overview-Program Need	1-2
Component II	Program Design	
	Part 1: Program Infrastructure	3
	Part 2: Proposed Services	4
	Part 3: Collaboration	5
	Part 4: Measurable Objectives	
	Adult Education	6
	Family Literacy	6
	Neighborhood Improvement	6
Attachments	Non-Public Agencies Only	N/A
	List of Current Board of Directors and Article of Incorporation	
	Copy of Current Operating Budget	N/A
	Copy of Most Recent Audit Report	N/A
	<u>General Terms, Assurances and Conditions for Participation in Federal and State Programs PDF</u>	Attached at End

***GENERAL TERMS,
ASSURANCES,
AND CONDITIONS
FOR PARTICIPATION
IN FEDERAL AND STATE
PROGRAMS***

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

The Department of Education has developed and implemented a general terms, assurances, and conditions document for Federal and State Programs, to comply with:

1. 34 CFR Part 76.301 of the Education Department General Administrative Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U. S. Department of Education;
2. applicable regulations of other Federal agencies; and
3. state regulations and laws pertaining to the expenditure of state funds.

School Districts, Community Colleges, Universities, and State Agencies

Certification of adherence to the General Assurances for Participation in Federal and State Programs shall remain in effect indefinitely 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

Certification of adherence to the General Assurances for Participation in Federal and State Programs, and any conditions that are unique to a particular grant, shall be included in the project application.

**SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS
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**GENERAL ASSURANCES FOR PARTICIPATION
IN FEDERAL AND STATE PROGRAMS**

**Implemented by the Florida Department of Education Under the
Provisions of the Education Department General Administrative
Regulations (EDGAR) of the United States Department of Education**

**SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS
FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS**

FLORIDA DEPARTMENT OF EDUCATION

General Application of Assurances for Federal and State Programs

Authority for Data Collection: 20 USC 1232e.


Planned Use of Data: The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232 (e) stipulate that "Each local education agency which participates in an applicable program under which federal funds are made available to such agency through a State agency shall submit, to such an agency, a general application containing the assurances set forth in subsection (b)." The application shall cover the participation by the local education agency in all federal programs administered by the U.S. Department of Education.

Instructions: This general application will be in effect for the duration of participation in federal and state programs until such time as the requirements change. The superintendent or other authorized officer must sign the certification and return to the address below. Payment for federally funded applications and contracts cannot be made by this Agency until the general application is received. For further information, contact the Department of Education, Comptroller's Office at (904) 487-2460, Suncom 277-2460.

Certification:

I, the undersigned authorized official for the above-named local education agency of the State of Florida, hereby apply for participation in federally funded and state funded education programs.

I certify that the local education agency will adhere to each of the assurances contained in this set of General Assurances.

Typed Name and Title of Authorized Official (Agency Head)	Date	Telephone	Signature (must be original)
Barbara D. Manzo Deputy Director Lee County Parks & Recreation	06/14/02	(239) 461-7412	

Return original to:

Florida Department of Education
Comptroller's Office
Room 944
Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

TERMS

Applicant

A school district or other agency seeking a project award from the Florida Department of Education.

Budget

The applicant's financial plan, in terms of accounts and amounts, showing use of funds for carrying out project objectives, services or activities as found on the Project Budget Summary and Disbursement Report and on other budget documents required by the Florida Department of Education.

Budget Period

The interval of time into which a project period is divided for budgetary purposes.

Carryover

The unspent balance of a project to be continued under the same project award into subsequent budget periods of the next fiscal year.

Disbursement

Payment made in cash or by check.

Equipment

A material item of a non-expendable nature, such as a built-in facility, a movable or fixed unit of furniture or furnishings, an instrument or apparatus, a machine (including attachments), instructional skill-training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic for items of its class.

Monitoring

Florida Department of Education activities which determine that funds are used and programs are operated in accordance with applicable federal and state statutes, rules and regulations.

More Restrictive Conditions

Special requirements or restrictions imposed on a project recipient as a condition of project approval by the Florida Department of Education.

Obligations

The amounts for orders placed, contracts awarded, services received, or for similar transactions during the stipulated project period, which will require payment during the same or a future period.

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

Private, Nonprofit Organization

An agency, organization or institution, not under federal or public supervision or control, which is owned by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

Private, For Profit Organization

An agency, organization or institution, not under federal or public supervision or control, which is owned by one or more individuals, partnerships, corporations or associations whose net earnings do or can benefit any private shareholder or entity.

