



**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Madison County School District	2 PROJECT NUMBER 400-1240A-1C001	
3 PROJECT/PROGRAM TITLE Elementary and Secondary School Emergency Relief Fund (ESSER) <p align="right">TAPS 21A149</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: 06/01/2020 - 09/30/2022 Program Period:06/01/2020 - 09/30/2022	
7 AUTHORIZED FUNDING Current Approved Budget: \$1,023,714.01 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$1,023,714.01	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>09/30/2022</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2022</u> Last date for receipt of proposed budget and program amendments: <u>08/30/2022</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>05/29/2019</u> 		
10 DOE CONTACTS Program: Amanda Meeks Phone: (850) 245-0906 Email: Amanda.Meeks@fldoe.org Grants Management: Unit A (850) 245-0496	Comptroller Office Phone: (850) 245-0401 Duns#: 175079268 FEIN#: F596000721004	
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: Pre-award costs are authorized back to March 13, 2020. Expenditures must not exceed the amount approved by the Department on the Budget Narrative Form, DOE 101. 		
12 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Authorized Official on behalf of Richard Corcoran Commissioner of Education </div> <div style="text-align: center;"> <u>7/20/2020</u> Date of Signing </div> <div style="text-align: right;">  <small>FLORIDA DEPARTMENT OF EDUCATION fldoe.org</small> </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.

CLEAR ALL DATA	Enter the Total Grant Allocation	\$1,023,714.01	Total Budget	\$ 1,023,714.01
	Enter District Name Below		Remaining	\$ -
	Madison			

CALCULATE

Function	Object	Item number and Activity number (from III. Part 2)	Salary/Unit Costs	FTE Position	Quantity	Total Cost
5000	150	Item # 2 Activity 1. Item # 4 Activity 2	\$ 20,000.00		5	\$ 100,000.00
5100	210	Item # 2 Activity 1. Item # 4 Activity 2	\$ 1,584.00		5	\$ 7,920.00
5100	220	Item # 2 Activity 1. Item # 4 Activity 2	\$ 1,530.00		5	\$ 7,650.00
5100	230	Item # 2 Activity 1. Item # 4 Activity 2	\$ 4,200.00		5	\$ 21,000.00
5100	240	Item # 2 Activity 1. Item # 4 Activity 2	\$ 252.00		5	\$ 1,260.00
5100	360	Item # 4 Activity 1	\$ 2,000.00		1	\$ 2,000.00
5100	120	Item #11 Activity 2	\$ 40,000.00	2		\$ 80,000.00
5100	643	Item # 8 Activity 1	\$ 330.00		200	\$ 66,000.00
5100	644	Item # 8 Activity 1	\$ 950.00		12	\$ 11,400.00
5100	160	Item # 12 Activity 1	\$ 30,000.00	1		\$ 30,000.00
5100	210	Item # 12 Activity 1	\$ 2,376.00		1	\$ 2,376.00
5100	220	Item # 12 Activity 1	\$ 2,295.00		1	\$ 2,295.00
5100	230	Item # 12 Activity 1	\$ 4,200.00		1	\$ 4,200.00
5100	240	Item # 12 Activity 1	\$ 378.00		1	\$ 378.00
5100	210	Item # 4 Activity 3	\$ 3,168.00		3	\$ 9,504.00
5100	210	Item #11 Activity 2	\$ 792.00		2	\$ 1,584.00
5100	220	Item # 8 Activity 1	\$ 765.00		1	\$ 765.00
5100	230	Item # 2 Activity 1	\$ 2,400.00		1	\$ 2,400.00
5100	240	Item # 8 Activity 1	\$ 126.00		1	\$ 126.00
5100	510	Item # 2 Activity 2	\$ 9,672.97		1	\$ 9,672.97
5100	510	Item # 2 Activity 2	\$ 5,000.00		1	\$ 5,000.00
5100	510	Item # 2 Activity 2	\$ 40.00		55	\$ 2,200.00
5100	360	Item # 4 Activity 3	\$ 2,000.00		2	\$ 4,000.00
5100	510	Item # 4 Activity 4	\$ 2,500.00		6	\$ 15,000.00
5100	130	Item # 10 Activity 1	\$ 45,000.00	1		\$ 45,000.00
5100	210	Item # 10 Activity 1	\$ 3,564.00		1	\$ 3,564.00
5100	220	Item # 10 Activity 1	\$ 3,442.50		1	\$ 3,442.50
5100	230	Item # 10 Activity 1	\$ 4,200.00		1	\$ 4,200.00
5100	240	Item # 10 Activity 1	\$ 567.00		1	\$ 567.00
5100	643	Item # 8 Activity 1	\$ 500.00		12	\$ 6,000.00
5100	120	Item # 11 Activity 1	\$ 2,520.00		35	\$ 88,200.00
5100	210	Item # 11 Activity 1	\$ 199.59		35	\$ 6,985.65
5100	220	Item # 11 Activity 1	\$ 192.78		35	\$ 6,747.30
5100	240	Item # 11 Activity 1	\$ 31.75		35	\$ 1,111.25
5100	120	Item # 14 Activity 1	\$ 2,520.00		1	\$ 2,520.00
5100	210	Item # 14 Activity 1	\$ 199.59		1	\$ 199.59
5100	220	Item # 14 Activity 1	\$ 192.78		1	\$ 192.78
5100	240	Item # 14 Activity 1	\$ 31.75		1	\$ 31.75
5100	510	Item # 14 Activity 1	\$ 8,941.56		1	\$ 8,941.56
5100	510	charter school allocation	\$ 211,640.46		1	\$ 211,640.46
5100	120	Item # 11 Activity 1	\$ 1,050.00		35	\$ 36,750.00
5100	210	Item # 11 Activity 1	\$ 83.16		35	\$ 2,910.60
5100	220	Item # 11 Activity 1	\$ 80.33		35	\$ 2,811.55

