



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

**Bureau/Office**

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

**TAPS Number**

24A025

**Program Name**

Unified School Improvement Grant (UniSIG), 2023-24 Supplemental Teacher and Administrator Allocation

**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**

This program ensures that funding will be allocated to the most proven effective teachers and administrators who are teaching and leading at the 2022 D/F public charter and non-charter Title I schools. Eligible teachers with a Value Added Model (VAM) rating of Highly Effective may receive an allocation up to \$15,000 and eligible teachers with a VAM rating of Effective may receive an allocation up to \$7,500. Eligible Principals with a successful record in leading a Turnaround school may receive an allocation up to \$15,000. Eligible Assistant Principals with a successful record in leading a Turnaround school may receive an allocation up to \$7,500.

Funds will be allocated to Local Educational Agencies (LEAs) with eligible Comprehensive Support and Improvement (CSI) schools, 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.shtml>.

**Total Funding Amount**

Up to \$30,000,000.00 for LEA allocations.

**Type of Award**

Entitlement

**Budget / Program Performance Period**

The budget period begins on October 1, 2023 (or date application determined to be substantially approvable) and ends on June 30, 2024.

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

LEAs with funded Title I schools identified as Comprehensive Support and Improvement (CSI) in 2023-24 based on a 2021-22 school grade of D or F or a four-year adjusted cohort graduation rate at or below 67 percent based on 2020-21 graduation data.

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

#### **Local Education Agencies (LEAs)**

LEAs will allocate funds to eligible teachers and administrators.

**Teachers-** To be eligible a teacher must:

- Have a 2021-22 Math or English Language Arts (ELA) VAM rating of Effective or Highly Effective that includes student data from 2018-19, 2020-21 and 2021-22 (3-year aggregate) or 2020-21 and 2021-22 (2-year aggregate), whichever is best.
- As of September 15, 2023, teach at a Title I school identified as CSI with a 2021-22 school grade of D or F or a four-year adjusted cohort graduation rate at or below 67 percent based on 2020-21 graduation.

**Administrators-** To be eligible administrators must:

**Principal:**

- Have experience as a successful Turnaround principal **and/or** assistant principal
- As of September 15, 2023, be in place as principal at a Title I school identified as CSI with a 2021-22 school grade of D or F or a four-year adjusted cohort graduation rate at or below 67 percent based on 2021 graduation data.

**Assistant Principal:**

- Have experience as a successful Turnaround principal, assistant principal **and/or** position with school wide impact.
- As of September 15, 2023, be in place as an assistant principal at a Title I school identified as CSI with a 2021-22 school grade of D or F.

### **Application Due Date**

September 29, 2023 at 5:00 p.m. Eastern Time

**The due date refers to the date of receipt in 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.**

### **Application and Allocation Timeline**

**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 Division of Accountability, Research and Measurement (ARM) by September 29, 2023.

**Step 3:** After ARM and BSI verify the roster, BSI will email the district school improvement contact and accountability contact to review for accuracy.

**Step 4:** District emails confirmation of the roster's accuracy to [BSI@fldoe.org](mailto: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.

#### **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**

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 project application that describes the specific activities, tasks and deliverables to be implemented.

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

#### **Guidelines:**

All expenditures must be consistent with the approved allocation, as well as applicable state and federal laws, regulations and guidance.

- If an eligible teacher teaches part-time, the allocation shall be pro-rated.
- An eligible teacher does not have to be teaching a VAM grade level or subject to receive this allocation.
- Disburse funds 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 at the completion of the second semester.

- Allocations may be pro-rated 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 FMLA leave are eligible to be paid a pro-rated amount at the LEA's discretion.

#### **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. The only allowable expense is the incentive payment for eligible teachers and administrators. Associated benefits are allowable if the LEA elects to include benefits as part of the allocation.

All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.

#### **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.

Any other expense other than the payment and benefits, if elected to be deducted, to teachers and administrators and benefits are not allowed.

#### **Equipment Purchases**

Equipment purchases are not allowed with this funding.

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

Administrative and indirect cost are not allowed with this funding.

#### **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)

### **Charter School Allocations**

Charter schools shall be included in the LEA allocation. It is the responsibility of the eligible charter school to provide the LEA with instructional rosters to verify eligibility of teachers and administrators on the FDOE templates. The LEA shall provide the eligible charter school the LEA's internal submittal timeline. Then the LEA will submit the roster on behalf of the eligible charter schools.

## **Narrative Section**

### **Project Design-Narrative**

The goal of the Supplemental Teacher and Administrator Allocation is to provide supplemental funds to recruit and retain teachers with a VAM rating of Highly Effective and Effective who are teaching and impacting our most vulnerable students at the most fragile schools and to recruit and retain school administration who impact these students as well.

### **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 via the secure ShareFile folder titled Supplemental Teacher and Administrator Allocation\_\_xxA025\_submit, within the timeframe specified by the RFA
- Application includes required forms: DOE 100A Project Application Form and DOE 101 - Budget Narrative Form
- All required forms must have the assigned TAPS Number included on the form
- All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
  - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
  - An "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
  - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
  - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- Application must be submitted electronically to the Office of Grants Management via ShareFile.

[illegible]

## UniSIG Supplemental Teacher and Administrator Allocation Verification of Administrative Professional Experience

Section I: Administrator Information				
<b>Employee Name:</b>				
<b>Role:</b> (Principal or Assistant Principal)				
<b>UniSIG Eligible School:</b>				
Section II: Professional Administrative Experience and/or school-wide (e.g., instructional coach) experience				
School Year	School	Position	School ID	School Grade

*Additional Notes, if needed:*

---

### Administrator Eligibility:

#### Principal:

- Have experience as a successful Turnaround principal **and/or** assistant principal.
- Be in place as principal at a Title I school identified as CSI with a 2021-22 school grade of D or F or a four-year adjusted cohort graduation rate at or below 67 percent based on 2021 graduation data, as of September 15, 2023.

#### Assistant Principal:

- Have experience as a successful Turnaround principal, assistant principal **and/or** position with school wide impact.
- Be in place as an assistant principal at a Title I school identified as CSI with a 2021-22 school grade of D or F as of September 15, 2023.

**Eligibility Met:** ☐ Yes ☐ No

Name of person responsible for completion and submission of form
Title



# 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>UniSIG Supplemental Teacher and Administrator Allocation</b>  <b>TAPS NUMBER: 24A025</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:
Contact Name:	Telephone Numbers:											
Fiscal Contact Name:												
Mailing Address:	E-mail Addresses:											
Physical/Facility Address:	UEI number:											
	FEIN number:											
<b>CERTIFICATION</b>  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.  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.												
<table style="width: 100%;"> <tr> <td style="width: 40%;"> <b>E)</b> _____            Signature of Agency Head         </td> <td style="width: 30%;">           _____            Title         </td> <td style="width: 30%;">           _____            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

[illegible]

# 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.