Project

The services or activities which an agency agrees to provide for a specified period of time utilizing state or federal funds awarded to a project recipient.

Project Application

An agency's request for a project award under state or federal education programs administered by the Florida Department of Education.

Project Award

The approval of a project and of funding as stated in the Letter of Approval sent to project recipients which specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the Florida Department of Education.

Project Period

The length of time for which a project has been authorized.

Project Recipient

The school district or other agency which has been awarded a project to provide services or activities described in a project application approved by the Florida Department of Education.

Roll-Forward

The unspent portion of an allocation which remains available to an agency for use in a project to be funded under the same fund source in the next project period.

Supplies

An item of expendable nature that is consumed, worn out, or deteriorated in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

ASSURANCES

Assurance is hereby given that:

1. The local educational agency will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
2. The control of funds provided to the local educational agency under each program and title to property acquired with those funds will be in a public agency, and that a public agency will administer those funds and property;
3. The local educational agency will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, Federal funds paid to that agency under each program;
4. The local educational agency will make reports to the Florida Department of Education and to the U.S. Secretary of Education as may reasonably be necessary to enable the Florida Department of Education and the U.S. Secretary of Education to perform their duties and that the local educational agency will maintain such records, including the records required under section 1232 (f) of this title, and provide access to those records, as the Florida Department of Education or the U.S. Secretary of Education deem necessary to perform their duties;
5. The local educational agency will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
6. Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
7. In the case of any project involving construction --
 - A. The project is not inconsistent with overall State plans for the construction of school facilities, and
 - B. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the U.S. Secretary of Education under section 794 of Title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by handicapped individuals;
8. The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects;
9. None of the funds expended under the applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

**SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS
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CONDITIONS

Accounts and Records

The recipient shall maintain all accounts, records and other supporting documentation pertaining to all costs incurred, and revenues, or other applicable credits acquired under each approved project as specified in General Records Schedule for Florida School Districts or as prescribed by the Florida Department of Education.

Allowable Costs

Expenditures of the recipient may be charged to the project only if they are in payment of an obligation incurred during the project period, conform to the approved project, and comply with minimum requirements of federal and state statutes, rules and regulations.

Amendments

Unless otherwise stated, all project recipients shall utilize the project amendment requirements and procedures described in the Project Application and Amendment Procedure for Federal and State Programs Administered by the Florida Department of Education (Green Book).

JTPA-Title I, Section 123, and Title IV-A, Section 402, cannot change a category total, but may adjust line items within a category with the exception of equipment which requires an amendment for any change.

NOTE: Application revisions would be necessary to implement a program change.

Debarment, Suspension, and Other Responsibility Matters

As a required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Section 85.105 and 85.110.

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining , attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public

**SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS
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transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Sections 85.605 and 85.610.

- A. The applicant certifies that it will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

**SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS
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- (d) Notifying the employee in the statement required by (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA - Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Mark if there are workplaces on file that are not identified here.

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610.

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity. I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No.3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant.

Florida Statutes

Chapter 216.347 – Disbursements of grants and aids appropriations for lobbying prohibited.
- A state agency, water management district, or the judicial branch may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062 and any other law prohibiting the use of state funds for lobbying purposes. However, for the purposes of this section and s. 11.062, the payment of funds for the purpose of registering as a lobbyist shall not be considered a lobbying purpose.

Chapter 216.349 – Financial review of grants and aids appropriations; audit or attestation statement.
(1) Before disbursing any funds from a grants and aids appropriation pursuant to a grant or contract, the state agency, or the judicial branch, authorized by the appropriations act to administer the funds and the Comptroller must independently ensure that the proposed expenditure is in accordance with all legal and regulatory requirements and find that the terms of the grant or contract specifically prohibits the use of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.

(2) Any local governmental entity, nonprofit organization, or for-profit organization that is awarded funds from a grants and aids appropriation by a state agency shall:

(a) If the amounts received exceed \$100,000, have an audit performed in accordance with the rules of the Auditor General promulgated pursuant to s. 11.45, except that this audit may not be paid for with federal funds unless the amounts expended exceed \$300,000, in accordance with the Single Audit Act Amendments of 1996;

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

*(b) If the amounts received exceed \$25,000 but do not exceed \$100,000, have an audit performed in accordance with the rules of the Auditor General promulgated pursuant to s. 11.45 or have a statement prepared by an independent certified public accountant which attests that the receiving entity or organization has complied with the provisions of the grant;
or*

(c) If the amounts received do not exceed \$25,000, have the head of the entity or organization attest, under penalties of perjury, that the entity or organization has complied with the provisions of the grant.