CLEAR ALL DATA	Enter the Total Grant Allocation		\$1,023,714.01	Total Budget	\$	1,023,714.01
	Enter District Name Below			Remaining	\$	-
	Madison					
						CALCULATE
Function	Object	Item number and Activity number (from III. Part 2)	Salary/Unit Costs	FTE Position	Quantity	Total Cost
						\$ -
						\$ -
Total						\$ 1,023,714.01



**Elementary and Secondary School Emergency Relief (ESSER) Fund under the
Coronavirus Aid, Relief, and Economic Security (CARES) Act**

CARES Act Toolkit

The United States Department of Education USED has approved the application from the State of Florida for ESSER funds under the CARES Act. LEAs will be allowed to expend funds until September 30, 2022. Pre-award costs will be allowed for allowable costs incurred on or after March 13, 2020.

Madison

Federal Requirements

In order to request funding, LEAs must agree to the following assurances.

Assurance 1, Allowable Activities: The LEA will use ESSER funds for activities allowable under section 18003(d) of Division B of the CARES Act.

The U.S. Department of Education generally does not consider the following to be an allowable use of ESSER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

Assurance 2, Equitable Services: The LEA will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.

Assurance 3, Equitable Services: The LEA will provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the ESEA, as determined through timely and meaningful consultation with representatives of non-public schools.

The LEA will ensure that a public agency will maintain control of funds for the services and assistance provided to a non-public school under the ESSER Fund.

The LEA will ensure that a public agency will have title to materials, equipment, and property purchased with ESSER funds.

The LEA will ensure that services to a non-public school with ESSER funds will be provided by a public agency directly, or through contract with, another public or private entity.

Assurance 4, Charter School Allocation: *(For school district LEAs)* The LEA will provide an allocation to all charter schools within its district. Unless otherwise agreed between the district and the charter school(s), the charter school allocation shall be not less than the pro-rata share of the district's total allocation, after calculation of equitable services, based on the district's total unweighted FTE and the charter school's total unweighted FTE reported in the 2019-20 survey 3. LEAs will make preliminary allocations for charter schools that are new or significantly expanding in 2020-21 based on the best available projected enrollment data, and will adjust the allocation based on actual enrollments as reported in 2020-21 Survey 2.

Assurance 5, Employee and Contractor Compensation: The LEA and any other entity that receives ESSER funds through the subgrant awarded hereunder will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.

Assurance 6, Comply with all Reporting Requirements: The LEA will comply with all reporting requirements, and submit required quarterly reports to the Florida Department of Education at such time and in such manner and containing such information as the department may subsequently require. The department may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.

Assurance 7, Cooperate with Examination of Records: The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Florida Department of Education, the Florida Auditor General; (ii) the Department and/or its Inspector General; or (iii) any other federal or state agency, commission, or department in the lawful exercise of its jurisdiction and authority.

By checking this box, I hereby certify that the LEA agrees to all the assurances, and will abide by all

Please proceed to Part II: LEA Plan on the next tab.

PART 1: LEA Plan

The LEA will describe the plan for the following:

1. Assessing student learning gaps resulting from disruption in educational services caused by COVID-19.

The district will use pre and post testing with iReady, STAR Reading Assessment, Moby Max, and Achieve3000. This will allow teachers and administrators to see exactly where the gaps are to help target them throughout the year.

2. Accelerating student learning, with identification of evidence-based/research-informed strategies for closing student achievement gaps.

The district is using Leveled Literacy Instruction as well as DIBELS, Mastery Connect, ACT/SAT prep, Zearn Math, iReady Toolbox, Visions and Pursuits Math as well as a Math Coach subscription to close any achievement gaps. Additionally, an additional para for each school is allocated to work with RTI groups in the classroom setting. These paras will double as the school's isolation room caretaker when it is necessary.

3. Ensuring the safety and health of all students and staff served.

The district is purchasing PPE for 5 paras (1 for each school) that will man the isolation room and assist in classrooms when not needed in the isolation room. Additionally, the district is purchasing PPE to include gowns, gloves, masks, plexiglass for the front office and dividers for the in-school suspension room and the alternative school program (Bridge Program) that is located at the Madison County Central School and Madison County High School. Also, the distict is purchasing cleaning agents to keep classroom, offices, playgrounds and high traffic areas sanitized. In addition to this, Greenville Elelmentary will open an additional wing to allow for more social distancing and will pay for a part time janitor to care for that wing.

4. The extent to which ESSER funds will be used to support the Instructional Continuity Plan (ICP), which must outline steps for ensuring continued instruction, including the district's plan for remote learning.

ESSER funds are being used to implement a virtual learning option for students which our ICP is dependent on. The new version allows the district to partner with FLVS, purchase teacher and student technology to allow for this option that is a necessary part of the ICP.

5. Provision of charter school support, including the dissemination and assurance of allowable uses of funds.

The LEA is allowing the Charter Schools to create their own plan and will set aside their funds for allowable uses. This converts to \$211,640.26 for all the charter schools in Madison County.

6. Provision of equitable services, including the timeline for consultation and the steps districts will take to notify eligible non-public schools of the opportunity to participate in consultation and to receive services.

