



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

**Bureau/Office**

Division of Public Schools/Bureau of School Improvement (BSI)

**TAPS Number**

24A002

**Program Name**

Unified School Improvement Grant (UniSIG), 2023-24

**Specific Funding Authority(ies)**

Section 1003 of Title I of the Every Student Succeeds Act (ESSA), Public Law No. 114-95. CFDA #84.010

**Funding Purpose / Priorities**

Funds will be allocated to Local Educational Agencies (LEAs) to serve traditional and charter public schools implementing Comprehensive Support and Improvement (CSI) activities under section 1111(d) of ESSA, in alignment with Goal 1 of the Florida State Board of Education's K-20 Strategic Plan found at <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

**Total Funding Amount**

***\$ 72,623,399 for school-based allocations***

For Title I schools identified as CSI solely based on a 2022 Federal Index below 41 percent, each school will receive a fixed amount based on the number of students enrolled during the 2022-23 final Survey 3.

- Schools with 500 or more students will receive up to \$100,000.
- Schools with 100-499 students will receive up to \$75,000.
- Schools with less than 100 students will receive up to \$50,000.

For Title I and non-Title I schools identified as CSI solely based on a 2021 graduation rate at or below 67 percent, each school will receive a fixed amount based on the number of students enrolled during the 2022-23 final Survey 3.

- High schools with 500 or more students will receive up to \$50,000.
- High schools with 100 – 499 students will receive up to \$35,000.
- High schools with less than 100 students will receive up to \$10,000.

For Title I schools identified as CSI based on a 2022 Federal Index below 41 percent and a 2022 school grade of D or F, the allocation amount is based on a Per-Pupil Allocation (PPA) of up to \$500 per student.

For Title I schools identified as CSI based on a 2022 Federal Index at or above 41 percent and a 2022 school grade of D or F, the allocation amount is based on a PPA of up to \$500 per student.

The PPA formula is according to the 2022-23 final Survey 3 data and pro-rated by the Free or Reduced Lunch (FRL) percentage, ranging from 93-100 percent.

2022 School Grade	FRL $\geq$ 75%	FRL $\leq$ 75%
F	100% of PPA	98% of PPA
D	95% of PPA	93% of PPA

The 2023-24 UniSIG Allocation list will be posted on the Florida Continuous Improvement Management System (CIMS) portal.

#### **Type of Award**

Entitlement

#### **Budget / Program Performance Period**

The budget period begins on August 1, 2023 (or date application determined to be substantially approvable) and ends on July 31, 2024. Expenditures purchased before the budget period begins will not be reimbursed.

#### **Target Population(s)**

Prioritization is granted to students attending public charter or non-charter Title I schools identified as CSI and to students attending any public high school regardless of Title I status that has a four-year adjusted cohort graduation rate at or below 67 percent based on 2020-21 graduation data.

#### **Eligible Applicant(s)**

Local Educational Agencies (LEAs) with funded Title I schools identified as CSI are eligible to apply and LEAs with funded Title I high schools or non-Title I high schools that have a graduation rate at or below 67 percent, regardless of school grade achieved, are also eligible to apply. Eligible schools in a turnaround cycle must have an approved Turnaround Option Plan by the State Board of Education to request funds.

#### **Application Due Date**

August 15, 2023 at 5:00 p.m. Eastern Time

**The due date refers to the date of receipt of the DOE 100A Project Application Form, DOE 101 Budget Narrative Form and district UniSIG Plan and Assurances in the ShareFile System maintained by 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**

Carla Greene  
Senior Director-Bureau of School Improvement  
850-245-0983  
[Carla.Greene@fldoe.org](mailto:Carla.Greene@fldoe.org)

### **Grants Management Contact**

Felicia Williams-Taylor  
Director-Office of Grants Management  
850-245-0717  
[Felicia.Williams-Taylor@fldoe.org](mailto:Felicia.Williams-Taylor@fldoe.org)

## **Assurances**

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

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

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

### **School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

## **Risk Analysis**

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

**School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative

capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

### **Funding Method:**

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

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally-funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

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

Applicants must complete a Budget Narrative form, which will be generated through the School Improvement Plan (SIP) on [www.FloridaCIMS.org](http://www.FloridaCIMS.org). Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

