



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

Bureau/Office

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

Program Name

Unified School Improvement Grant (UniSIG), 2019-20

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 schools implementing Comprehensive Support and Improvement 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

\$ 59,812,734.00 for school-based allocations

Type of Award

Formula

Budget / Program Performance Period

The budget period begins on September 1, 2019 (or date application determined to be substantially approvable) and ends on August 31, 2020.

Target Population(s)

Prioritization is granted to students attending Title I schools identified with a 2019 school grade of "D" or "F" and to students attending any public high school regardless of Title I status that has a four-year adjusted cohort graduation rate of 67 percent or less based on the most recently released data.

Eligible Applicant(s)

Local educational agencies with funded Title I schools identified for Comprehensive Support and Improvement that demonstrate the highest needs are eligible to apply.

Local educational agencies with funded Title I high schools or non-Title I high schools that have a four-year adjusted cohort graduation rate of 67 percent or less, regardless of school grade achieved, are also eligible to apply.

Eligible schools in a turnaround cycle must have an approved turnaround plan by the State Board of Education to request funds.

Eligibility is based on the most recently released school grades and graduation rate data from the Florida Department of Education.

A preliminary allocation list will be posted the day after preliminary 2019 school grades are released.

Application Due Date

Friday, August 2, 2019 at 5:00 p.m. Eastern Time

The due date refers to the date of receipt of the DOE 100A via email to BSI or mailed to the Office of Grants Management and submission of the completed online application via www.floridacims.org.

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.

Contact Persons

Program Contact

Melissa Ramsey, Executive Director
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Grants Management Contact

Sue Wilkinson, Director
Office of Grant Management
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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:

- 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/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 sub-recipient 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

A Budget Narrative Form (DOE 101) must be submitted with your completed application. This form will be generated automatically online through www.floridacims.org, and must 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 www.fldoe.org/grants/greenbook/.

All amendments require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151), if applicable, using the following protocol:

1. The district will refer to the **UniSIG Amendment Request Guide**, posted in CIMS, to draft an amendment request.
2. The district will email a draft of the DOE 150/151 forms to the BSI at bsi@fldoe.org.
If the request is for multiple schools, break down and subtotal requests by school site on the DOE 150/151.
3. BSI will review the proposed amendment to determine that it meets the Reasonable, Allowable, and Necessary criteria and does not change the original Scope of Work.
4. If BSI notifies the district for clarifications, the district has a maximum of 30 days to respond or the request will be void.

5. Once notified by BSI to proceed, the district will finalize the DOE 150/151 and obtain the superintendent's signature.
6. The district will mail the original signed copy of the DOE 150/151 to the Office of Grants Management (OGM) at the Department or email a scanned signed copy of the DOE 150/151 to BSI. OGM may require additional information prior to final approval.

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. 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 Schoolwide Improvement Plan (SIP).

Program funds must be used solely for activities that directly support direct impact of student achievement which is 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 expenses may include a maximum of 5% grant administration, allocated at the district 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 district grant administration allocation list will be posted.

Allowable expenses may include up to a maximum of 10% per school for technology that is aligned to a specific Area of Focus identified in the SIP.

Allowable expenses may include up to a maximum of 5% per school for office supplies (such as paper, ink, post-its, markers) and shall directly impact student achievement.

Allowable expenses may include up to maximum of \$3,000 per school per full day of contractual services that is aligned to a specific Area of Focus identified in the SIP.

Unallowable Expenses:

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. Sub-recipients 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 www.myfloridacfo.com/aadir/reference_guide/.

Equipment Purchases

Any equipment purchased under this program must follow the UGG 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, www.fldoe.org/grants/greenbook/.

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/.

Chapter 1010.06, F.S., Indirect cost limitation.—State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

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>.

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://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>.

Project Design-Narrative

Eligible applicants must complete the project application titled **UniSIG 2019-20** online at <https://www.floridacims.org>. An outline of the application contents is attached.

Charter School Allocations

The allocation of UniSIG funds for each district includes a specific allocation for each eligible 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, the public charter school must develop and implement a school improvement plan (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.

Additionally, the charter school must secure the district superintendent's signature on the DOE 100A and complete a budget using the DOE 101. The complete application comprised of the SIP, DOE 100A and DOE 101 must be submitted directly to the Office of Grants Management by 5:00 PM Eastern Time on Friday, August 2, 2019.

Conditions for Acceptance

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

- Application is submitted within the CIMS platform no later than **5:00 p.m. Eastern Time on Friday, August 2, 2019.**
- All components of the online application are completed.
- DOE 100A Project Application Form includes the assigned TAPS Number and bears the original signature of the superintendent for the school district.

NOTE: Forms 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.

- DOE 100A must be received by **5:00 p.m. Eastern Time on Friday, August 2, 2019** by email to bsi@fldoe.org or by mail to OGM at:

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