



SUMMER ACADEMY

2023-24 SCHOOL IMPROVEMENT GRANTS

June 5, 2023

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INTENDED OUTCOMES

Today we will...

- Explore how to *maximize grant funds*.
- Discover the *purpose and application process* for
 - Unified School Improvement Grant (UniSIG);
 - Educational Enrichment Allocation (EEA);
 - and
 - Supplemental Teacher and Administrator Allocation (STAA).
- Engage in the *process of aligning* the School Improvement Plan and the UniSIG budget.

Norms for Learning

- **Focus**: Our time together is short. We will commit to being as present as possible and sticking to the schedule.
- **Candor**: We commit to being candid about our experiences and opinions.
- **Balance of Voice**: We will make sure everyone gets a chance to weigh in and provide input.
- **Comfort with Discomfort**: Some of this learning may challenge our current thinking, which may be a bit uncomfortable, but we will commit to persevering through it.

MAXIMIZE GRANT FUNDING

MAXIMIZE FUNDS BY BRAIDING

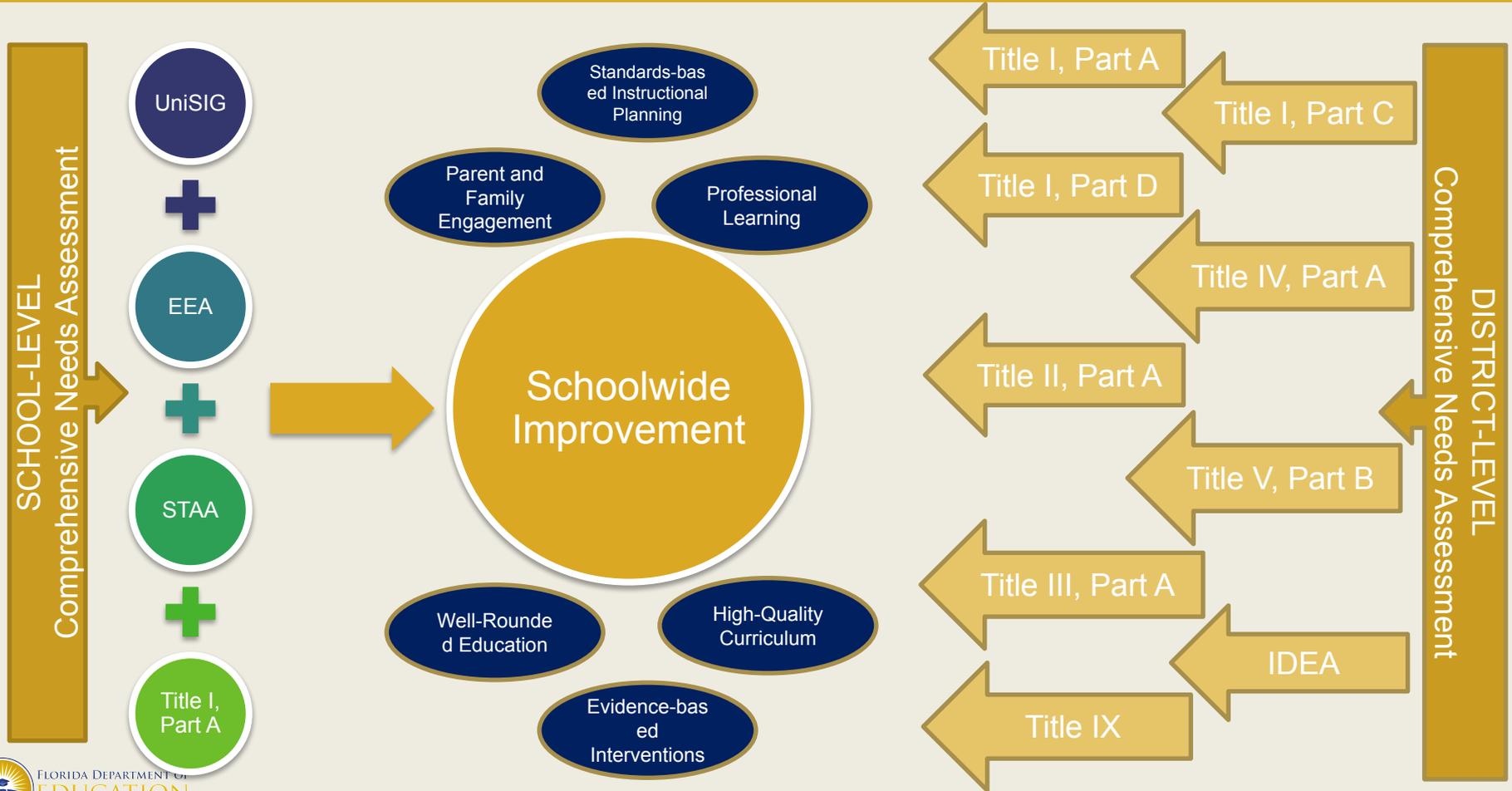
What is Braiding?

- Coordinate two or more funding streams to support a single initiative or strategy.
- Each funding stream keeps its identity and is tracked and reported as separate grants.
- Promotes a common purpose without changing internal systems.

Why Braid?

- Leverage existing funds to enhance the program efficiency, improve outcomes, reduce duplication and provide better supports to students.
- Elementary and Secondary Education Act (ESEA) requires State Educational Agencies (SEAs) & Local Educational Agencies (LEAs) to coordinate federal program funds.

