

UniSIG 2018-19 Technical Assistance Webinar Questions and Answers

Can we submit a DOE100A for the district or must we complete a separate one for each school?

Only one DOE100A should be submitted for each district.

Will we receive a district award or one award per school?

There will be one district award. The awarded amount will be the total of all the school's allocations within the district.

Who applies the district or the school?

Both. Schools complete individual UniSIG budgets within their school's School Improvement Plan and districts complete the district 2018-19 UniSIG survey. Both of these requirements are located in CIMS at www.floridacims.org. To complete the process, the district will submit all the requirements per the RFA.

Where is the TAPS number?

The TAPS number is 19A002 and has been pre-populated on the DOE100 located in the CIMS Toolkit.

Can a grant application extension be granted for charter schools if SIPs are approved later than the August 3rd deadline?

Extensions are not required based on the SIP deadline. The UniSIG budget within the SIP must be completed by August 3, 2018, to ensure timely approval and disbursement of awards.

Do we still complete the same plan as last year in CIMS (problem solving, 8 components)?

(Not sure if this question refers to DIAP or SIP.)

For the 2018-19 school year, there is no longer the requirement for districts to complete a DIAP. Districts must complete the 2018-19 UniSIG survey. For further clarification, there are two SIP templates available for schools to use— the Standard and the Pilot SIP. If a school uses the Standard SIP, the 8-step planning process is still available. However, necessary information entered in the 2017-18 Standard SIP will transfer to both the Standard and Pilot SIP for the 2018-19 school year. Districts may advise which SIP format to use.

Is the 5% administrative cost allowed in addition to the district's indirect cost?

The maximum 5% allocation for administration is separate from the districts indirect costs. A district allocation chart identifying the maximum amount allowable for grant administration, including benefits is posted in CIMS. The grant administration costs must be identified in each of the school budgets and must be requested in the initial application.

Can the funds be used to assist feeder schools for the target school?

No, the allocated amount is to fund school improvement initiatives at the specific school.

If a school would like to hire school personnel now, can they hire and when UniSIG funds are approved move the staff into the grant?

This is possible, however, more information per site would be needed to determine if this is allowable. If determined allowable, the position can only begin to be funded from the approval date of the district's UniSIG award.

Can groups of schools hire and share the cost of a position to help with compliance uploads, school walkthroughs, data analysis, and PLCs among their schools?

Schools awarded with UniSIG funds can share the cost of a position. Each school budget should reflect how the position will support specific school improvement initiatives within their SIP and how the cost will be allocated at the school site.

The unallowable activities state on field trips, is this new? We were approved for field trips with a summer [program this year.

UniSIG funds are designed to be used for supplemental school improvement initiatives. Exceptions may be made if the field trip has a specific tie to the school improvement initiatives at the school. Field trips would require pre-approval from Bureau of School Improvement (BSI).

How does UniSIG work with the Lowest 300?

If a school is required to extend learning time based on the Lowest 300 list and is also eligible to receive UniSIG funding, the district must first completely fund the extended learning time requirement from Supplemental Academic Instruction (SAI) and/or reading allocation funds before extended learning time may be funded from UniSIG. If a district is requesting to use funds for this purpose, the explanation should be clearly detailed in the school's budget. BSI may request a detailed staffing plan showing how expenses will be encumbered to ensure that statutory requirements related to the Lowest 300 are being met prior to using UniSIG funds.

Is there a way to download the PowerPoint?

The UniSIG 2018-19 Technical Assistance Webinar has been posted for public access in the CIMS Toolkit at <https://www.floridacims.org/downloads?category=unisig>.

When is the SIP due?

Draft SIPs for DA schools are due to the Regional Executive Directors (REDs) by August 31, 2018.

Will the UniSIG amendment process be sped up for the 2018-19 school year?

During the 2017-18 school year BSI implemented several initiatives to speed up the process. BSI created an interoffice grant tracking system and reviews amendments at least twice a week. BSI also updated the amendment request process. To expedite the process districts shall send a draft DOE150/151 to BSI@fldoe.org and wait to mail the original signed DOE150/151 to OGM until notified by BSI.

Please explain the UniSIG amendment process.

The UniSIG budget amendment process requires the district to email a draft DOE150 and DOE 151 to BSI@fldoe.org. BSI will then review the request to determine if it is within the intended Scope of Work and that the request is reasonable, allowable, and necessary. BSI may ask clarifying questions, if applicable. When notified by BSI to proceed, the district will then obtain the superintendent's signature

and mail the signed DOE150 and DOE 151 to the Office of Grants Management (OGM). See the example amendment below if requesting for multiple schools within a district. OGM may require additional information prior to final approval.

Figure 1 UniSIG Amendment Example

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM						
A) Apple School District			B) 880-XXYSA-8CS01			
District/Agency Name			Project Number/TAPS Number			
C) 1						
Amendment Number						
D) Total Project Amount Currently Approved			E) Total Project Amount resulting from this Budget Amendment			
\$250,000.00			\$250,000.00			
F) Line Item Description						
Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease	
GRANNY SMITH ELEMENTARY SCHOOL						
5100	750	Other Personal Services (OPS): Substitutes to provide coverage for classroom teachers who participate in APTT training during the regular school day at Granny Smith 6 substitutes x \$80/day x 2 days = \$960		960.00	0.00	
5100	220	Benefits: Medicare, 1.45% - Substitute teachers - Granny Smith .		14.00	0.00	
6150	510	Supplies.Materials and supplies for implementation of parent-teacher team framework at Grannv Smith		0.00	974.00	
GRANNY SMITH Sub-Total				974.00	974.00	
MACINTOSH ELEMENTARY SCHOOL						
6400	510	Materials & Supplies to support teacher training for parent-teacher team framework at Macintoshs, New Line...-Macintosh		900.00	0.00	
6400	330	Travel reimbursement for instructional staff attending professional development in Orlando for technology conference-Macintosh		0.00	900.00	
MACINTOSH Sub-Total				900.00	900.00	
Total Amendment				1,874.00	1,874.00	