The LEA has already reached out for consulatation. Currently, the LEA has completed the allocation per school to ensure that private schools receive their equitable share of services. Private schools will decide in consultation what they would like to do with their equitable share. For now the budget shows a teacher for tutoring and materials until the private school officials meet with the district. The private schools have scheduled meetings the first week in July to meet with our Coordinator of Special Programs to discuss the services they would like to recieve

with their equitable share of services.

Please proceed to Part III: Implementation Plan on the next tab.

PART 2: Implementation Plan

The LEA will complete the following implementation plan, outlining planned activities for each of the following uses of funds under section 18003(d) of the CARES Act. Please number the activities within each item to relate to the proposed budget. If the LEA does not plan any activities for one or more authorized uses, please indicate that there are no planned activities.

Item 1: Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).

Activity 1. After school tutoring for 18 weeks and 6 Saturday FSA/EOC prep sessions are to be paid for (this will allow for 35 total teachers to work on after school tutoring and 25 for Saturday prep sessions).

Item 2: Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.

Activity 1. 5 paraprofessionals (one for each school) that will man the isolation room that each school is setting up. Activity 2. PPE equipment for isolation rooms including cleaning supplies for the room and the school should a student get ill with COVID-19 symptoms/disease at school.

Item 3: Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.

Activity 1. No funds expended on this area

Item 4: Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

Activity 1. Supplemental online curriculums Activity 2. 5 paraprofessionals that will work with students when they are not overseeing the isolation rooms. Activity 3. 3 reading teachers for Madison County Central School to help student bridge reading gaps caused by COVID-19. Activity 3. SAT/ACT test and prep materials. Activity 4. Leveled Literacy Instruction for the three elementary school (2 levels).

Item 5: Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs.

Activity 1. Paraprofessionals for isolation rooms and as additional help in classrooms when not maning the isolation rooms. Activity 3. Purchase of teacher technology and student technology to continue learning in accordance with the ICP. Activity 4. PPE Materials for isolation room and Shields for classrooms where social distancing is not feasible as well as the front office secretary desks.

Item 6: Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases.

Activity 1. The health department has coordinated with the school district on training our staff regarding sanitation and minimizing the spread of infectious diseases. Activity 2. Pre-planning PD will be offered to allow for more in depth knowledge for all staff on how to sanitize and minimize the spread of infection diseases.

Item 7: Purchasing supplies to sanitize and clean the facilities of a LEA, including buildings operated by such agency.

Activity 1. PPE to include gowns, gloves, masks, cleaners for the classrooms.

Item 8: Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for on line learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.

Activity 1. Purchase of teacher and students technology (laptops and chromebooks as well as printers) to allow for all students to continue to learn if there is a closure. Meals will be provided through the school district's food service staff with coordination from the Migrant Education Program and the Homeless Education Program staff. The ESE department will still ensure that students with IEPs and other needs have their educational needs met from home in the event of a closure.

Item 9: Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.

Activity 1. Chromebooks are to be purchased to make the district a 1:1 district and allow for students to have learning continued at home. ESE will provide any assistive or adaptive equipment needed for any ESE students should there be a substantial closure.

Item 10: Providing mental health services and supports.

Activity 1. The district is hiring one additional mental health counselor and paying for the LEAPS program that is online so that all students in the district may benefit from mental health instruction.

Item 11: Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

Activity 1. After school tutoring for 18 weeks and 6 Saturday FSA/EOC prep sessions are to be paid for (this will allow for 35 total teachers to work on after school tutoring and 25 for Saturday prep sessions). Activity 2. 3 Reading teachers for those at-risk students who are struggling to read on grade level.

Item 12: Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.

Activity 1. Virtual School Administrator that will enroll and track virtual school students. Activity 2. FLVS district fees to continue employing our staff as virtual teachers of those students who are opting to work from home during COVID-19.

Item 13 Administration- address direct and indirect administrative costs.

Activity 1. Indirect costs

Item 14: Equitable services (refer to the previous section, Part 1. 6.). CARES Act requires that LEAs remain in control of funds. For equitable services, this means that LEAs are the ones that do the purchasing of technology, supplies, contracted services and therapies allowable under the grant. For any items purchased, the LEA will be the owner of those items. Allowable activities for non-public schools include items 1-12 previously listed.

Activity 1. Consultation is scheduled. However, currently in the budget there is enough for the one participating school (via Title I participation), to have an after school program and the rest is placed in materials until the consultation has taken place and the school decides on the services they want.

Please proceed to Part IV: CARES ACT Budget on the next tab.