FUNDING



UNIFIED SCHOOL IMPROVEMENT GRANT

Funds allocated to LEAs to serve traditional and charter Title I public schools implementing Comprehensive Support and Improvement (CSI) activities to

- **Support goals and priorities identified in the school's CSI plan; and**
- **Provide adequate resources to substantially raise the achievement of students in the lowest-performing schools.**

**Comprehensive
Support and
Improvement Plan**
ESEA Section 1111(d)



**School Improvement Plan
Template in the Florida
Continuous Improvement
Management System (CIMS)**
Section 1001.42(18), Florida Statutes (F.S.)

UniSIG
application
incorporated in
the Department's
2023-24 SIP
template

- Meets all statutory and rule requirements for traditional public schools.
- Incorporates all the Every Student Succeeds Act (ESSA) components for a CSI plan required for traditional public and public charter schools identified as CSI.
- ***Meets UniSIG application requirements.***
- May address the requirements for Title I schools operating a schoolwide program (SWP).
- May address the requirements for charter schools that receive a school grade of D or F or three consecutive grades below C [Rule 6A-1.099827, Florida Administrative Code (F.A.C.)].

APPLICATION PROCESS FOR SCHOOLS

School Improvement Plan SIP Template **VII. Budget to Support Areas of Focus**

Budget

Budget management functions are performed in the Budgets module. Click the button below to go to that module.

\$ Manage Budget →

Click on the blue Manage Budget tab to enter your school's budget information.

Summary/Reports

Indirect Costs (\$0.00)

Areas of Focus (\$210,665.90)

 Budget CSV Download

APPLICATION PROCESS FOR SCHOOLS

VII. Budget to Support Areas of Focus

| | | |
|---------------------|----------------|----------------|
| Summary/ Reports | Indirect Costs | Areas of Focus |
|---------------------|----------------|----------------|

Click on Area of Focus to enter costs associated with that specific Area of Focus.

Indirect Costs (\$0.00) Areas of Focus (\$0.00)

| Areas of Focus: | \$0.00 |
|-----------------|--------|
| | |

[+ Add Budget Line](#)

Click on the green Budget Line to add individual budget lines.

APPLICATION PROCESS FOR SCHOOLS

VII. Budget to Support Areas of Focus

| | | |
|---------------------|----------------|-------------------|
| Summary/ Reports | Indirect Costs | Areas of Focus |
|---------------------|----------------|-------------------|

Click on the Indirect Costs tab to enter these costs.

ports Indirect Costs (\$0.00) Areas of Focus (\$210,665.90)

Indirect Indirect Costs \$0.00

The Indirect Costs section should consist of only one budget line. That line should be coded to Function Code 7200 – General Administration / Object Code 790 – Miscellaneous Expenses.

[+ Add Budget Line](#)

Click on the green Budget Line to add the Indirect Cost budget line.

STEPS FOR DISTRICT APPLICATION SUBMITTAL

1. **Complete DOE 100A Project Application Form*.**
2. **Complete UniSIG application in CIMS using UniSIG 2023-24 survey. The application will be prepopulated with a list of eligible schools and allocations.**



LEA Assurances and Supports for School Improvement



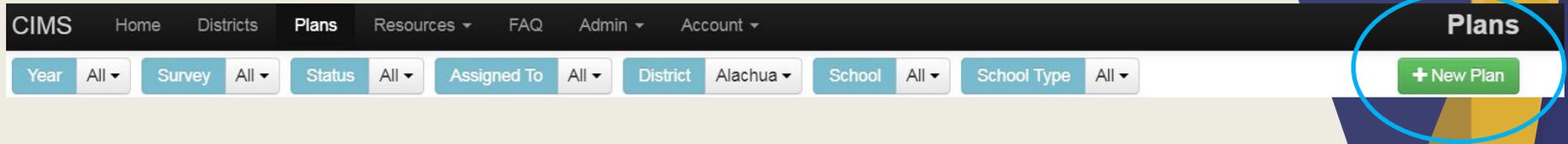
District Budget (DOE 101 Budget Narrative Form)

3. **Combine DOE 100A, exported UniSIG application, and budgets into one PDF and submit in the Office of Grants Management (OGM) ShareFile folder.**

***Form and the 2023-24 UniSIG final allocation will be located in CIMS at**

<https://www.floridacims.org/downloads?category=unisig>.

UNISIG APPLICATION PROCESS FOR DISTRICT



1. **Select Year – 2023-24.**
2. **Select Survey – UniSIG 2023-24.**
3. **Select District.**
4. **Click on the New Plan tab.**

DOE 100A – PROJECT APPLICATION

Program name and TAPS number (A) are prepopulated.

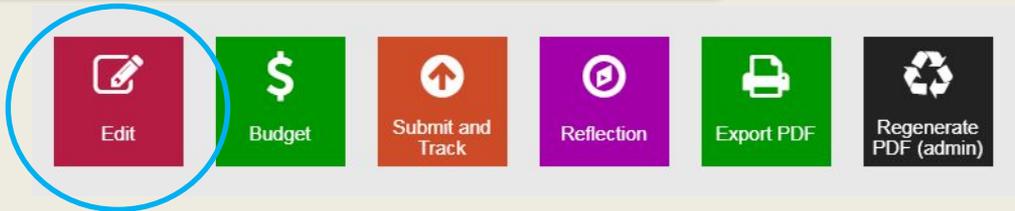
Insert total funds requested (C) and applicant contact and business information (D).