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

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

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

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

### **Allowable Expenses:**

**Each requested budget item must impact student achievement in the current school year and correlate with a specific Area of Focus identified in the eligible school's SIP.**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office

materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

#### **Program-Specific Allowable Expenses:**

- A maximum of 5% grant administration, allocated at the LEA level, which may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project. The maximum LEA grant administration and individual school allocations will be posted on Florida CIMS.
- Up to a maximum of 10% per school for technology that shall directly impact student achievement.
- Up to a maximum of 5% per school for office supplies (such as paper, ink, post-its, markers) and shall directly impact student achievement.

#### **K-12 ESEA Common Federal Program Guidance**

##### **Contracted Services**

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

##### **Field Trips**

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

##### **Recruitment, Retention and Reward Incentives**

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



### **Out-of-State Travel**

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

### **Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

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

- Pre-award costs
- Entertainment (e.g., a field trip without 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 or services already covered by indirect costs allocation
- Costs not allowable for federal programs per the USDE General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

### **Equipment Purchases**

Any equipment purchased under this program must follow the Uniform Grants Guidance (UGG) found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) or the Reference Guide for State Expenditures, [https://my.floridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\\_2](https://my.floridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

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

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

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

#### **School Districts**

The Florida Department of Education has been given the authority by the U.S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved by the Florida Department of Education's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at [www.fldoe.org/finance/comptroller/](http://www.fldoe.org/finance/comptroller/).

#### **Executive Order 11-116**

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

#### **State of Florida, Executive Order 20-44**

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link: [https://www.flgov.com/wp-content/uploads/orders/2020/EO\\_20-44.pdf](https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf)

### **For Federal Programs - General Education Provisions Act (GEPA)**

Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details, refer to

<http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

### **Charter School Allocations**

The allocation of UniSIG funds for each district includes a specific allocation for each eligible Title I public charter school. These funds, which are separate from and in addition to Title I, Part A funds allocated by school districts through the regular rank and serve process, will be released to the district. The district will then be responsible for distributing the funding to eligible charter schools on a monthly reimbursement basis as provided for in section 1002.33(17)(c), Florida Statutes.

To receive funding under this program, a public charter school with a 2022 grade of D or F, must develop and implement a SIP pursuant to State Board of Education Rule 6A-1.099827, Florida Administrative Code, which must include, at a minimum, the following components:

- Mission statement of school;
- Academic data for most recent three years (if available);
- Student achievement objectives included in the executed charter contract or most recent sponsor-approved SIP;
- Analysis of student performance data including academic performance by each subgroup;
- Detailed plan for addressing each identified deficiency in student performance, including specific actions, person responsible, resources needed and timeline;
- Identification of each component of the school's approved educational program (as described in the approved charter application or contract) that has not been implemented;
- Detailed plan for addressing each identified deficiency noted above, including specific actions, person responsible, resources needed and timeline;
- Identification of other barriers to student success, with a detailed plan for addressing each barrier, including specific actions, person responsible, resources needed and timeline; and
- Specific student outcomes to be achieved.

If a Title I charter school is identified as CSI based on a Federal Index below 41% , or a graduation rate at or below 67% regardless of Title I status, the district must submit a CSI plan pursuant to the ESSA State Plan. Charter schools may use the Department's SIP template in Florida CIMS to satisfy the ESSA requirements of a CSI plan and for schools identified as CSI receiving UniSIG funds.

If the charter school is not utilizing the Department's SIP template in Florida CIMS, the district must submit the charter school's SIP along with the signed DOE 100A Project Application, DOE 101 Budget Narrative Form and LEA UniSIG Plan and Assurances within the ShareFile system by **5:00 PM Eastern Time on August 15, 2023**.

### **Amendments**

All UniSIG amendment requests require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151) using the following protocol:

- The district will refer to the UniSIG Amendment Request Guide, posted in [www.floridacims.org](http://www.floridacims.org)
  - If the request is for multiple schools, include the break down and subtotal requests by school site on the DOE 150/151.
- The district will submit the DOE 150/151 forms and supporting documentation to the ShareFile system.



