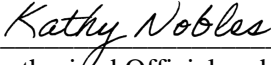




**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Brevard County School District	2 PROJECT NUMBER 050-1240C-1C001
3 PROJECT/PROGRAM TITLE Instructional Continuity Plan <p align="center">TAPS 21A157</p>	4 AUTHORITY 84.425D CARES ACT USDE or Appropriate Agency FAIN#: S425D200052
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 03/11/2021 - 12/31/2021 Program Period:03/11/2021 - 12/31/2021
7 AUTHORIZED FUNDING Current Approved Budget: \$154,376.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$154,376.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>12/31/2021</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>02/20/2022</u> Last date for receipt of proposed budget and program amendments: <u>11/30/2021</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: Federal Award Date : <u>05/29/2020</u> 	
10 DOE CONTACTS Program: Michael DiPierro Phone: (850) 245-9773 Email: Michael.DiPierro@fldoe.org Grants Management: Unit A (850) 245-0496	Comptroller Office Phone: (850) 245-0401 Duns#: 364622886 FEIN#: F596000522003
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. Other: 	
12 APPROVED:  Authorized Official on behalf of Richard Corcoran Commissioner of Education	 FLORIDA DEPARTMENT OF EDUCATION fldoe.org 3-18-21 Date of Signing

INSTRUCTIONS
PROJECT AWARD NOTIFICATION

- 1** Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2** Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3** Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4** Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5** Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6** Project Periods: The periods for which the project budget and program are in effect.
- 7** Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8** Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9** Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10** DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11** Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12** Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: Instructional Continuity Plans (ICPs) <p style="text-align: center;">TAPS NUMBER: 21A157</p>	DOE USE ONLY Date Received <p style="text-align: center;">3/11/2021</p>
B) Name and Address of Eligible Applicant: Brevard County School District 2700 Judge Fran Jamieson Way, Viera, FL 32940		Project Number (DOE Assigned) 050-1240C-1C001
C) Total Funds Requested: \$ 154,376.00 <hr style="width: 25%; margin-left: 0;"/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$ 154,376.00	D) Applicant Contact & Business Information	
	Contact Name: Kacey Daniels Fiscal Contact Name: Wendy Knippel	Telephone Numbers: (321) 633-1000 ext 11284
	Mailing Address: 2700 Judge Fran Jamieson Way Viera, FL 32940	E-mail Addresses: Daniels.Kacey@brevardschools.org Knippel.Wendy@brevardschools.org
	Physical/Facility Address: 2700 Judge Fran Jamieson Way Viera, FL 32940	DUNS number: 364622886 FEIN number: F596000522003
CERTIFICATION		
<p>I, <u>Mark W. Mullins</u>, (<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>		
E)  _____ Signature of Agency Head	_____ Superintendent Title	_____ 3/9/21 Date

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:

Brevard County School District

B) DOE Assigned Project Number:

050-1240C-1C001

C) TAPS Number:

21A157

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY
7200	110	Salary: Administrator extra duty pay to compensate district employees developing, training, and/or communicating the ICP (825 hours x \$36 hourly rate)		\$29,700.00			
7200	210	Retirement: (\$36 hourly rate x 10% x 825 hours)		\$2,970.00			
7200	220	FICA: (\$36 hourly rate x 7.65% x 825 hours)		\$2,272.05			
7200	230	Life Insurance: (\$36 hourly rate x 0.083% x 825 hours)		\$24.65			
7200	240	Workers' Comp: (\$36 hourly rate x 0.558% x 825 hours)		\$165.73			
7200	120	Salary: Teacher extra duty pay to compensate district employees developing, training, and/or communicating the ICP (825 hours x \$26.57 hourly rate)		\$21,920.25			
7200	210	Retirement: (\$26.57 hourly rate x 10% x 825 hours)		\$2,192.02			
7200	220	FICA: (\$26.57 hourly rate x 7.65% x 825 hours)		\$1,676.90			
7200	230	Life Insurance: (\$26.57 x 0.083% x 825)		\$18.19			
7200	240	Workers' Comp: (\$26.57 x 0.558% x 825 hours)		\$122.31			