Include the original signature of the official who is authorized to legally bind the agency, e.g., the superintendent, or their authorized representative.

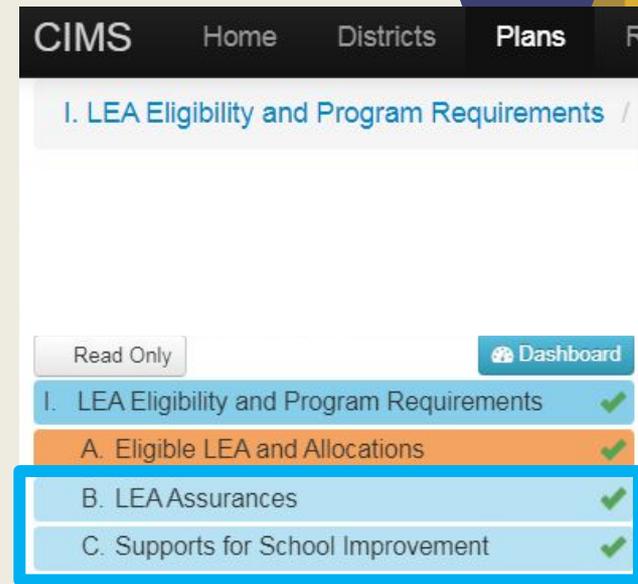
**FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION**

| | | | | | | | | | | | | |
|---|---|---|---------------|--------------------|----------------------|--|------------------|-------------------|----------------------------|-------------|--|--------------|
| 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)245-0735 | A) ProgramName: TAPS NUMBER: | DOE USE ONLY Date Received: <input type="text"/> | | | | | | | | | | |
| B) Name and Address of Eligible Applicant: | | Project Number (DOE Assigned) | | | | | | | | | | |
| C) Total Funds Requested: <hr style="width: 100%;"/> DOE USE ONLY Total Approved Project: \$ | D) Applicant Contact & Business Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Name:</td> <td style="width: 50%;">Telephone Numbers:</td> </tr> <tr> <td>Fiscal Contact Name:</td> <td></td> </tr> <tr> <td>Mailing Address:</td> <td>E-mail Addresses:</td> </tr> <tr> <td>Physical/Facility Address:</td> <td>UEI number:</td> </tr> <tr> <td></td> <td>FEIN number:</td> </tr> </table> | | Contact Name: | Telephone Numbers: | Fiscal Contact Name: | | Mailing Address: | E-mail Addresses: | Physical/Facility Address: | UEI number: | | FEIN number: |
| Contact Name: | Telephone Numbers: | | | | | | | | | | | |
| Fiscal Contact Name: | | | | | | | | | | | | |
| Mailing Address: | E-mail Addresses: | | | | | | | | | | | |
| Physical/Facility Address: | UEI number: | | | | | | | | | | | |
| | FEIN number: | | | | | | | | | | | |
| CERTIFICATION | | | | | | | | | | | | |
| I, _____, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. | | | | | | | | | | | | |
| Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. | | | | | | | | | | | | |
| E) Signature of Agency Head _____ Title _____ Date _____ | | | | | | | | | | | | |

LEA UNISIG PLAN AND ASSURANCES



- **Assurance 6: The LEA shall ensure the SIP includes one or more evidence-based interventions that meets the three levels of intervention as defined by ESSA.**
- **Describe how the LEA will monitor each school identified as CSI receiving UniSIG funds.**



BUDGET NARRATIVE FORM

UniSIG Plan Dashboard

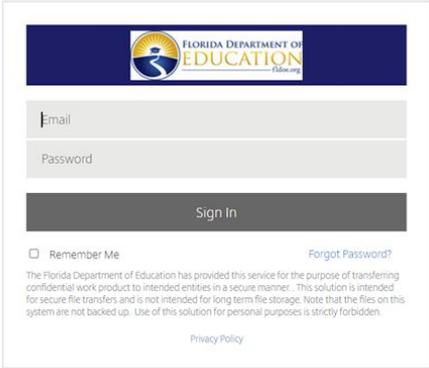


| | | | |
|---------------------|---|--|--|
| Summary/ Reports | School Improvement Plan Areas of Focus (amounts prepopulated from budgets in eligible schools) | Grant Administration (insert activities) | Indirect Costs (amounts prepopulated from budgets in eligible schools) |
|---------------------|---|--|--|



ACCESS TO SHAREFILE AND CIMS

- Department's ShareFile Folders
<https://fldoe.sharefile.com/Authentication/Login>.
- OGM ShareFile Folder. Request access by email to OGM@fldoe.org.
- Bureau of Accountability and Reporting (BAR) Sharefile Folder. Request access by email to Accountability@fldoe.org.



The screenshot shows the login interface for the Florida Department of Education. At the top is the logo with the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". Below the logo are two input fields: "Email" and "Password". A "Sign In" button is positioned below the password field. There are two checkboxes: "Remember Me" and "Forgot Password?". A disclaimer at the bottom states: "The Florida Department of Education has provided this service for the purpose of transferring confidential work product to intended entities in a secure manner. This solution is intended for secure file transfers and is not intended for long term file storage. Note that the files on this system are not backed up. Use of this solution for personal purposes is strictly forbidden." A "Privacy Policy" link is also present.

- School Improvement Plans and UniSIG plan
<https://www.floridacims.org/>
- Request access by email to your district CIMS contact.