**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: Elementary and Secondary School Emergency Relief (ESSER) Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act TAPS NUMBER: 21A149	DOE USE ONLY Date Received						
B) Name and Address of Eligible Applicant: Madison County School Board 210 NE Duval Ave. Madison, FL 32340		Project Number (DOE Assigned)						
C) Total Funds Requested: \$ 1,023,741.01 <hr/> DOE USE ONLY Total Approved Project: \$	D) Applicant Contact & Business Information <table border="1"> <tr> <td data-bbox="773 520 1075 596"> Contact Name: Lisa Roderick Fiscal Contact Name: Edna Ealy </td> <td data-bbox="1081 520 1385 596"> Telephone Numbers: 850-973-1565 850-973-5022 </td> </tr> <tr> <td data-bbox="773 604 1075 659"> Mailing Address: 210 NE Duval Ave Madison, FL 32340 </td> <td data-bbox="1081 604 1385 659"> E-mail Addresses: Lisa.roderick@mcsbfl.us Edna.ealy@mcsbfl.us </td> </tr> <tr> <td data-bbox="773 667 1075 714"> Physical/Facility Address: 210 NE Duval Ave Madison FL 32340 </td> <td data-bbox="1081 667 1385 714"> DUNS number: 175079268 FEIN number: F6000721004 </td> </tr> </table>		Contact Name: Lisa Roderick Fiscal Contact Name: Edna Ealy	Telephone Numbers: 850-973-1565 850-973-5022	Mailing Address: 210 NE Duval Ave Madison, FL 32340	E-mail Addresses: Lisa.roderick@mcsbfl.us Edna.ealy@mcsbfl.us	Physical/Facility Address: 210 NE Duval Ave Madison FL 32340	DUNS number: 175079268 FEIN number: F6000721004
Contact Name: Lisa Roderick Fiscal Contact Name: Edna Ealy	Telephone Numbers: 850-973-1565 850-973-5022							
Mailing Address: 210 NE Duval Ave Madison, FL 32340	E-mail Addresses: Lisa.roderick@mcsbfl.us Edna.ealy@mcsbfl.us							
Physical/Facility Address: 210 NE Duval Ave Madison FL 32340	DUNS number: 175079268 FEIN number: F6000721004							
<p align="center">CERTIFICATION</p> <p>I, <u>Shirley Joseph</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> <p>E) <u>Shirley Joseph</u> _____ Superintendent _____ 6/28/2020 Signature of Agency Head Title Date</p>								

**FLORIDA DEPARTMENT OF EDUCATION
Request for Application**

Bureau/Office

Division of K-12 Public Schools

Program Name

Elementary and Secondary School Emergency Relief (ESSER) Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Specific Funding Authority(ies)

CFDA # 84.425D, P.L. 116-136, section 18003

Funding Purpose / Priorities

The ESSER funds under the CARES Act are provided to Local Educational Agencies (LEAs) to address the impact that the Novel Coronavirus Disease 2019 (“COVID-19”) has had, and continues to have, on elementary and secondary schools in Florida. This includes developing and implementing plans for educational services and continued learning, whether school campuses are open or closed.

Total Funding Amount

\$693,223,200

Type of Award

Entitlement

Budget / Program Performance Period

June 1, 2020 through September 30, 2022

Pre-Award costs are authorized for any allowable expenditure incurred on or after March 13, 2020, the date the President declared the national emergency due to COVID-19.

Eligible Applicant(s)

Local Educational Agencies, including Charter School Local Educational Agencies.

Application Due Date

On or before June 30, 2020

The due date refers to the date of receipt of the electronic files in the ShareFile system for access by the Office of Grants Management.

For Federal programs, 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-Hancock
Vice Chancellor, Strategic Improvement
850-245-0841
Melissa.Ramsey@fldoe.org*

Grants Management Contact

*Mari Presley
Assistant Deputy Commissioner, Finance & Operations
850-245-9426
Mari.Presley@fldoe.org*

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.

Private Colleges, Community-Based Organizations and Other Agencies

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

Note: Technical assistance documents and other materials related to the UGG including frequently asked questions and webinar recordings are available at

NOTE: Technical assistance documents and other materials related to the CCG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Program-Specific Assurances

In order to receive funding, applicants must submit the signed CARES Act Elementary and Secondary School Emergency Fund Assurances included in Section I.

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, Local Educational Agencies, 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 subrecipient 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

Pursuant to section 1002.33(17)(c), Florida Statutes, school district LEAs shall provide an allocation to all charter schools within its district. Unless otherwise agreed between the district and the charter school(s), the charter school allocation shall be not less than the pro-rata share of the district's total allocation, after calculation of equitable services, based on the district's total unweighted FTE and the charter school's total unweighted FTE reported in the 2019-20 survey 3. LEAs shall make preliminary allocations for charter schools that are new or significantly expanding in 2020-21 based on the best available projected enrollment data, and shall adjust the allocation based on actual enrollments as reported in 2020-21 Survey 2.

Applicants must complete a Budget Narrative form, DOE101. Budget pages must be completed to 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 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.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

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:

LEAs may spend their ESSER funds on any allowable activity listed below, but please consider:

- The purpose of the ESSER fund is to provide LEAs with emergency relief funds to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools. This includes both continuing to provide educational services while schools are closed and developing plans for the return to normal operations.
- ED expects LEAs will use every effort to spend funds quickly to address exigent student needs.
- ED encourages LEAs to focus on their most important educational needs as a result of COVID-19, including remote learning and assessing and addressing learning gaps resulting from disruptions in educational services.
- We encourage LEAs to use ESSER funds in ways that meet the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, children in foster care, and other vulnerable populations.

In accordance with section 18003(d) of the CARES Act, the allowable uses of these funds are as follows:

(1) Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).

(2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.

(3) Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.

- (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- (5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
- (6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
- (7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- (8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for on line learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- (9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- (10) Providing mental health services and supports.
- (11) Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- (12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

The following Common Federal Program Guidance must be followed.

Contracted Services

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

If an extenuating circumstance requires a contracted service in excess of \$3,000 per full day a detailed cost analysis must be submitted to Vice-Chancellor, Melissa Ramsey at Melissa.Ramsey@fldoe.org and the Assistant Deputy Commissioner, Miki Presley at Mari.Presley@fldoe.org for review.