All audits performed or attestation statements prepared under this subsection shall be filed with the granting agency and with the Auditor General.

For agencies not audited by the Auditor General, this information is due in the Comptroller's Office within one year after the end of the agency's fiscal period. An audit or attestation statement as applicable is required for each fiscal year which contains a Department of Education's program fiscal activity.

Gun Possession

As required by Title XIV, Part F, Sec 14601-3 (Gun-Free Schools Act of 1994), of the Improving America's Schools Act:

- (a) the applicant certifies that in compliance with Chapter 230.23 (6) (d) 10 Florida Statutes, any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution.
- (b) School boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.
- (c) Superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the school board to modify the requirement if determined to be in the best interest of the student and the school system.

Indirect Cost

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, however, if they fail to do so, they will not be allowed to recover any

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

indirect costs related to federal grants. Amounts from zero to the maximum negotiated rate may be approved for a program or project by the Department of Education administrator. Indirect costs shall only apply to federal projects.

Other Agencies

To be allowed to recover indirect costs, agencies other than school districts must furnish to the Comptroller's Office a copy of their current negotiated indirect cost plan that has been approved by the appropriate cognizant agency. Indirect costs shall only apply to federal projects.

State Agencies, Universities and Community Colleges

State agencies, state universities and state community colleges must comply with Florida Statutes 216.346 which states "in any contract between state agencies, including any contract involving the State University System or the State Community College System, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect costs or any other costs not required for the payment of direct costs."

Restrictions on Indirect Cost

Restrictions to the amount or percentage that can be charged to a project's administration (which includes indirect cost) will be reflected in the approved project application or amendment where applicable.

Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

More Restrictive Conditions

Project recipients found to be in noncompliance with fund source requirements shall be subject to the imposition of more restrictive conditions.

Obligations By Project Recipients

Obligations will be considered to have been incurred by project recipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, **except** that funds for personal services, for services performed by public utilities, for travel and for the rental of facilities, shall be considered to have been obligated as of the time such services were rendered, such travel was performed, and such rented facilities were used, respectively.

Ownership of Products

The ownership of products resulting from a project, which are subject to copyright or of economic value, shall remain with the Florida Department of Education unless such ownership is explicitly waived.

Payment Method

There are four methods of payment.

- a. Federal cash advances will be made by state warrant or EFT to a recipient for disbursements. For **federally funded projects**, requests for Federal Cash Advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.
- b. Quarterly payments of state funds will be made in accordance with the Letter of Approval.
- c. Reimbursement will be made by state warrant after disbursements are made by the recipient. Requests for reimbursement with the appropriate back-up documentation should be submitted in accordance with applicable program requirements.

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- d. Performance-based payments will be distributed upon receipt of a properly prepared invoice and acceptance of units of deliverables by the Program Administrator.

Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the Local Educational Agency (LEA) and approved by a responsible official(s) of the LEA.

As required by OMB Circular A-87, when employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having first hand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activities), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents which meet the following standards:

- a. reflect an after-the-fact distribution of the actual activity of each employee,
- b. account for the total activity for which each employee is compensated,
- c. be prepared at least monthly and must coincide with one or more pay periods, and
- d. be signed by the employee.

The U.S. Department of Education has approved for use in Florida, a substitute system for allocating salaries to federal projects. This substitute system, the Personnel Activity Reporting System (PARS), may be implemented by LEA's, so long as it is implemented as described in the June, 1996 *Implementation Memorandum* and the *Personnel Activity Reporting Handbook*.¹ When LEA's choose to use the substitute system (PARS), no variations are allowable without specific authorization from the Florida Department of Education. LEA's choosing not to use the approved substitute system must implement a system that meets all of the OMB Circular A-87 standards specified above (a-d). LEA's choosing to use the substitute system must inform the FDOE Comptroller's Office and specify the reporting months.

Participation of Private School Students and Staff In Federal Grants

Students and staff of nonpublic schools shall be given an opportunity for equitable participation in activities or services conducted by school districts utilizing federal funds.

¹ This does not authorize LEA's to consolidate administrative funds or utilize vocational education teams which apply only to the responsibilities of the Florida Department of Education.

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

Project Effective Dates

- (a) For **Federal** programs, funds shall be obligated no earlier than the date the project application was received by the Department in substantially approvable form, or the effective date of the federal grant award, whichever is later.
- (b) For **State** programs, funds shall be obligated no earlier than the effective date of the legislative appropriation.