The screenshot shows the homepage of the Florida Continuous Improvement Management System (CIMS). The navigation bar includes "CIMS", "Home", "Plans", "Resources", "FAQ", and "Login". A "Login" button is visible with the text "Registered users click here to log in". The main heading "CIMS" is accompanied by a map of Florida. The welcome message reads: "Welcome to the Florida Continuous Improvement Management System (CIMS) website. This website provides the public, as well as district and school leaders, access to Strategic Improvement resources in the following areas:". Below this, there are two columns of bulleted links:

- School Improvement**
 - School Improvement Plans
 - Newsletters & Professional Library
 - Rule, Forms, Lists of schools
 - Funding Opportunities: UniSIG, TSSSA, SIG 4, SIG Targeting Recidivism
 - Timeline
 - School Advisory Council
- K12 ESEA Federal Programs**
 - Common Federal Guidance
 - Program Resources
- Value-Added Model (VAM)**
 - Visualization Tool
 - District and State Averages
- CIMS Technical Assistance**
 - User Management Guide

UNISIG AND SIP ALIGNMENT



Sustainability

**LEA Policies,
Practices
and
Operational
Flexibility**

**External
Partners**

**Deliverables
and
Monitoring**

**Alignment
of Resources**

Improvement Planning

ALIGNMENT WITH SIP

Transformational Leadership

Principal and Assistant Principal Training

School Leaders and Teachers Pipeline Activities

Principal Mentorship

Standards-Based Planning, Instruction and Learning

Supplemental Planning outside the duty day

Salary and Benefits

Extended Learning Programs

Parent and Family Engagement

Positive Culture and Environment

Professional Learning PBIS

Positive Behavior and Attendance Recognition

Parent and Family Engagement

ESSA Students Groups

Interventionist

Extended Learning Programs

High-Quality Supplemental Materials

Parent and Family Engagement

DETERMINING UNISIG FUNDING

Completed by the School Leadership Team

Completed by School Leadership Team in consultation with the UniSIG contact/designee

| Area of Focus | |
|--|--|
| Area of Focus Description and Rationale: | |
| Measurable Outcome: | |
| Monitoring: | |
| Person responsible for monitoring outcome: | |
| Evidence-based intervention: | |
| Rationale for evidence-based intervention: | |
| Tier of Evidence-based Intervention: | |
| <input type="checkbox"/> Tier 1 – Strong Evidence <input type="checkbox"/> Tier 2 – Moderate Evidence <input type="checkbox"/> Tier 3 – Promising Evidence <input type="checkbox"/> Tier 4 – Demonstrates a Rationale | |
| What resources do you already have to support the implementation? | |
| Funding source(s): | |
| <input type="checkbox"/> Check the box if this evidenced-based intervention will be funded with UniSIG. | |
| Is this a one-time purchase/short-term expense or ongoing investment? | |

REQUIREMENTS FOR EVIDENCE-BASED INTERVENTIONS

- A school identified for CSI must implement at least one evidence-based intervention as part of its improvement plan.
- Under ESEA Section 8101(21)(B), any evidence-based intervention, activity or strategy that the LEA pays for with ESEA Section 1003 funds must meet one of the first three tiers of evidence under ESEA Section 8101(21)(A) (strong, moderate or promising evidence).



SIP Section: Area of Focus

| |
|--|
| Rationale for evidence-based intervention: Explain the rationale for selecting this specific strategy. |
| Tier of Evidence-based Intervention: <input type="checkbox"/> Tier 1 – Strong Evidence <input type="checkbox"/> Tier 2 – Moderate Evidence <input checked="" type="checkbox"/> Tier 3 – Promising Evidence <input type="checkbox"/> Tier 4 – Demonstrates a Rationale |
| What resources do you already have to support the implementation? |
| Funding source(s): <input checked="" type="checkbox"/> Check the box if this evidenced-based intervention will be funded with UniSIG. |
| Is this a one-time purchase/short-term expense or ongoing investment? |

UNISIG SCHOOL BUDGET IN CIMS

**Prepopulated
from SIP**



| Area of Focus: | | | | | |
|-------------------------------------|--------|-------------|----------------|----------------------------|--------|
| Description and Rationale: | | | | | |
| Evidence-based Intervention: | | | | | |
| Function | Object | School Name | Funding Source | Full-Time Equivalent (FTE) | Amount |
| | | | UniSIG | | |
| Budget Narrative: | | | | | |
| | | | | | |

Budget narrative should be brief, but detailed, and aligned to the Area of Focus description/rationale and the evidence-based intervention.

DETAILED BUDGET NARRATIVE FOR REQUESTED ACTIVITIES

- **Source (publisher, vendor) *if known prior to procurement process***
- **Unit cost per item/service**
- **Quantity (How many? For whom? Students? Teachers? Parents?)**
- **Number (#) of staff participating**
- **Number (#) of staff hours**
- **Number (#) of days x number (#) of weeks**
- **Hourly rate/stipend**
- **Number (#) of students who will be impacted by goods or services**
- **Focus student group (grade-level, ESSA student group)**
- **Subject/content area (ELA, math, science)**
- **Proposed scope of work**

ACTIVITIES & FUNCTIONS

- *Red Book* can be accessed at <https://www.fldoe.org/finance/fl-edu-finance-program-fefp/financial-program-cost-accounting-repo.shtml>

FINANCIAL & PROGRAM COST ACCOUNTING & REPORTING FOR FLORIDA SCHOOLS

Red Book 2021

- [2021 Red Book](#) (PDF)