Field Trips

Educational field trips may be allowable if the field trips are planned instructional activities that engage students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and necessary to accomplish the objectives of the grant program. The request must include the destination, entrance fee if applicable, number of attendees per grade level and transportation costs. Academic lesson plans are required and shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned. For monitoring purposes, the local educational agency (LEA) must maintain documentation that provides evidence of student learning connected to the objectives of the grant program.

Recruitment, Retention and Reward Incentives

Recruitment, retention and reward incentives must be based on a three-year aggregate state value-added model (VAM) score. If state VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-state VAM teacher scores for approval. Incentives can be part of a structured pay system or a Memorandum of Understanding (MOU); however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable. Recruitment incentives for teachers with less than one year of experience or for hard to staff positions will be considered on a case by case basis.

Out-of-State Travel

Out-of-state travel may be allowable if the services requested are reasonable, necessary and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for preapproval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

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. Subrecipients are expected to consult the FDOE program office with questions regarding allowable 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
- 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

Pursuant to guidance issued by the U.S. Department of Education, “The U.S. Department of Education generally does not consider the following to be an allowable use of ESSER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance (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 Florida Department of Education 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: *If applicable, insert additional information about program specific caps on administrative 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/.

State Agencies, Public Universities and State Colleges

The Florida Department of Education will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient’s rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of \$25,000 and for items of equipment, alterations, renovations and flow-through funds (“pass through” to another entity) on programs issued by the department. This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, the department will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs, such as office space rental when such costs can be directly and appropriately allocated to the program. **Indirect costs shall only apply to federal programs.**

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://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Equitable Services for Private School Participation

In accordance with section 18005 of the CARES Act, each LEA receiving ESSER funds shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools. Control of funds for the services and assistance provided to a non-public school and title to materials, equipment, and property purchased with such funds, shall be in the LEA, and the LEA shall administer such funds, materials, equipment and property and shall provide such services (or may contract for the provision of such services with a public or private entity). Equitable services provided with ESSER funds shall be consistent with U.S. Department of Education guidance issued on April 30, 2020, titled, “Providing Equitable Services to Students and Teachers in Non-public Schools under the CARES Act Programs.”

Narrative Section

Project Design-Narrative

Complete the CARES Toolkit, including the application and budget, for submission.

Conditions for Acceptance

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

- The CARES Toolkit, including the completed application and budget, must be submitted to the Office of Grants Management via ShareFile. ShareFile access has been established for the ESSER program for each LEA superintendent and staff, modeled after the pre-existing Title I ShareFile access. Requests for access for additional or different LEA personnel may be sent to OGM@fldoe.org. It is requested that access be limited to only those staff needed to upload application or amendment materials.
- Application is received in the timeframe specified, by June 30, 2020.
- Application includes required forms: the CARES Toolkit : DOE 100A Project Application Form; CARES Act Elementary and Secondary School

Emergency Fund Assurances; CARES Application, Part 1 and 2; and the CARES Act budget.

- All required forms must have the assigned TAPS Number included on the form.
- All required forms must have signatures by an authorized entity. Electronic signatures are acceptable. Electronic signatures may include a pdf or other scanned version of a hard-copy signature, or a typed or imaged signature. If a typed or imaged signature is used, the document must be uploaded by the individual signing the document.

NOTE: Applications 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.

Agency Number	DISTRICT	REVISED FINAL	PERCENTAGE	Estimated CARES Education Stabilization Fund Award
		FISCAL YEAR 2019-2020 TITLE I, Part A ALLOCATIONS		
10	Alachua County School Board	\$8,154,987.00	0.99%	\$6,887,631.73
15	UF, PK Yonge Devm't Research School	\$141,760.00	0.02%	\$119,729.27
20	Baker County School Board	\$1,196,741.00	0.15%	\$1,010,757.13
30	Bay County School Board	\$7,506,151.00	0.91%	\$6,339,630.43
40	Bradford County School Board	\$1,127,490.00	0.14%	\$952,268.34
50	Brevard County School Board	\$20,648,420.00	2.52%	\$17,439,477.54
60	Broward County School Board	\$73,384,309.00	8.94%	\$61,979,754.82
70	Calhoun County School Board	\$721,226.00	0.09%	\$609,141.26
80	Charlotte County School Board	\$3,796,614.00	0.46%	\$3,206,587.46
90	Citrus County School Board	\$5,041,616.00	0.61%	\$4,258,105.42
100	Clay County School Board	\$4,779,695.00	0.58%	\$4,036,889.20
110	Collier County School Board	\$10,357,649.00	1.26%	\$8,747,981.06
120	Columbia County School Board	\$3,020,106.00	0.37%	\$2,550,755.49
130	Miami-Dade County School Board	\$141,180,866.00	17.20%	\$119,240,142.46
140	DeSoto County School Board	\$2,423,750.00	0.30%	\$2,047,078.36
150	Dixie County School Board	\$894,607.00	0.11%	\$755,577.36
160	Duval County School Board	\$41,835,614.00	5.10%	\$35,333,998.97
170	Escambia County School Board	\$14,607,042.00	1.78%	\$12,336,981.76
180	Flagler County School Board	\$2,842,458.00	0.35%	\$2,400,715.53
190	Franklin County School Board	\$561,639.00	0.07%	\$474,355.46
200	Gadsden County School Board	\$3,118,205.00	0.38%	\$2,633,609.06
210	Gilchrist County School Board	\$707,662.00	0.09%	\$597,685.23
220	Glades County School Board	\$497,094.00	0.06%	\$419,841.31
230	Gulf County School Board	\$548,864.00	0.07%	\$463,565.80
240	Hamilton County School Board	\$966,223.00	0.12%	\$816,063.62
250	Hardee County School Board	\$1,973,120.00	0.24%	\$1,666,480.14
260	Hendry County School Board	\$3,155,911.00	0.38%	\$2,665,455.23
270	Hernando County School Board	\$5,909,187.00	0.72%	\$4,990,848.40
280	Highlands County School Board	\$5,058,614.00	0.62%	\$4,272,461.78
290	Hillsborough County School Board	\$64,835,196.00	7.90%	\$54,759,247.67
300	Holmes County School Board	\$1,001,697.00	0.12%	\$846,024.65
310	Indian River County School Board	\$4,018,739.00	0.49%	\$3,394,192.32
320	Jackson County School Board	\$1,775,705.00	0.22%	\$1,499,745.14
94B	Jefferson-Somerset Academy	\$538,852.00	0.07%	\$455,109.75
340	Lafayette County School Board	\$355,957.00	0.04%	\$300,638.21
350	Lake County School Board	\$11,440,717.00	1.39%	\$9,662,730.96
360	Lee County School Board	\$25,856,201.00	3.15%	\$21,837,924.49
370	Leon County School Board	\$8,313,211.00	1.01%	\$7,021,266.35
685	FAMU Developmental Research School	\$221,459.00	0.03%	\$187,042.36
686/371	FSU Developmental Research School	\$240,444.00	0.03%	\$203,076.93
	Kipp Miami*	\$375,651.00	0.05%	\$317,271.60
380	Levy County School Board	\$2,042,115.00	0.25%	\$1,724,752.73
390	Liberty County School Board	\$340,428.00	0.04%	\$287,522.55
400	Madison County School Board	\$1,212,082.00	0.15%	\$1,023,714.01
410	Manatee County School Board	\$11,911,421.00	1.45%	\$10,060,283.50