All Letters of Approval shall reflect the beginning and ending date of the project period, and the date for submission of the final expenditure report. All conditions stated in the Letter of Approval are considered binding on the project recipient.

Property

Property purchased, in whole or in part, with federal funds shall be used for the purpose of that federal program and accounted for in accordance with applicable federal and state statutes, rules and regulations, as follows:

Disposition of Equipment

EDGAR 80.32(e) states that, "When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

- (1) Items of equipment with a current per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency. Income received from these sales will not be reported to Florida Department of Education.
- (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment."

No federal approval is necessary for subgrantees to dispose of equipment costing over \$5,000. However, approval by the Florida Department of Education is necessary. Once the state has determined that it has no other eligible site for the use of the equipment, subgrantees will be notified in writing and may then proceed with sale of the equipment.

The Florida Department of Education's policy concerning proceeds received from the sale of property costing over \$5,000 is that the net amount received

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

from such sales will remain at the subgrantee level to be used in the same ongoing program. Funds from such sales will be treated as other program income in the same ongoing program(s).

This type income should be amended into a current year's project in which the sale occurred. It should then be reported on line 11 of the Project Budget Summary and Disbursement Report (form FA-399) as a total for the fiscal year in which the sale(s) occurred. This identification of income is necessary to meet reporting requirements of the United States Department of Education.

Complete documentation for this type income and expenditures should be maintained for monitoring and auditing purposes.

Income from the sale of this type property should be recorded in the agency's Special Revenue Account as other income and identified as such for the federal cash advance reconciliation at the end of each fiscal year.

If the agency is no longer receiving funds for the particular project or program, the income from such equipment sales will be returned to the Florida Department of Education to be forwarded to the United States Department of Education.

- (3) Property purchased by JTPA funds remain the property of the Department of Education and are disposed of by the Department in compliance with State and Federal regulations.

Disposition of Real Property

Disposition of real property will be handled on an individual basis in accordance with EDGAR 80.31(c)(1)(2)(3). The local educational agency will also coordinate real property dispositions with the program coordinator responsible for the particular project or program from which the real property was purchased.

Property purchased entirely with state funds shall meet the minimum requirements of the Auditor General as defined in the County and District Tangible Personal Property publication in addition to local procedures.

Purchasing

Recipients may use their own procurement policies provided that they meet the minimum requirements of federal and state statutes, rules and regulations.

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

Reporting Requirements - Financial Disbursements

Federal project recipients on cash advance are required to report disbursements utilizing the On-Line Disbursement Reporting Application or by submitting a Project Budget Summary and Disbursement Report (FA-399, FA-191, FA-400 or FA-599) on a monthly basis for each active project. These reports are to be received in the Comptroller's Office by the 20th of the month succeeding the month in which the disbursement was made. Failure to submit reports in a timely manner may result in a decrease or possible delay in the monthly cash advance or possible loss of funds. Other Federal project recipients are required to report in accordance with instructions stated in the project approval letter. State project recipients shall submit reports as required by the Florida Department of Education.

Retention of Records and Access

Retention and access requirements for records apply unless otherwise stated in the program application. References made to the following are excerpts from 34 CFR 80.42.

- (a) (1) Applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or subgrantees which are:
 - i. Required to be maintained by the terms of this part, program regulations or the grant agreement, or
 - ii. Otherwise reasonably considered as pertinent to program regulations or the grant agreement.
- (b) (1) **Except** as otherwise provided, records must be retained for three years from the starting date specified in paragraph (c) of this section.
- (c) (1) When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.
- (e) (1) Records of grantees and subgrantees. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of grantees and subgrantees which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts.

SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS

- (e) (2) The right of access in this section must not be limited to the required retention period but shall last as long as the records are retained.

Single Audit Act of 1984 and Amendments of 1996

Audit requirements for state and local governmental recipients of federal grants were implemented by the Office of Management and Budget (OMB) to comply with the Single Audit Act of 1984, P. L. 98-502, and Single Audit Act Amendments of 1996, P.L.104-156. OMB Circular No. A-128, "Audits of State and Local Governments" and A-133 "Audits of Institutions of Higher Education and Other Non-Profit Institutions" further clarified the public law. These requirements are found in Appendix to 34 CFR Part 80 of the Education Department General Administrative Regulations (EDGAR), and proposed amendments to these Circulars, based on the 1996 Amendments, are found in the *Federal Register*, November 5, 1996. Part 80 of EDGAR sets forth the uniform administrative requirements for grants and cooperative agreements to State and local governments, and Part 74 of EDGAR sets forth the administrative requirements for institutions of higher education and nonprofit institutions.

