



**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
Supplemental Teacher 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 who are teaching at the most fragile schools. Eligible teachers may receive an allocation not to exceed *\$15,000 per Highly Effective and \$7,500 per Effective state VAM teacher.

Funds will be allocated to local educational agencies (LEAs) to allocate to Highly Effective and Effective teachers that teach at “D” or “F” 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

\$ 15,812,481.00 for district allocations

(\$10,948,296.00 from 2018 and \$4,864,185.00 from 2019)

Type of Award

Formula

Budget / Program Performance Period

The budget period begins on October 1, 2019 (or date application determined to be substantially approvable) and ends on June 30, 2020.

Target Population(s)

Local educational agencies with funded Title I schools identified for Comprehensive Support and Improvement that demonstrate the highest needs and recruit and/or retain Highly Effective and Effective state VAM teachers who meet the requirements are eligible to apply.

Eligible Applicant(s)

To be eligible a teacher must:

- have a 2019 3-year aggregate state VAM as Highly Effective and Effective or with a 1-year Algebra state VAM
- teach at a Title 1 school identified with a 2019 school grade of “D” or “F” as of August 30, 2019

A DOE verified allocation list will be sent no later than October 1, 2019 to the eligible districts who submit the required documentation by the August 30, 2019 due date. After the district receives the DOE verified allocation list, the district must verify the list for accuracy.

Application Due Date

Friday, August 30, 2019 at 5:00 p.m. Eastern Time

The due date refers to the date of receipt of the Department’s reporting template in the ShareFile system. The district must submit the instructional roster template for eligible schools and a signed 100A no later than August 30. These lists are utilized to ensure that the most proven effective teachers are staffed at the most fragile schools and to verify rosters for teachers eligible to receive an additional district UniSIG allocation. This allocation is for eligible Highly Effective and Effective state VAM teachers utilizing three-year aggregate (except for one year-aggregate for Algebra 1). The district will be notified of the submission process no later than August 1, 2019 to ensure confidentiality and security of the requested information.

The project effective date may begin October 1, 2019 or when the district resubmits the DOE verified allocation list with any changes of eligibility or confirmation that it is correct.

Contact Persons

Program Contact

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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

Upon receipt of the district verified instructional roster, BSI will generate the Budget Narrative Form (DOE 101).

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/.

Amendments will not be accepted due to the programs processes and deadline.

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:

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.

Recommendations:

- Disperse funds in two equal installments, based on a teacher completing the district-approved schedule of semesters. For example, disperse half of the funds to an eligible teacher at the completion of the first semester and then disperse the remainder at the completion of the second semester.
- Allocations may be pro-rated based on the employment dates of the teacher. However, a teacher must begin employment at an eligible school by August 30, 2019.

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.

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>.

Charter School Allocations

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

Conditions for Acceptance

The requirements listed below must be met for the instructional rosters to be considered for review:

- Instructional rosters and the DOE 100A shall be submitted within the ShareFile system no later than **5:00 p.m. Eastern Time on Friday, August 30, 2019.**
 - All components of the Instructional Roster Template shall be completed.
 - DOE 100A 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.

* Per Commissioner Corcoran on 7/17/2019 the amount increased to up to \$15,000 per Highly Effective state VAM teacher.