


**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Brevard County School District	<b>2 PROJECT NUMBER</b> 050-1241P-2C001	
<b>3 PROJECT/PROGRAM TITLE</b> CRRSA ESSER II - Literacy - Reading Tutoring for K-3 Students  <p align="right">TAPS 22A211</p>	<b>4 AUTHORITY</b> <b>84.425D CARES ACT</b> <b>USDE or Appropriate Agency</b>  FAIN#: S425D210052	
<b>5 AMENDMENT INFORMATION</b> Amendment Number: 1 Type of Amendment: Program/Budget Effective Date: 02/24/2022	<b>6 PROJECT PERIODS</b>  Budget Period: 01/01/2022 - 09/30/2023 Program Period: 01/01/2022 - 09/30/2023	
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$1,516,813.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$1,516,813.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance	
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: <u>09/30/2023</u></li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2023</u></li> <li>Last date for receipt of proposed budget and program amendments: <u>08/31/2023</u></li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>Date(s) for program reports:</li> <li>Federal Award Date : <u>01/05/2021</u></li> </ul>		
<b>10 DOE CONTACTS</b> <b>Program:</b> Lindsey Brown <b>Phone:</b> (850) 245-5060 <b>Email:</b> <a href="mailto:Lindsey.Brown@fldoe.org">Lindsey.Brown@fldoe.org</a> <b>Grants Management:</b> Unit A (850) 245-0496	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>Duns#:</b> 364622886 <b>FEIN#:</b> F596000522003	
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>Other:</li> </ul>		
<b>12 APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div data-bbox="154 1759 755 1871"> <p><i>Lindsey Brown</i>            _____            Authorized Official on behalf of Richard Corcoran            Commissioner of Education</p> </div> <div data-bbox="797 1759 1089 1837"> <p>3/21/22            _____            Date of Signing</p> </div> <div data-bbox="1193 1703 1511 1808" style="text-align: right;">  <p>FLORIDA DEPARTMENT OF <b>EDUCATION</b> fldoe.org</p> </div> </div>		

**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.

## Project Performance Accountability Form

### Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost (optional)
High School Tutors	30 minute tutoring sessions for first grade students 3 days/wk identified as performing one grade level below in ELA with a specific focus on phonics instruction -Hiring of a minimum of 175 HS Tutors	-Sign in sheets -Schedules -Training records -Student assessment data (Pre/Post phonics data)	July 2023	
Contracted Tutoring Services	30 minute tutoring sessions for first grade students 3 days/wk identified as performing one grade level below in ELA with a specific focus on phonics instruction. -Hiring a minimum of 171 tutors (or use of 85 tutors working with multiple student groups)	-Schedules -Student assessment data (Pre/Post phonics data)	July 2023	
Lexia Student Licenses	Student licenses for digital and teacher lessons for use during tutoring	-Instructional materials -Student assessment data -Purchase orders	May 2022	
Read Naturally Fluency	Intervention materials for use during tutoring	-Instructional materials -Student assessment data -Purchase orders	May 2022	
Literacy Coach Role	-Coordination of tutoring program at the school site	-Training schedules	July 2023	

	<ul style="list-style-type: none"> <li>-Identification of students based on data criteria</li> <li>-Assignment of students into the tutoring program with identified tutor from HS Tutoring Program or Contracted Tutoring Service.</li> <li>-Identification and assignment of intervention materials based on identified student's deficit.</li> <li>-Provide professional development on use of aligned, evidence based instructional materials</li> <li>-Progress monitoring and instructional decision making based on data analysis</li> <li>-Liaison between school based tutoring program and district support</li> </ul>	<ul style="list-style-type: none"> <li>-Data analysis documents/progress monitoring data</li> <li>-Identified students selected for program</li> <li>-Identified tutors and scheduled sessions</li> <li>-Schedules for tutoring</li> <li>-Schedules for ongoing professional development</li> </ul>		
Charter school proportional share	Charters will provide plans for the district to review for allowability and scope of work per the RFA.	District approved charter plans.	March 2022	

*Note: Add additional lines if necessary*

A) Brevard Public Schools  
 Name of Eligible Recipient

B) \_\_\_\_\_  
 Project Number (DOE Use Only)

<b>TAPS Number</b> <b>22A211</b>
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## FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

(1)	(2)	(3)	(4)	(5)
Function	Object	Account Title & Narrative	FTE Position	Amount
5900	150	High School Tutors (minimum of 123) for RAISE schools		\$ 123,080.00
5900	220	FICA/Medicare for High School Tutors		\$ 9,415.62
5900	240	Workers Comp for High School Tutors		\$ 686.79
5900	150	High School Tutors (minimum of 52) for NON-RAISE schools		\$ 51,360.00
5900	220	FICA/Medicare for High School Tutors		\$ 3,929.04
5900	240	Workers Comp for High School Tutors		\$ 286.59
5900	310	Contract for tutoring services for RAISE schools - minimum of 171 tutors (or use of 85 tutors working with multiple student groups)		\$ 979,474.56
6300	130	Literacy Coach supplement for site based contact for tutoring program at RAISE schools (subject to bargaining)	29	\$ 46,400.00
6300	220	FICA/Medicare for Site Based Contacts at RAISE schools		\$ 3,549.60
6300	240	Workers Comp for Site Based Contacts at RAISE schools		\$ 258.91
6300	130	Literacy Coach supplement for site based contact for tutoring program at non-RAISE schools (subject to bargaining)	28	\$ 15,400.00
6300	220	FICA/Medicare for Site Based Contacts at non-RAISE schools		\$ 1,178.10
6300	240	Workers Comp for Site Based Contacts at non-RAISE schools		\$ 85.93
6500	360	Student licenses for RAISE schools for 49 students (\$55/Ss) for two years (Ex: Lexia)		\$ 5,390.00
6500	360	Read Naturally Fluency Encore II for 4 schools (1,845 each)		\$ 7,380.00
7200	790	Admin Direct and Indirect Costs @ 5% rate		\$ 75,763.80
5900	390	Charter school proportional share		\$ 193,174.06
			<b>C) TOTAL</b>	<b>\$ 1,516,813.00</b>

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### 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.

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