The 1996 Amendments require that non-federal entities expending \$300,000 or more in a year in federal awards must obtain an audit. Any non-federal entity expending less than \$300,000 in a year will be subject to monitoring by the Florida Department of Education, as provided in proposed revisions to OMB Circulars A-128 and A-133.

To be in compliance, one of the following actions must be taken:

- If the total amount of all federal funds expended during the agency's most recently completed fiscal year equaled or exceeded \$300,000.00, a copy of the audit completed in accordance with federal regulations must be submitted to each funding agency.
- If the total amount of federal funds expended during the agency's most recently completed fiscal year was less than \$300,000.00, a statement to that effect must be submitted to each funding agency.

Please note that in calculating the total amount of federal funds expended, the amount must include all federal funds received from the Department of Education and all other state or federal agencies. The period of time to be considered is the agency's most recently completed fiscal year rather than the effective period(s) of the award(s) received.

Audit reports for state projects shall be made annually in accordance with Florida Statutes 216.349 and 10.600 of the Rules of the Auditor General.

**SECTION G -- GENERAL TERMS, ASSURANCES, AND CONDITIONS
FOR PARTICIPATION IN FEDERAL AND STATE PROGRAMS**

Audit reports shall be sent in accordance with the revised OMB Circular A-133 to:

Department of Education Comptroller
325 West Gaines Street
944 Florida Education Center
Tallahassee, Florida 32399

Supplement, Not Supplant

Federal funds must be used to increase to the extent practical the level of nonfederal funds that would be available in the absence of federal funds and, in no case, replace these non-federal funds.

The Stevens' Amendment

All federally funded projects must comply with The Stevens' Amendment of the Department of Defense Appropriation Act, found in Section 8136 which provides:

When issuing statements, press releases, request for proposals, bid solicitations, and other documents describing this project, the recipient shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentages of the total cost of the project that will be financed with Federal funds, and (3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources.

Travel

All travel performed in connection with approved project activities must be in compliance with Florida Statutes 112.061 which covers per diem and travel expenses, and the procedures for subgrantees (Section L - Green Book).

LETTERS

OF

SUPPORT



UNITED STATES TENNIS ASSOCIATION

Tom Fetzer
Chief Executive, Community Tennis

70 West Red Oak Lane
White Plains, NY 10604
tel 914.696.7053
fax 914.696.2053
email fetzer@usta.com

June 12, 2002

To Whom It May Concern:

First Serve is a major initiative on the part of the USTA in collaboration with local communities. The development of the First Serve initiative includes the enthusiastic support of Florida Governor Jeb Bush and the First Serve partners, including: Burger King, the premier national sponsor; Court TV, as a media partner; IBM for computer hardware; Microsoft for software; Florida tennis foundations; National Junior Tennis League chapters and community organizations such as Boys and Girls Clubs and YMCAs. The Nasdaq-100 Open Tennis Tournament and Nick Bollettieri's Tennis Academy are also partnering in the initiative. The USTA is the lead agency in the First Serve initiative, but it is the unique collaboration of partners, particularly on the community level, that is making the effort a success.

We greatly appreciate your consideration to the First Serve initiative.

Sincerely,

Tom Fetzer

helpanswers educational foundation

TO: Department of Education / Adult and Family Literacy Project Sponsorship
FROM: Mark Johnson, President of Helpanswers Educational Foundation
DATE: June 10, 2002
RE: Collaboration and support of "First Serve" via Helpanswers career preparation learning content

Thank you for your consideration of sponsoring USA Tennis' "First Serve" project. The Helpanswers Educational Foundation collaborates with USA Tennis, the USTA and "First Serve" for adult and family literacy by providing the technology learning and support system with its:

- Knowledgebase of over 130,000 technology computer answers
- Knowledge editors to answer custom questions from users
- Online classes of Microsoft Word, Excel, PowerPoint, etc.