7200	130	Salary: Other certified extra pay to compensate district employees developing, training, and/or communicating the ICP (825 hours x \$26.57)		\$21,920.25			
7200	210	Retirement: (\$26.57 hourly rate x 10% x 825 hours)		\$2,192.02			
7200	220	FICA: (\$26.57 hourly rate x 7.65% x 825 hours)		\$1,676.90			
7200	230	Life Insurance: (\$26.57 x 0.083% x 825 hours)		\$18.19			
7200	240	Workers' Comp: (\$26.57 x 0.558% x 825 hours)		\$122.31			
7200	160	Salary: Other support personnel (hourly) to compensate district employees developing, training, and/or communicating the ICP (800 hours x \$17)		\$13,600.00			
7200	210	Retirement: (\$17 hourly rate x 10% x 800 hours)		\$1,360.00			
7200	220	FICA: (\$17 hourly rate x 7.65% x 800 hours)		\$1,040.40			
7200	230	Life Insurance: (\$17 x 0.083% x 800)		\$11.29			
7200	240	Workers' Comp: (\$17 x 0.558% x 800 hours)		\$75.89			
7200	510	Supplies related to developing, communicating, and implementing the ICP		\$10,000.00			
7200	390	Printing related to developing, communicating, and implementing the ICP		\$5,296.65			
7900	390	Charter School Allocation: 12 schools x \$3000 each		\$36,000.00			
D) TOTAL				\$154,376.00			



Brevard Public Schools

ESSER Instructional Continuity Plan Program Application

Table of Contents

Project Summary	1
<i>Brevard Public Schools</i>	1
<i>Brevard Charter Schools</i>	2
<i>Private Schools</i>	2
Fiscal Controls	2
Budget Narrative	3
Program Deliverables	3
General Education Provisions Act (GEPA)	4

Brevard Public Schools
Instructional Continuity Plan Program Application

Project Summary

With the onset of the pandemic, schools and districts across the country came together to quickly establish plans and procedures to address student and family needs, including the provision of continued instruction, meals, mental health supports, equipment (computer hardware and headsets), and connectivity for all students. Due to this unprecedented situation, all members of the education community partnered to support student learning while facing unfamiliar challenges. Now that LEAs have been navigating the pandemic and its impact for over a year, there is greater understanding of the many challenges emergency situations can bring: distance learning, disruption to traditional schooling, and health implications. With a greater understanding of these obstacles, Brevard Public Schools can better plan how to address a myriad of emergency situations to ensure continuity of instruction and services provided by our school district to support the community. One of the greatest needs is to develop a comprehensive plan to ensure that critical services and supports can continue when standard operating procedures are disrupted due to emergency situations.

Project Design

Brevard Public Schools

Brevard Public Schools is seeking funding under the ESSER Instructional Continuity Plan (ICP) Program to support the development of Instructional Continuity Plans. The funding will be used to create and submit a district-wide instructional continuity plan in a format prescribed by the department, on or before September 30, 2021. As instructed, the plan will be submitted through the portal that will be developed by the Florida Department of Education (FDOE). The ICP will ensure continuity of the instructional and learning support services provided to the Brevard Public Schools' community when standard operating procedures are disrupted due to emergency situations. The LEA will provide extra duty funding for employees to collaborate across departments to create the plan, develop and deliver professional development, and have access to any supplies needed for development and training related to the Instructional Continuity Plan.

Funding will also support the travel expenses needed to attend program training provided through the FDOE, as applicable. Specific funding is outlined on the table below and corresponding budget narrative. The timeline for implementation of initiatives under this program will begin upon receipt of the project award through the end of the performance period of 12/30/21.

