



**FLORIDA DEPARTMENT OF EDUCATION
Request for Applications**

Bureau / Office

Division of Finance and Operations, Office of Educational Facilities

Program Name

Coronavirus Prevention and Response (Sanitation & Cleaning) (TAPS 21A153)
Governor's Emergency Education Relief (GEER) Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act

Specific Funding Authority(ies)

CFDA # 84.425D, P.L. 116-136, section 18002

Funding Purpose / Priorities

The Department recognizes that public schools will immediately incur an increased cost to elevate the cleaning regimen necessary to create a healthier learning environment for students, teachers and staff. Schools should maintain a supply of adequate cloth face coverings and supplies for cleaning and disinfecting, including hand sanitizer, bleach wipes and spray and other personal protective equipment (PPE). Districts may also consider deep-cleaning equipment, such as electrostatic sprayers.

Additionally, as COVID-19 test kits are becoming more readily available and less expensive, all school health staff and postsecondary clinics should have testing kits available. This is imperative to quickly inform a campus about the health of a learning environment. **If conducting testing for COVID-19 on-site, districts and schools must implement procedures that comply with health care and [privacy laws](#) and, when applicable, obtain the explicit approval of parents.**

Total Funding Amount

\$29,999,376 (\$7,704 is allocated for each of the 3,894 K-12 public schools, public charter schools and public lab schools) as indicated in the attached allocation chart. This rate may be adjusted by the LEA after determining the amount needed for equitable services. The remainder shall be distributed in an equal amount per school.

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

July 1, 2020 through June 30, 2021

Pre-Award costs are authorized for any allowable expenditure incurred on or after March 13, 2020, the date the President declared the national emergency due to COVID-19.

Eligible Applicant(s)

Local Educational Agencies, including Charter School Local Educational Agencies.

Application Due Date

On or before September 15, 2020

The due date refers to the date of receipt of the electronic files in the ShareFile system for the Office of Grants Management.

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

Matching Requirement

None

Contact Persons

Program Contact

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Grants Management Contact

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Assurances

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

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

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this

application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

By accepting funds under this program, the LEA assures that the LEA and any other entity that receives GEER funds through the subgrant awarded hereunder will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.

Risk Analysis

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

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doi610.xls>

Funding Method

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

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

Fiscal Records Requirements and Documentation

An allocation schedule is attached.

- Each applicant must submit a DOE 101, Budget Narrative Form. Please use the form attached to this RFA and specify the exact amount your district is receiving as listed on the allocation schedule.
- All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be accessed online at www.fldoe.org/grants/greenbook/.
- All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

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

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at www.fldoe.org/grants/greenbook/.

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

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. Such items include are not limited to: cloth face coverings, cleaning and disinfecting supplies, hand sanitizer, bleach wipes and spray, face shields and other PPE. Districts may also consider deep-cleaning equipment, such as electrostatic sprayers.

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl or the Reference Guide for State Expenditures, www.myfloridacfo.com/aadir/reference_guide/.

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

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

Unallowable Expenses:

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

- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement

- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation

Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at www.myfloridacfo.com/aadir/reference_guide/.

Administrative Costs including Indirect Costs

Administrative costs, including indirect costs, are not allowable.

Equitable Services for Private School Participation

In accordance with section 18005 of the CARES Act, each LEA receiving GEER funds shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools. Control of funds for the services and assistance provided to a non-public school and title to materials, equipment, and property purchased with such funds, shall be in the LEA, and the LEA shall administer such funds, materials, equipment and property and shall provide such services (or may contract for the provision of such services with a public or private entity).

State of Florida, Executive Order 11-116

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

Narrative Section

Scope of Work/Narrative

The purpose of this program is to provide funding for each Florida public school and public charter school to purchase Coronavirus Prevention and Response sanitation, cleaning supplies and PPE. Budgets may be submitted consolidated by category, i.e. sanitation and cleaning supplies, PPE, etc.

