


**Florida Department of Education  
Project Award Notification**

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| <b>1 PROJECT RECIPIENT</b><br>Jefferson County School District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>2 PROJECT NUMBER</b><br>330-93630-4S001                                                                                |  |
| <b>3 PROJECT/PROGRAM TITLE</b><br>Science of Reading Literacy and Tutoring (SoRT) Program<br><br><p align="center"><b>TAPS 24A283</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>4 AUTHORITY</b><br><b>Section 96 23-24 General Appropriations<br/>USDE or Appropriate Agency</b><br><br><b>FAIN#:</b>  |  |
| <b>5 AMENDMENT INFORMATION</b><br>Amendment Number:<br>Type of Amendment:<br>Effective Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>6 PROJECT PERIODS</b><br><br>Budget Period: 07/01/2023 - 06/30/2024<br>Program Period: 07/01/2023 - 06/30/2024         |  |
| <b>7 AUTHORIZED FUNDING</b><br>Current Approved Budget:           \$153,228.00<br>Amendment Amount:<br>Estimated Roll Forward:<br>Certified Roll Amount:<br>Total Project Amount:                \$153,228.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>8 REIMBURSEMENT OPTION</b><br>Quarterly Advance to Public Entity                                                       |  |
| <b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <u>06/30/2024</u></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2024</u></li> <li>• Last date for receipt of proposed budget and program amendments: <u>05/30/2024</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>07/01/2023</u></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                           |  |
| <b>10 DOE CONTACTS</b><br><b>Program:</b> Melinda Webster<br><b>Phone:</b> (850) 245-9539<br><b>Email:</b> <a href="mailto:Melinda.Webster1@fldoe.org">Melinda.Webster1@fldoe.org</a><br><b>Grants Management:</b> Unit A (850) 245-0735                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Comptroller Office</b><br><b>Phone:</b> (850) 245-0401<br><br><b>UEI#:</b> GLT4RMD8GYE8<br><b>FEIN#:</b> F596000687004 |  |
| <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>• Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.</li> <li>• In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.</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>• The Department’s approval of this contract/grant does not excuse compliance with any law.</li> <li>• Other: Sixty (60) days from the date the bureau chief signs the DOE 200, the following documentation is due:             <ul style="list-style-type: none"> <li>• Project Narrative</li> <li>• Project Performance Accountability Form</li> <li>• DOE 101S Budget Narrative Form</li> </ul> </li> </ul> |                                                                                                                           |  |
| <b>12 APPROVED:</b><br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Melinda Webster</i></p> <hr/> <p>Authorized Official on behalf of the<br/>Commissioner of Education</p> </div> <div style="width: 45%; text-align: center;"> <p>9/18/23</p> <hr/> <p>Date of Signing</p> </div> <div style="width: 10%; text-align: right;">  <p>FLORIDA DEPARTMENT OF<br/><b>EDUCATION</b><br/>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.

**Science of Reading Literacy and Tutoring (SoRT) Program Assurances**

**PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES**

The [Local Educational Agency Chief Executive Officer, or his/her authorized representative] assures the following:

**Assurance 1, Target Population:** The Applicant will prioritize kindergarten through fifth grade students enrolled in a public school who either scored below a Level 3 on the English Language Arts (ELA) assessment in the prior year or who the district has determined through progress monitoring to be below grade level.

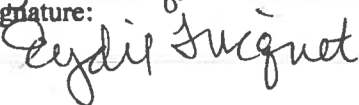
**Assurance 2, Designated Tutoring Time:** The Applicant will use funds for (a) stipends for tutors during the school day, before and after school, or a summer program; (b) licenses for computerized or automated literacy tutoring that provides each student with the ability to read to the software and receive, in real time, tutoring interventions that are based in science of reading principles and individually tailored to the needs and ability of each student; (c) professional learning; or (d) curriculum, resources and materials necessary to implement explicit and systematic instructional strategies. Instructional materials must be evidence- and research-based grounded in the science of reading which meet the requirements of strong, moderate or promising evidence as defined by ESSA.

**Assurance 3, Initial and Ongoing Support:** The Applicant will provide initial and ongoing training and support to tutors. If the applicant is utilizing funds to implement the RAISE High School Tutoring Program established in Section 1008.365(8), Florida Statutes, the Applicant must follow requirements in law regarding supervision expectations.

**Assurance 4, Annual Reporting:** The Applicant will annually report to the Department no later than June 30, 2024, on the following:

- a. Program expenditures by category.
- b. Numbers of students served by the program by grade level.
- c. Student outcomes as evidenced by 2023-2024 Florida Assessment of Student Thinking (FAST) progress monitoring results in ELA.