Charter Schools

Charter schools within Brevard County were notified of the ESSER Instructional Continuity Plan grant on March 9, 2021, including their specified allocation and program assurances. Signed assurances that charter school expenditures shall be in accordance with the allowable expenses for developing their site-specific instructional continuity plans have been completed and collected from charter school officials. The LEA shall retain evidence to document appropriate use of all program funds for charter schools. The LEA will also retain each charter school's most current ICP at the district level.

Private schools

Private school participants will have access to all training materials and information provided to the LEA by FDOE in association with this program, as well as individualized assistance in preparing site specific Instructional Continuity Plans, as requested by private school officials. Private schools will need to provide access to their data and work in collaboration with the ICP Project Manager and other Brevard Public Schools staff associated with completion of Instructional Continuity plans, which shall be discussed in consultation with private school officials. Private schools will communicate with the CARES Act Grant Coordinator to schedule consultations, share and discuss plan ideas, and/or request other applicable assistance.

Fiscal Controls

The LEA will provide programmatic and fiscal oversight to ensure all program expenditures meet program guidelines. Brevard Public Schools has the fiscal capacity and proven fiscal management required to effectively administer the ESSER Instructional Continuity Plan Program. The Department of Elementary Leading and Learning, Secondary Leading and Learning, and Financial Services will consult for program and budget adherence to all required and/or regulatory guidelines. Each Brevard public charter schools shall receive the designated

program allocation and participating private schools shall be recipients of equitable services. Note that the currently approved DOE620 for Brevard Public Schools and General Assurances for Participation in State and Federal Programs are on file with FDOE and no changes exist.

Budget Narrative

Brevard Public Schools' allocation of \$154,376.00 shall cover costs for approved program purchases, including the specified allocation to each charter school and the provision of equitable services for private schools electing to participate. As outlined on the DOE101S, the budget costs are requested for:

- Extra duty pay and fringe benefits for employees working on the Instructional Continuity Plan for Brevard Public Schools (BPS).
- Expenses related to attending FDOE training.
- Expenses related to providing training to BPS school site staff.
- Supplies for training, development, and communication of ICPs.

	Description	Amount
Brevard Public Schools	Please see the DOE 101S for specific cost breakdown.	\$118,376.00
Private Schools	Equitable services are inclusive in the BPS figure and shall be provided to non-public schools electing to participate by Brevard Public Schools.	
Brevard Public Charter Schools	\$3,000.00 per charter school x 12 schools	\$36,000.00
Total Allocation		\$154,376.00

Program Deliverables

The project deliverables, required evidence, and due dates shall be as indicated on the Project Performance Accountability Form below.

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)
Attend FDOE trainings related to ICPs	Knowledge of the tasks and scope of work required by the FDOE to complete Instructional Continuity Plans	Agendas	As Scheduled by FDOE
Develop Brevard Public School's ICP	Completed Instructional Continuity Plan	-BPS staff meetings notes and agendas -Completed Instructional Continuity Plan	No later than the FDOE ICP due date of 9/30/2021

Communicate Brevard Public School's ICP	Sharing the Instructional Continuity Plan with all stakeholders	-School Board Agenda Item(s) -Training Schedule and Agenda(s) -Community Communications	Ongoing
Provide Equitable Services to Nonpublic Schools	Assistance for Nonpublic Schools to develop their own Instructional Continuity plans	Emails, consultation notes	Ongoing through program completion date of 12/30/2021

General Education Provisions Act (GEPA):

It is not anticipated that the proposed Instructional Continuity Plan Program will impede equitable access or participation by gender, race, national origin, color, or disability. Rather, the program design encourages equity through its focus on supporting ongoing instruction and support for students during the event of a shutdown or other emergencies. The School Board of Brevard County, Florida does not discriminate on the basis of race, religion, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment. A student or employee having a grievance concerning discrimination may contact Mark W. Mullins, Ed.D., Superintendent of Brevard Public Schools. Brevard Public Schools provides routine assistance to students and families with language and/or literacy barriers by providing translated materials, interpreters, and assistance with reading.