We wholeheartedly support USA Tennis' "First Serve" initiative, actively collaborate with them and urge you to participate and sponsor them as well. This important technology learning and support knowledge will enable the users to build career preparation skills for fruitful working lives. Helpanswers teaches adult and family literacy through courses, classes, knowledgebase and knowledge editors. An example:

Step -- Pick your financial type

ORGANIZE:

CANCELLED CHECKS, LEDGER, ORDER OF CHECKS, BANK STATEMENTS, CHECKBOOK, NOTE PAD, LEANING, CALCULATOR, DEPOSIT SLIP

statement as a resource, not a rule

Get used to keeping your ATM records in one place in your wallet or in an envelope tacked up your wall

Pay attention to the date on the bank statement

Don't loan out your checkbook

If you're still not convinced that you're equal to this task, ask your bank about overdraft protection. Most banks charge a reasonable fee to cover your account when you over-spend.

First of all, classify yourself into one of the following categories:

1. **Mostly:** This means you actually register your checks and deposits in your

Also, more advanced classes like Microsoft Word, PowerPoint, Access, and Excel teach financial tools and analysis important for career preparation:

	Hardcover Books	Paperbacks	Book Covers	Bookmarks
3	204	172	53	86
4	75	100	25	50
5				
6				
7	110	206	44	71
8				
9	169	65	34	62
10				
11				
12				
13				

Accountability: "First Serve" will measure pre and post test results to ensure utilization and progress by the users. Metrics on use will be carefully kept and evaluated.

Investment: For the Florida 13 sites, it is recommended to have 20 licenses at each facility totaling 260 licenses costing \$97.50 each from the not-for-profit organization Helpanswers Educational Foundation, which equals \$25,350.

Thank you for sponsoring this worthwhile project.

Best regards,

Helpanswers Educational Foundation
 A 501(c)3 not-for-profit organization
 941-594-7040

ADULT EDUCATION APPLICATION CHECKLIST
Community Technology

Review the proposal for completeness. Sign and provide this form to show verification of compliance.

APPLICATION	SECTION	Check when Completed
Acceptance Requirements	Component III	
	DOE 100A (with original signature)	✓
	DOE 101	✓
	Performance Projection Chart	✓
Component I	Program Summary	
	Program Overview	✓
Component II	Program Design	
	Part 1: Program Infrastructure	✓
	Part 2: Proposed Services	✓
	Part 3: Collaboration	✓
	Part 4: Measurable Objectives	
	Adult Education	?
	Family Literacy	
	Neighborhood Improvement	0
Attachments	Non-Public Agencies Only	
	List of Current Board of Directors and Article of Incorporation	
	Copy of Current Operating Budget	
	Copy of Most Recent Audit Report	
	General Terms, Assurances and Conditions for Participation in Federal and State Programs	

Does the Agency need to be contacted? Yes NO

Recommendation of Program Specialist Approved Not Approved

Program Specialist Signature A. Wiggins Date 9/9/09

DMH

COMPUTER TECHNOLOGY PROGRAM
Base Allocation Invoice
FY 02-03

1. Invoice #:		2. Project #:	
3. Agency:			
4. Contact Person:			
5. Phone #:		6. Email:	
7. Total Project Allocation:		8. Base Allocation:	\$0
9. Amount of Base Allocation Requested To-Date:			
10. Base Allocation Balance To-Date:		\$0	
11. Amount Requested This Invoice:		\$0	
12. Available Funds:		\$0	
I have checked and verified the information provided above and with the signature, I am attesting that the data is accurate and true. The required deliverables for this invoice are attached. Please submit the invoiced amount identified below:			
13. Amount Invoiced:	\$0		
14. Project Director:			
15. Date:		16. Signature:	
17. Phone #:		18. Email:	

Instructions for Completing Invoice Form

1. Please enter the appropriate information in completing the form. Responses should be entered in the space on the left.
2. Do not enter any information in the shaded areas.
3. Email invoice and report to your regional representative.
4. Mail a signed copy to:
 Bureau of Grants Management
 Florida Department of Education
 325 W. Gaines St., Rm. 325B
 Tallahassee, FL 32399-0400

Note: Please be sure that the invoice is signed by the Project Director.

FRONT PORCH FLORIDA FAMILY LITERACY PROGRAM
Base Allocation Performance Deliverables
FY 02-03

Report # 1

Questions and Responses	
1	How will you advertise and hire personnel?
Responses	
2	By what date will all staff members be hired?
Responses	
3	Where will the program be implemented?
Responses	
4	What, if anything, will have to be done to make the facility conducive for learning and student friendly?
Responses	
5	How will program participants be recruited?
Responses	
6	How many students are needed before the class starts?
Responses	
7	What is the projected start date for classes to begin?
Responses	
8	What are the days and hours of operation?
Responses	
9	What is the holiday schedules?
Responses	