Table of Contents

- [Chapter 1 - Introduction](#) (PDF)
- [Chapter 2 - Balance Sheet Accounts](#) (PDF)
- [Chapter 3 - Revenue Accounts](#) (PDF)
- [Chapter 4 - Fund Structure and Expenditure Accounts](#) (PDF)
- [Chapter 5 - Program Cost Accounting and Reporting](#) (PDF)
- [Chapter 6 - Internal Service Funds](#) (PDF)
- [Chapter 7 - Fiduciary Funds](#) (PDF)
- [Chapter 8 - School Internal Funds](#) (PDF)
- [Appendix A - Supplies and Equipment-Criteria](#) (PDF)
- [Appendix B - Optional Object Codes](#) (PDF)

UNISIG BUDGET IN CIMS

SALARIES FOR PROFESSIONAL STAFF - EXAMPLE

| Area of Focus: Instructional Practice - Math | | | | | |
|--|---------------|--------------------|-----------------------|----------------------------------|---------------|
| Description and Rationale: | | | | | |
| Function | Object | School Name | Funding Source | Full-Time Equivalent(FTE) | Amount |
| 6400 | 120 | | UniSIG | | \$5,250 |
| Budget Narrative: | | | | | |
| Teacher attendance at ABC Professional Learning. 30 teachers x 5 hours each = 150 hours. 150 hours x \$35/hour | | | | | |
| Function | Object | School Name | Funding Source | Full-Time Equivalent(FTE) | Amount |
| 6400 | 130 | | UniSIG | .25 | \$21,000 |
| Budget Narrative: | | | | | |
| Instructional Math Coach shared with 3 other schools | | | | | |

When the salary is not based on annual pay, the pay rate specifies the unit, such as “per hour” or “per day”

Both examples also require benefit lines to be added.

UNISIG BUDGET IN CIMS

CONTRACTED SERVICES - EXAMPLE

Reminder: K12 ESEA Common Federal Program Guidance limits contracted services to not exceed \$3,000 per full day of service.

Area of Focus: Instructional Practice

Description and Rationale:

Evidence-Based Intervention:

| Function | Object | School Name | Funding Source | Full-Time Equivalent (FTE) | Amount |
|----------|--------|-------------|----------------|----------------------------|---------|
| 6400 | 310 | | UniSIG | | \$8,000 |

Budget Narrative:

ABC Improvement Associates will provide leadership training for teacher leaders in implementing strategic initiatives. \$1,600/day x 5 days.

Cost per hour/day/session x number of hours/days/sessions

Specific name of the consultant/contract should be included. If the provider of services or vendor has not been determined by when the application is due, submit the quotes of 2-3 potential providers.

UNISIG BUDGET IN CIMS

SUPPLIES AND MATERIALS - EXAMPLE

Number of books in each set is included as part of the description. Include the number of books x approximate cost per book.

Details such as the specific model or storage capability of technology are helpful because iPads can sell for anywhere from \$250-\$900. Submit quotes for technology. Descriptions of various supplies can also be helpful in establishing the relevance of or need for a product.

| Function | Object | School Name | Funding Source | Full-Time Equivalent (FTE) | Amount |
|---|--------|-------------|----------------|----------------------------|---------|
| 5100 | 644 | | UniSIG | | \$4,000 |
| Budget Narrative: | | | | | |
| 64GB iPad 9 th Generation. 10 x \$400.00 | | | | | |
| Function | Object | School Name | Funding Source | Full-Time Equivalent (FTE) | Amount |
| 5100 | 510 | | UniSIG | | \$4,740 |
| Budget Narrative: | | | | | |
| ABC's Book Collections (grade level 4/5 classroom library): | | | | | |
| <ul style="list-style-type: none"> • High Interest Nonfiction shelf (185 book set) – 2 sets x \$1,580 unit cost = \$3,160 • Adventure Shelf (25 book set) – 1 set x \$550 unit cost = \$550 | | | | | |

UNISIG BUDGET IN CIMS

TRAVEL EXPENSES - EXAMPLE

Any costs for travel that will be funded by the grant must be included: registration fee, transportation, per diem (meals), nightly lodging. A total for the overall travel cost is insufficient.

| Function | Object | School Name | Funding Source | Full-Time Equivalent (FTE) | Amount |
|----------|--------|-------------|----------------|----------------------------|---------|
| | | | UniSIG | | \$1,454 |

Budget Narrative:

School Counselor will attend the Healthy Schools Summer Academy, Tampa, FL, June 2024.

- 2 people x \$299 (registration) = \$598
- 2 people x 3 days x \$36/day (per diem) = \$216
- 2 people x 2 nights x \$149/night (lodging) = \$596
- 98 miles x .445/mile = \$44

Positions of the travelers are noted.

Travel to conferences must include the name or main topic of the conference, when it is taking place, and where it is taking place. Submit agendas.