- BSI will review the proposed amendment to determine that it meets the Allowable, Reasonable and Necessary criteria and does not change the original Scope of Work.
- If BSI notifies the district for clarifications, the district has a maximum of 30 days to respond or the request will be void.

## **Narrative Section**

### **Project Design-Narrative**

Local Educational Agencies (LEAs) must complete an LEA UniSIG Plan and Assurances and individual UniSIG budget for each eligible school.

### **Timeline**

- The Budget Narrative Form will be generated through the SIP on [www.FloridaCIMS.org](http://www.FloridaCIMS.org).
- District submits the signed DOE 100A Project Application Form, Budget Narrative Form and LEA UniSIG Plan and Assurances in the ShareFile system no later than **5:00 p.m. Eastern Time on August 15, 2023**.
- The Office of Grants Management will perform the application intake and forward the UniSIG application to BSI for review.
- In the event of feedback or revisions, BSI Program Specialists will notify the district School Improvement contact no later than **September 15, 2023**.
- The district will submit revisions and/or respond to feedback no later than **September 30, 2023**. All final UniSIG applications will be submitted to the Office of Grants Management by BSI Program Specialists no later than **October 4, 2023**.
- SIPs must be approved by the local School Board in **October 2023**.
- Final SIPs with UniSIG budgets will be published for public access in Florida CIMS on **November 1, 2023**.

### **Support for Reading/Strategic Imperatives**

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan.

URL: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml>.

### **Conditions for Acceptance**

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

- Application is received in the Office of Grants Management within the timeframe specified in the RFA
- Application includes required forms: DOE 100A Project Application Form and Budget Narrative Form
- All required forms must have the assigned TAPS Number included on the form
- All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
  - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

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

# FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	<b>A) Program Name:</b> <b>2023-24 Unified School Improvement Grant</b> <b>(UniSIG)</b>  <b>TAPS NUMBER: 24A002</b>	<b>DOE USE ONLY</b>  Date Received										
<b>B) Name and Address of Eligible Applicant:</b>		<b>Project Number (DOE Assigned)</b>										
<b>C) Total Funds Requested:</b>  <hr style="width: 50%; margin: 10px auto;"/> <div style="text-align: center;"> <b>DOE USE ONLY</b>   <b>Total Approved Project:</b>           \$       </div>	<b>D) Applicant Contact &amp; Business Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contact Name:</td> <td>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:
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<b>CERTIFICATION</b>  <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>												
<table style="width: 100%;"> <tr> <td style="width: 40%;"> <b>E)</b> _____            Signature of Agency Head         </td> <td style="width: 40%;">           _____            Title         </td> <td style="width: 20%;">           _____            Date         </td> </tr> </table>			<b>E)</b> _____ Signature of Agency Head	_____ Title	_____ Date							
<b>E)</b> _____ Signature of Agency Head	_____ Title	_____ Date										

<b>TAPS Number</b>

# FLORIDA DEPARTMENT OF EDUCATION

## BUDGET NARRATIVE FORM

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# Instructions

## Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

**A. Enter Name of Eligible Recipient**

**B. (DOE Use Only)**

**Column 1 (Function) School Districts Only:**

Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

**Column 2 (Object) School Districts:**

Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

**Community Colleges:**

Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

**Universities & State Agencies:**

Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

**Other Agencies:**

Use the object codes as required in the agency's expenditure chart of accounts.

**Column 3 All Applicants:**

**Account Title:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**Narrative:** Provide a detailed narrative for each object code listed. For example:

- Salaries - describe the type(s) of positions requested. Use a separate line to describe each type of position listed.
- Other Personal Services - describe the type(s) of services and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- Professional/Technical Services - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- Contractual Services and/or Inter-Agency Agreements - provide the agency name and description of the service(s) to be rendered.
- Travel - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- Capital Outlay - provide the type(s) of items/equipment to be purchased with project funds.
- Indirect Cost - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

**Column 4 (FTE) Must be completed for all Salaries and Other Personal Services:**

Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

**Column 5 (Amount)** Provide the budget amount requested for each object code.

**C. Total** - Provide the total for Column (5) on the last page. Amount must be the same as requested on the DOE 100A- or B.