420	Marion County School Board	\$16,419,037.00	2.00%	\$13,867,377.12
430	Martin County School Board	\$3,729,519.00	0.45%	\$3,149,919.60
440	Monroe County School Board	\$1,549,324.00	0.19%	\$1,308,545.70
450	Nassau County School Board	\$1,640,089.00	0.20%	\$1,385,205.03
460	Okaloosa County School Board	\$6,111,104.00	0.74%	\$5,161,385.76
470	Okeechobee County School Board	\$1,979,766.00	0.24%	\$1,672,093.30
480	Orange County School Board	\$65,649,135.00	8.00%	\$55,446,693.53
48K	UCP	\$248,456.00	0.03%	\$209,843.80
490	Osceola County School Board	\$17,936,238.00	2.19%	\$15,148,792.01
500	Palm Beach County School Board	\$47,264,247.00	5.76%	\$39,918,975.60
687	FAU A. D. Henderson School	\$451,336.00	0.05%	\$381,194.50
50D	South Tech Charter School	\$491,341.00	0.06%	\$414,982.37
510	Pasco County School Board	\$17,335,991.00	2.11%	\$14,641,828.56
520	Pinellas County School Board	\$28,113,877.00	3.43%	\$23,744,738.18
530	Polk County School Board	\$36,323,614.00	4.43%	\$30,678,611.28
53D	Lake Wales Charter School	\$1,377,469.00	0.17%	\$1,163,398.44
540	Putnam County School Board	\$5,169,514.00	0.63%	\$4,366,126.96
550	St. Johns County School Board	\$2,843,144.00	0.35%	\$2,401,294.91
560	St. Lucie County School Board	\$12,288,165.00	1.50%	\$10,378,478.24
570	Santa Rosa County School Board	\$4,521,439.00	0.55%	\$3,818,768.41
580	Sarasota County School Board	\$7,790,835.00	0.95%	\$6,580,072.08
590	Seminole County School Board	\$11,632,573.00	1.42%	\$9,824,770.88
600	Sumter County School Board	\$1,933,060.00	0.24%	\$1,632,645.81
610	Suwannee County School Board	\$2,276,155.00	0.28%	\$1,922,420.89
620	Taylor County School Board	\$1,071,871.00	0.13%	\$905,293.01
630	Union County School Board	\$504,611.00	0.06%	\$426,190.10
640	Volusia County School Board	\$18,122,800.00	2.21%	\$15,306,360.66
650	Wakulla County School Board	\$829,009.00	0.10%	\$700,173.86
660	Walton County School Board	\$2,398,564.00	0.29%	\$2,025,806.48
670	Washington County School Board	\$1,163,542.00	0.14%	\$982,717.54
557	Florida School for the Deaf and Blind	\$133,072.00	0.02%	\$112,391.46
48C	FL Virtual School	\$842,842.00	0.10%	\$711,857.09
	GRAND TOTAL	\$820,779,234.00	100.00%	\$693,223,066.00

**Note that allocations to LEAs other than new charter LEAs are based on 2019-20 revised final allocations for Title I, Part A. Preliminary allocations for new charter LEAs are based on the hold-harmless base calculated for 2020-21 Title I, Part A allocations, using projected enrollment data for 2020-21. Final allocations for all LEAs will be adjusted after actual enrollment data for new charter LEAs are available in 2020-21.*