STANDARDS FOR ALLOWABILITY

Allowable **(Incurred during the approved budget period)**

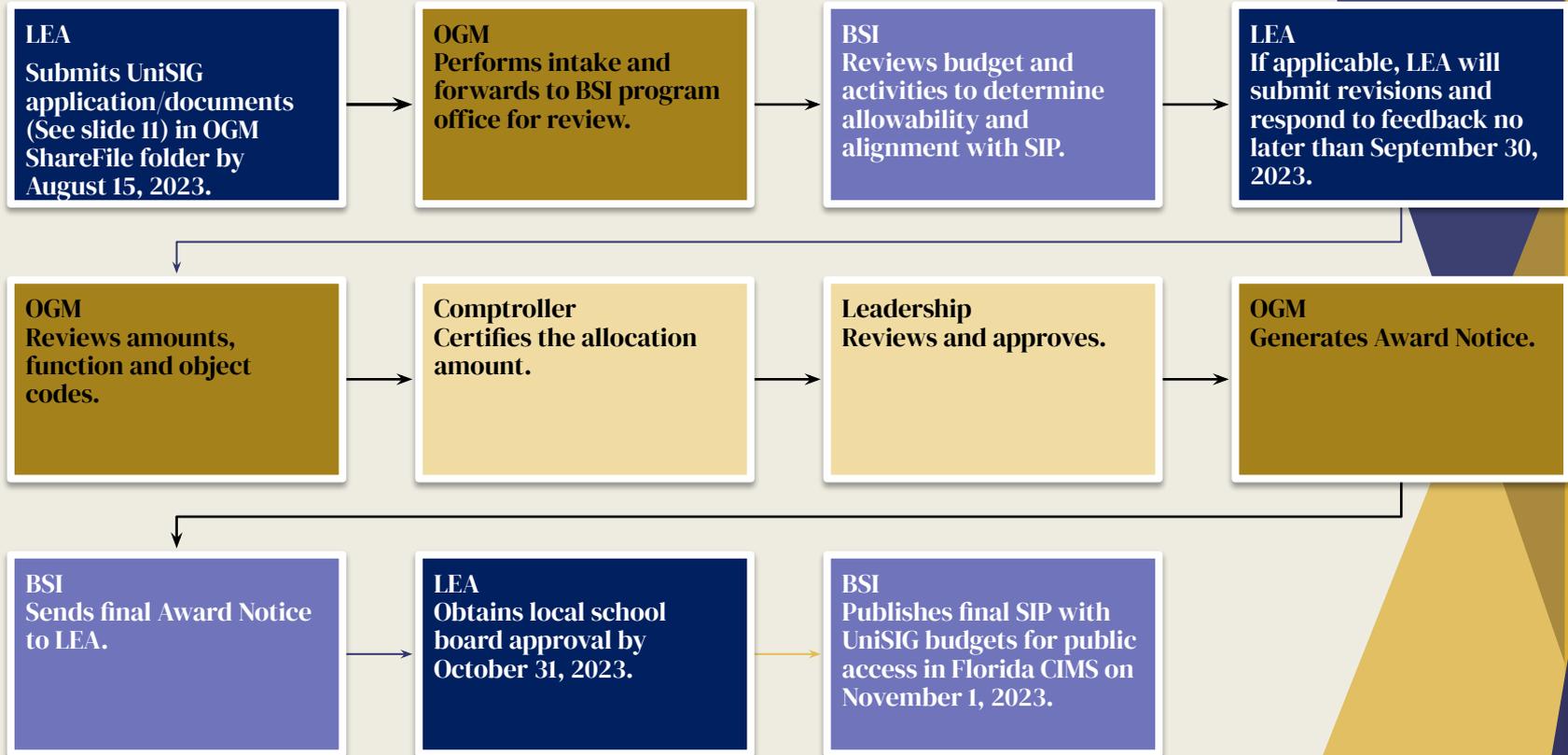
| Reasonable | Allocable | Necessary |
|--|---|--|
| <ul style="list-style-type: none">• Nature or amount does not exceed what would be incurred by a prudent person.• Necessary for the performance of the activity.• Generally recognized as ordinary and necessary for the operation of the program.• Use of sound business practices and market pricing.  | <ul style="list-style-type: none">• Incurred specifically for the program.• Benefits both the program and other work of the district and can be distributed in proportions that may be approximated using reasonable methods.• Necessary to the overall operation of program and is assignable in part to the Federal award.• Time and Effort certification.  | <ul style="list-style-type: none">• Crucial for the performance of the program.• Program cannot be successfully implemented without it.  |

| TASK | TIME |
|---|-------------------------|
|  <p>Complete the handout with your table team.</p> <ol style="list-style-type: none">1. Review the Detailed Budget Narrative;2. Determine if the level of details are Met or Unmet;3. Check if Reasonable, Allocable, Necessary; and4. Add any comments or feedback anticipated from BSI grant specialists. | <p>7 minutes</p> |

BUDGET GUIDELINES

- **Up to 5% of each school's allocation for office supplies (e.g., paper, ink, post-its, markers).**
- **Up to 10% of each school's allocation for technology.**
- **Indirect cost may be incurred at the school level and the LEA level.**
- **Administrative cost (other than indirect) is calculated at the LEA level and may not be incurred by individual schools.**
- **K-12 Common Program Guidance and Request for Application (RFA), which includes**
 - **Contracted services, recruitment/retention/reward incentives, out-of-state travel, field trips and unallowable expenses.**

REVIEW & AWARD PROCESS



FREQUENTLY ASKED QUESTIONS

What do I do if an expense applies to multiple schools?

When you are listing the expenses for an individual school, only include the pro-rated portion of the overall cost being covered by the funds allocated to that school. For example, if a consultant costs \$20,000 and two schools will be sharing the cost equally, the DOE 101 budget form will separately list the consultant cost at each school as \$10,000.

Can I submit a UniSIG application if one school's SIP has not been completed?