Conditions for Acceptance

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

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101 Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
 - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
 - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
 - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
 - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 5) Application must be submitted electronically to the Office of Grants Management SHAREFILE established for the LEA for the K-12 CARES Act programs.

Florida Department of Education

Coronavirus Prevention and Response Grant (Sanitation and Cleaning)

District	Number of Schools*	\$7,704 Per School
	-1-	-2-
1 Alachua	59	454,536
2 Baker	6	46,224
3 Bay	44	338,976
4 Bradford	8	61,632
5 Brevard	108	832,032
6 Broward	330	2,542,320
7 Calhoun	4	30,816
8 Charlotte	23	177,192
9 Citrus	24	184,896
10 Clay	47	362,088
11 Collier	66	508,464
12 Columbia	16	123,264
13 Miami-Dade	510	3,929,040
14 DeSoto	8	61,632
15 Dixie	5	38,520
16 Duval	200	1,540,800
17 Escambia	62	477,648
18 Flagler	10	77,040
19 Franklin	3	23,112
20 Gadsden	14	107,856
21 Gilchrist	4	30,816
22 Glades	5	38,520
23 Gulf	5	38,520
24 Hamilton	3	23,112
25 Hardee	8	61,632
26 Hendry	13	100,152
27 Hernando	28	215,712
28 Highlands	19	146,376
29 Hillsborough	293	2,257,272
30 Holmes	7	53,928
31 Indian River	27	208,008
32 Jackson	13	100,152
33 Jefferson	3	23,112
34 Lafayette	2	15,408
35 Lake	57	439,128
36 Lee	113	870,552
37 Leon	51	392,904
38 Levy	11	84,744
39 Liberty	6	46,224
40 Madison	9	69,336
41 Manatee	74	570,096
42 Marion	59	454,536
43 Martin	31	238,824
44 Monroe	19	146,376
45 Nassau	16	123,264
46 Okaloosa	46	354,384
47 Okeechobee	15	115,560
48 Orange	251	1,933,704
49 Osceola	77	593,208
50 Palm Beach	226	1,741,104
51 Pasco	97	747,288
52 Pinellas	151	1,163,304
53 Polk	149	1,147,896
54 Putnam	22	169,488
55 St. Johns	47	362,088
56 St. Lucie	47	362,088
57 Santa Rosa	35	269,640
58 Sarasota	58	446,832
59 Seminole	71	546,984
60 Sumter	9	69,336
61 Suwannee	11	84,744
62 Taylor	7	53,928
63 Union	4	30,816
64 Volusia	86	662,544
65 Wakulla	10	77,040
66 Walton	18	138,672
67 Washington	8	61,632
69 FAMU Lab School	1	7,704
70 FAU - Palm Beach	1	7,704
71 FAU - St. Lucie	1	7,704
72 FSU Lab - Broward	1	7,704
73 FSU Lab - Leon	1	7,704
74 UF Lab School	1	7,704
75 Virtual School	-	-
KIPP	1	7,704
UCP	5	38,520
South Tech	2	15,408
Lake Wales	7	53,928
FSDB	5	38,520

State 3,894 29,999,376

*For schools with > 0 enrollment in 2019-20 survey 3 and new schools in 2020-21. Does not include Jails, Hospitals, Hospital Homebound Programs, Title I Migrant Non-Enrolled Programs or Virtual Programs.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: Coronavirus Prevention and Response (Sanitation & Cleaning) TAPS NUMBER: 21A152	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: <hr style="border: 1px solid black; width: 250px; margin: 10px 0;"/> DOE USE ONLY Total Approved Project: \$	D) Applicant Contact & Business Information	
	Contact Name: Fiscal Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	Physical/Facility Address:	DUNS number: FEIN number:
CERTIFICATION		
<p>I, _____, (<i>Please Type Name</i>) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>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.</p>		
E)	_____ Signature of Agency Head	_____ Title
		_____ Date



Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
- **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**