ESSER Purpose

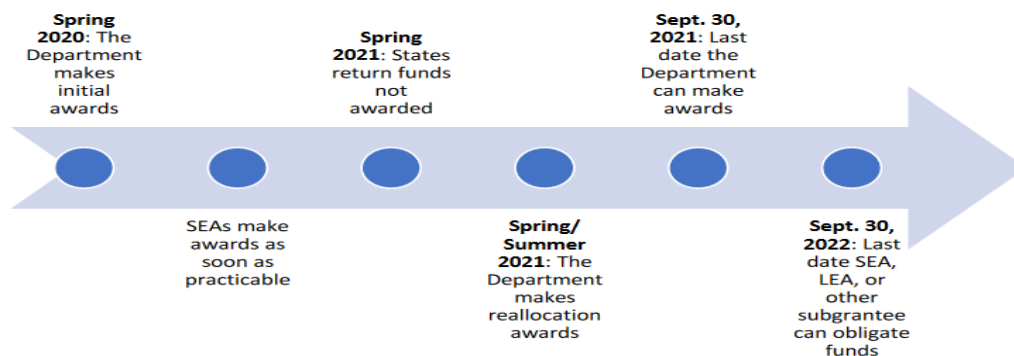
The ESSER funds under the CARES Act are provided to Local Educational Agencies (LEAs) to address the impact that the Novel Coronavirus Disease 2019 (“COVID-19”) has had, and continues to have, on elementary and secondary schools in Florida. This includes developing and implementing plans for educational services and continued learning, whether school campuses are open or closed.

ESSER Considerations

- The purpose of the ESSER fund is to provide LEAs with emergency relief funds to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools. This includes both continuing to provide educational services while schools are closed and developing plans for the return to normal operations.
- ED expects LEAs will use every effort to spend funds quickly to address exigent student needs.
- ED encourages LEAs to focus on their most important educational needs as a result of COVID-19, including remote learning and assessing and addressing learning gaps resulting from disruptions in educational services.
- We encourage LEAs to use ESSER funds in ways that meet the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, children in foster care, and other vulnerable populations.

Timeline

ESSER funds are available for obligation by LEAs and other subrecipients through September 30, 2022, which includes the Tydings period (General Education Provisions Act §421(b)(1)).



Allocation

The final allocation can be found in the appendix.

Florida’s total funding allocation is \$693,333,200.

The preliminary allocation was based on the percentage of the LEA revised final 2019-20 Title 1, Part A allocation.

Budget Period

The budget must also meet the criteria outlined in the K-12 ESEA Common Federal Program Guidance (found in the appendix). As defined by the DOE Green Book, amendments and related budget items must be: Allowable, Reasonable, and Necessary. All three criteria must be met to be considered for approval.

June 1, 2020 through September 30, 2022

Pre-Award costs are authorized for any allowable expenditure incurred on or after March 13, 2020, the date the President declared the national emergency due to COVID-19.

- § May 28, 2020- Release of Preliminary Allocation to LEAS
- § June 4, 2020- Technical webinar and release of Toolkit
- § June 30, 2020- Toolkit due via ShareFile to FLDOE
- § May 28, 2021- SEA must allocate funds to LEA

Pre-award costs will be allowed for allowable costs incurred on or after March 13, 2020.

LEAs will be allowed to expend funds until September 30, 2022.

Amendment Process

As defined by the DOE Green Book, amendments and related budget items must be: Allowable, Reasonable, and Necessary. All three criteria must be met in order for an amendment and the related expenditures to be considered for approval.

ESSER amendment requests require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151) using the following protocol:

- The LEA will submit the DOE 150/151 forms and supporting documentation to the Grant ShareFile system.
- The proposed amendment will be reviewed to determine that it meets the Allowable, Reasonable and Necessary criteria.
- If the LEA is notified for clarifications, the district has a maximum of 30 days to respond or the request will be void.

Quarterly Reports

USED requires quarterly reports for both the SEA and LEA.

FDOE will develop a template for the LEA based on targeted uses of funds, such as:

- § Equitable services
- § Funds for digital divide

Additional Resources

[Elementary and Secondary School Emergency Relief Fund: Frequently Asked Questions About the Elementary and Secondary School Emergency Relief Fund \(ESSER Fund\)](#)

[Providing Equitable Services to Students and Teachers in Non-Public Schools Under the Cares Act Programs](#)

CARES Act Toolkit Application Process

The Toolkit is an excel document with multiple sections that must be completed prior to submission.

LEA completes the CARES Toolkit which includes the following:

- Assurances
- Plan, Parts 1 and 2
- Budget
- DOE 100A

LEA submits the completed Toolkit by June 30, 2020 via ShareFile

Assurances

To complete this section, you must check the box next to the following statement, found below the assurances: **I hereby certify that the LEA agrees to all Federal Assurances, and will abide by all federal, state and local laws.**

The assurances are as follows:

Assurance 1, Allowable Activities: *The LEA will use ESSER funds for activities allowable under section 18003(d) of Division B of the CARES Act.*

The U.S. Department of Education generally does not consider the following to be an allowable use of ESSER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

Assurance 2, Equitable Services: *The LEA will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.*

Assurance 3, Equitable Services: *The LEA will provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the ESEA, as determined through timely and meaningful consultation with representatives of non-public schools.*

The LEA will ensure that a public agency will maintain control of funds for the services and assistance provided to a non-public school under the ESSER Fund.

The LEA will ensure that a public agency will have title to materials, equipment, and property purchased with ESSER funds.

The LEA will ensure that services to a non-public school with ESSER funds will be provided by a public agency directly, or through contract with, another public or private entity.