No. You may work on your application for the SIPs that have been completed, but since the UniSIG funding is designed to support the activities within the completed plans, your application cannot be submitted until all of the required SIPs have been completed. BSI grant specialists consult the plans during the review process to ensure the proposed activities are aligned with the SIPs.

UNISIG COMPLIANCE MONITORING

- **Ensures the school and district's performance is in compliance with the terms and conditions set forth by the grant agreement.**
- **Monitoring responsibilities**
 1. **School**
 2. **District**
 3. **BSI**

DOCUMENTATION STANDARDS

- **Demonstrates compliance**
- **Demonstrates successful performance**
- **Verifies work and accomplishments**
- **Evidences fiscal accountability**
- **Sufficient, Reliable, Relevant**



DISTRICT COMPLIANCE MONITORING

Compliance is monitored against:

- **Federal Laws and Requirements**
 - Education Department General Administrative Regulations (EDGAR) 34 CFR Parts [75](#), [76](#), [81](#)
 - ESEA:
 - [Section 1003 \(School Improvement\)](#),
 - [Section 1111\(d\) \(Comprehensive Support & Improvement\)](#),
 - [Section 8101 \(Evidence-Based\)](#)
- **Florida Laws and Requirements**
 - [Common Federal Program Guidance](#)
 - [Green Book](#)
 - [Red Book](#)
 - [Section 1001.42\(18\), F.S.](#)

SUPPLEMENTAL TEACHER & ADMINISTRATOR ALLOCATION

PURPOSE OF STAA

- **The Supplemental Teacher and Administrator Allocation ensures that funding will be allocated to the most proven effective teachers and administrators who are teaching and leading at D and F public charter and non-charter Title I schools.**

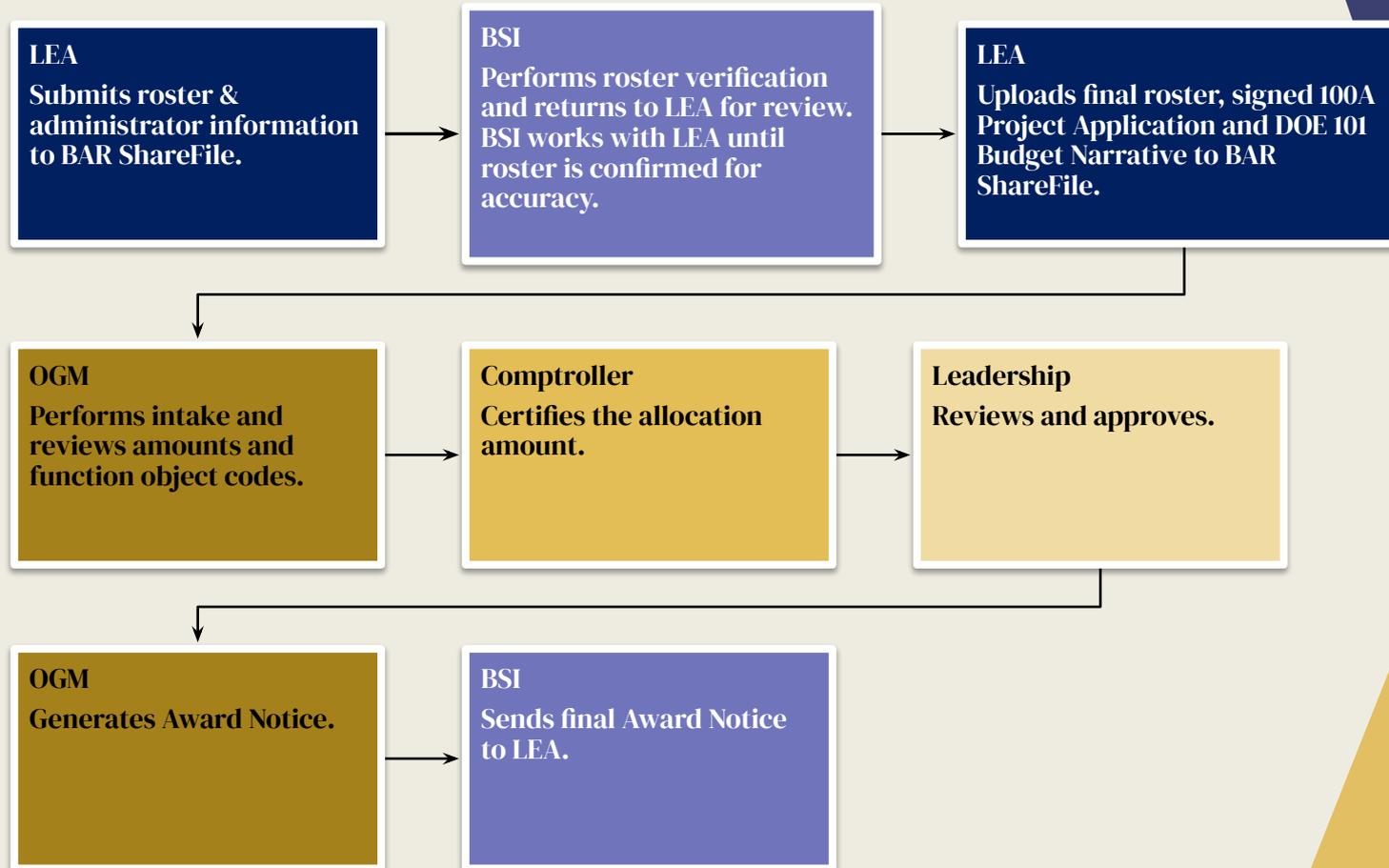
APPLICATION OVERVIEW

- **Step 1:** DOE notifies the district's school improvement contact and accountability contact of the instructional roster template process **by August 1, 2023.**
- **Step 2:** District school improvement contact or accountability contact submits the instructional roster in the secured ShareFile system managed by the Bureau of Accountability and Reporting (BAR) **by September 29, 2023.**
- **Step 3:** After BAR and BSI verify the roster, BSI will email the district accountability contact to review for accuracy.
- **Step 4:** District emails confirmation of the roster's accuracy to BSI@fldoe.org and submits the signed DOE 100A Project Application form and DOE 101 Budget Narrative form to the ShareFile system maintained by the Office of Grants Management **by October 6, 2023.**
- **Step 5:** BSI emails award notification to district school improvement contact.