Assurance 4, Charter School Allocation: *(For school district LEAs) The LEA will provide an allocation to all charter schools within its district. Unless otherwise agreed between the district and the charter school(s), the charter school allocation shall be not less than the pro-rata share of the district's total allocation, after calculation of equitable services, based on the district's total unweighted FTE and the charter school's total unweighted FTE reported in the 2019-20 survey 3. LEAs will make preliminary allocations for charter schools that are new or significantly expanding in 2020-21 based on the best available projected enrollment data, and will adjust the allocation based on actual enrollments as reported in 2020-21 Survey 2.*

Assurance 5, Employee and Contractor Compensation: *The LEA and any other entity that receives ESSER funds through the subgrant awarded hereunder will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.*

Assurance 6, Comply with all Reporting Requirements: *The LEA will comply with all reporting requirements, and submit required quarterly reports to the Florida Department of Education at such time and in such manner and containing such information as the department may subsequently require. The department may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.*

Assurance 7, Cooperate with Examination of Records: *The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Florida Department of Education, the Florida Auditor General; (ii) the Department and/or its Inspector General; or (iii) any other federal or state agency, commission, or department in the lawful exercise of its jurisdiction and authority.*

Part 1: LEA Plan

Using the text box below each item, the LEA will describe the plan for the following:

1. Assessing student learning gaps resulting from disruption in educational services caused by COVID-19.
2. Accelerating student learning, with identification of evidence-based/research-informed strategies for closing student achievement gaps.
3. Ensuring the safety and health of all students and staff served.

3. Ensuring the safety and health of all students and staff served.
4. The extent to which ESSER funds will be used to support the Instructional Continuity Plan (ICP), which must outline steps for ensuring continued instruction, including the district's plan for remote learning.
5. Provision of charter school support, including the dissemination and assurance of allowable uses of funds.
6. Provision of equitable services, including the timeline for consultation and the steps districts will take to notify eligible non-public schools of the opportunity to participate in consultation and to receive services.

Part 2: Implementation Plan

Using the text box below each item number, the LEA will complete an implementation plan, outlining planned activities for uses of funds under section 18003(d) of the CARES Act.

Please number the activities within each item to relate to the proposed budget.
If the LEA does not plan any activities for one or more authorized uses, please indicate that there are no planned activities.

- Item 1:** Any activity authorized by the ESEA of 1965, including:
- the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support Assistance Act (20 U.S.C. 6301 et seq.)
 - Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) (“IDEA”),
 - the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.)
 - Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (“the Perkins Act”), or
 - Subtitle B of title VII of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)
- Item 2:** Coordination of preparedness and response efforts of LEAs with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
- Item 3:** Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
- Item 4:** Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- Item 5:** Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs.
- Item 6:** Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases.
- Item 7:** Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by LEA.
- Item 8:** Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for on line learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- Item 9:** Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the LEA that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- Item 10:** Providing mental health services and supports.
- Item 11:** Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- Item 12:** Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA.
- Item 13:** Administration - address direct and indirect administrative costs.
- Item 14:** Equitable Services (Refer to the previous section, Part 1. 6.)

CARES ACT BUDGET

11	Enter the Total Grant Allocation	1	\$6,887,631.73	Total Budget	\$	10	6,887,631.73
CLEAR ALL DATA	Enter District Name Below			Remaining	\$	10	6,827,631.73
	Alachua					9	CALCULATE
2	3	4	5	6	7	8	
Function	Object	Item number within Part number	Salary/Unit Costs	FTE Position	Quantity	Total Cost	
5100	100	10, 1	\$ 45,000.00	1		\$ 45,000.00	
6400	310	6, 1	\$ 3,000.00		5	\$ 15,000.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	

- 1. Total Grant Allocation:** The total award amount will be prefilled with the correct amount per LEA.
- 2. Function:** Choose the appropriate function code. These function codes are described in the Red Book.
- 3. Object:** Choose the appropriate object code. These object codes are also described in the Red Book.
- 4. Item Number within Part number:** Identify the specific item number and part number for which the funds will be used.

5. Salary/ Unit Costs: Input the amount per salary/ unit for each line item.

6. FTE: Complete the Full Time Equivalent (FTE) percentage for the position listed. If not applicable, leave this blank.

7. Quantity: Enter the total number being requested.

Please note, you cannot put a number in the FTE position and the quantity column. If you have multiple positions being funded, each must be a separate line item.

8. Total Cost: This will prepopulate with the calculations from the completed columns.

9. Calculate Button: Using the Calculate button, as indicated by the orange arrow, the spreadsheet will update the remaining budget amount.

10. Budget Remaining: As you complete the budget, the amount remaining in the allocation will be reflected after clicking the **Calculate** button.

11. Clear All Data: The red Clear All Data button will erase all information in the rows on the spreadsheet. This action cannot be undone. Please be sure you would like to erase all data prior to confirming this action.

DOE 100A

Prior to submission, the LEA must complete the DOE 100A. This must be completed within the CARES toolkit.

- To edit the document within excel, double click on the Project Application. This will allow you to edit a word document within the excel toolkit.
- Complete the following sections:
 - B. Name and address of Eligible Applicant
 - C. Total Funds Requested
 - D. Applicant Contact and Business Information
 - Certification (electronic signature is allowable)
- After the DOE 100A is complete, you can exit the word document by double clicking on the gray area to the right of it.

Request for Application (RFA)

The RFA can be found in VI. RFA

- The CARES Toolkit must be completed, which includes:
 - Assurances
 - Plan, Parts 1 and 2
 - Budget
 - DOE 100A
- The CARES Toolkit and any supporting documents must be submitted in the NEW Grant ShareFile system by June 30, 2020

Allocation

The final allocation can be found in VII. Allocation

The final allocation will be prefilled on the required sections for each LEA.