DISBURSEMENT GUIDELINES

- **Funds are disbursed in two equal installments based on teacher or administrator completing the LEA-approved schedule of semesters. For example, disburse half of the funds to an eligible teacher or administrator at the completion of the first semester and then disburse the remainder of the funds at the completion of the second semester.**
- **If an eligible teacher teaches part-time, the allocation shall be prorated.**
- **An eligible teacher does not have to be teaching a Value-Added Model (VAM) grade level or subject to receive this allocation.**
- **Allocations may be prorated based on the employment dates of the teacher or administrator. However, a teacher or leader must begin employment at an eligible school by September 15, 2023.**
- **The LEA has the option to include benefits as a part of the allocation. However, if a LEA elects to include benefits, the amount must come out of the awarded allocation as no additional funds will be awarded.**
- **Employees on approved Family and Medical Leave Act (FMLA) leave are eligible to be paid a pro-rated amount at the LEA's discretion.**

REVIEW & AWARD PROCESS



INDIRECT COSTS

UNISIG ADMIN + INDIRECT

- **Indirect costs are included in the district portion of the budget as well as in each school's portion of the budget.**
- **Administrative activities may not be included in the school level budgets with the exception of the school's specific indirect expenses.**

INDIRECT COSTS

Indirect costs

- Agency wide general management costs

General Management Costs

- Administrative activities necessary for the general operation of the LEA

Restricted vs. Unrestricted Indirect Cost Rates

- Restricted rates apply to grants that are made under federal programs with ‘supplement and in no case supplant’ requirements.

Multiple-Year Awards

- For program awards that cover more than one year, a single rate may not be used to recover indirect costs for the entire award; the indirect cost rate must be the rate approved for each year.

FDOE Comptroller web site:

<https://www.fldoe.org/finance/comptroller/index.shtml/Default.asp>

- District indirect cost rates
- Plan A or Plan B

INDIRECT COST PLAN COMPARISON

Budget lines excluded from indirect cost calculations depend on whether Plan A or Plan B school district.

| Plan A | | |
|----------------------------------|---|---|
| | <i>Description</i> | <i>Notes</i> |
| Total Allocation | Total Allocated Budget | Exclude all 600 Object codes |
| Excluded Expenses* | | Must break out 311 and 312; 391 and 392 Object codes |
| 5xxx / 311 and 391 | For Plan A the first \$25,000 of <i>each</i> subagreement is included in the calculation. Any subagreement costs over \$25,000, are excluded. If, for example, there is only 1 subagreement for \$100,000 total cost, then only \$75,000 may be excluded. | > For each subagreement the first \$25,000 is included |
| 5xxx / 312 and 392 | | -- any subagreement costs beyond \$25,000 are excluded |
| XXXX / 6xx | | > 312 and 392 excluded from indirect cost calculation |
| Total Excluded Expenses | | > If 310 is used as direct costs related to Charter Schools then it is included |
| Funds to be Included | Total Allocation minus Total Excluded Expenses | |
| Funds Subject to Indirect | Funds to be Included divided by 1.0X | |
| Indirect Costs (Rate: X%) | Indirect Funds (Funds to be Included minus Funds Subject to Indirect) | |

* If 310 is used as direct costs related to Charter Schools, then it is included.

| Plan B | | |
|----------------------------------|---|---|
| | <i>Description</i> | <i>Notes</i> |
| Total Allocation | Total Allocated Budget | Exclude all 600 Object codes |
| Excluded Expenses | | Subagreements defined by Function codes |
| 5xxx / 31x | | Exclude 5xxx and 7800 with 31x Object codes |
| 7800 / 31x | | >>> unless identified as Charter School expenses |
| XXXX / 6xx | | Any other 31x Object Codes will be direct and included in the indirect cost calculation |
| Total Excluded Expenses | | |
| Funds to be Included | Total Allocation minus Total Excluded Expenses | |
| Funds Subject to Indirect | Funds to be Included divided by 1.0X | |
| Indirect Costs (Rate: X%) | Indirect Funds (Funds to be Included minus Funds Subject to Indirect) | |

AMENDMENTS

PURPOSE & FORMS

- **The purpose of the amendment is to amend an active approved project application.**
- **Budget amendments are submitted when there is a change in the original project award amount or budget revisions. Budget revisions may include function and object code changes.**
- **If the request includes multiple schools, break down and subtotal the requests by school site on the DOE 150 and DOE 151.**
- **All amendment requests require submission of a Project Amendment Request (DOE 150) and a Budget Amendment Narrative Form (DOE 151).**
- **Required forms can be found on the Grants Management webpage.**



SUMMER ACADEMY

Thank You!