Local Educational Agency Chief Executive Officer or Authorized Representative (Printed Name):

Eydie Truquet  
Signature: 

Date: 8/16/2023

# FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                      |                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Please return to:</b><br><br>Florida Department of Education<br>Office of Grants Management<br>Room 332 Turlington Building<br>325 West Gaines Street<br>Tallahassee, Florida 32399-0400<br>Telephone: (850) 245-0735                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>A) Program Name:</b><br><br>Science of Reading Literacy and Tutoring<br>(SoRT) Program<br><br>TAPS NUMBER: 24A283 | <b>DOE USE ONLY</b><br><br>Date Received<br><br>08/17/2023 |
| <b>B) Name and Address of Eligible Applicant:</b><br>Jefferson County School Board<br>1490 W Washington St.<br>Monticello, FL 32344                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                      | <b>Project Number (DOE Assigned)</b><br>330-93630-4S001    |
| <b>C) Total Funds Requested:</b><br><br>\$153,288.00<br><br><hr style="width: 20%; margin-left: 0;"/> <b>DOE USE ONLY</b><br><br><b>Total Approved Project:</b><br><br>\$                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>D) Applicant Contact &amp; Business Information</b>                                                               |                                                            |
| Contact Name: Lisa Roderick<br><br>Fiscal Contact Name: Lisa Roderick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                      | Telephone Numbers: 850-342-0100                            |
| Mailing Address: 1490 W Washington St.<br>Monticello, FL 32344                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                      | E-mail Addresses:<br>ldroderick@jeffersonschools.net       |
| Physical/Facility Address:<br>1490 W Washington St. Monticello, FL<br>32344                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                      | UEI number: GL14RMD8GYE8<br>FEIN number: F596000687004     |
| <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                      |                                                            |
| <p>I, <u>Eddie Iniquet</u>, (Please Type Name) 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) <u>Eddie Iniquet</u><br>Signature of Agency Head                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>Superintendent</u><br>Title                                                                                       | <u>8/16/23</u><br>Date                                     |

## Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E.** **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
  - **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.**

*2023-2024 Jefferson County Schools  
Science of Reading Grant  
TAPS # 24A283*



Grant Administrator: Lisa Roderick

Office Phone: (850) 324-0100

Email: [lroderick@jeffersonschools.net](mailto:lroderick@jeffersonschools.net)

**Project Abstract:**

The Jefferson County Schools will implement a before school tutoring, and in-school tutoring program for students in grades K-5 that have not reached proficiency (Level 3) on the Florida Assessment of Student Thinking (F.A.S.T.) at the end of the 2022-2023 school year. The before school programming will consist of the regular school day teacher working with their targeted group of students on targeted instruction of skills that students did not have according to the F.A.S.T. at the end of the 2022-2023 school year. The in-school tutoring program will have high school students (juniors and seniors with a Level 3 or higher on their ELA assessment OR a concordant score per FDOE for graduation requirements), working with a small group of students (or in some cases one on one with students) under the observance of a certified teacher.

### **Project Design and Project Objectives/Activities:**

Jefferson County Schools is excited to bring in innovative programs to assist our K-5 students in literacy. The team (administrative, teachers, instructional coaches, ESE Director, Community School personnel, ESOL Coordinator, and parents), created a Comprehensive Needs Assessment (CNA) and School Improvement Plan (SIP) in the spring and two things identified as areas of improvement were grades 3-5 literacy and grades K-2 literacy.

*Activity #1:* The team wanted to create several targeted instructional strategies to work with these students. The first is a before school tutoring program that allows students to work with their teachers in small groups for 30 minutes (7:30-8:00) Monday through Thursday from November 1-January 31. From February 1-May 1 the tutoring would be offered Monday through Friday. This allows teachers to target the areas of need based on the F.A.S.T. scores that students are not meeting proficiency in. Teachers will utilize the Lexia and Age of Learning (My Reading Academy) programming the school has been utilizing since last school year. To begin the first semester, the program will focus on grades 3-5 and include grades K-2 in the second semester.

*Activity #2:* The second program the team would like is to offer high performing student (juniors and seniors that have scored at least a 3 or have a concordant score in ELA and have A-B letter grades in class), the opportunity to tutor students during the school day instead of a study hall or being a teacher's assistant if they already have completed their volunteer hours needed. Students will work with assigned certified teachers and assigned students on reading for 30 minutes a day during the school day five days a week beginning in November and running until April 30<sup>th</sup>.

*Activity #3:* In order to successfully put the two activities outlined above, the district will offer professional learning on standards and implementation of the materials utilized in and out of the classroom for literacy. This will ensure that the teachers and the students assigned to them as tutors are able to not only align the standards and meet the rigor of the standards but also ensure they are implementing the additional literacy materials correctly to benefit their students. Professional learning will occur outside of contract hours and teachers will be paid a stipend for attending these training courses. Students that can attend training will earn their hourly wage for attending.



*Activity #4* Finally, the team decided to purchase student devices that allow for work from home utilizing Lexia and Age of Learning. The devices will be utilized at school and at home to help monitor reading and fluency as well as to assist students and their families to read together at home and work on building their reading skills.

**Timeline:**

The timelines are as follows:

Activity 1 will begin students in grades 3-5 November 1<sup>st</sup> and run through January 31<sup>st</sup> 4 days a week from 7:30 A.M. – 8:00 A.M. Beginning February 1, 2024, the program will include students in grades K-5, and it will run 5 days per week from 7:30 A.M. – 8:00 A.M. until May 1<sup>st</sup>.

Activity 2 will begin November 1 as well for students in grades K-5 to collaborate with their tutors during the school day for 30 minutes a day 5 days a week. This activity will end on April 30, 2024.

Activity 3 will be ongoing throughout the school year and have a summer PD on implementation offered over the summer (dates have not been decided on yet, the school administration is currently setting the dates for these professional learning experiences).

Activity 4 will be ordered once the grant is approved and be fully implementational within 3 weeks of device delivery (they will have to be loaded with the school monitoring software, Lexia, Age of Learning and Footsteps2Brilliance dependent upon grade/reading levels).

**Deliverables:**

The deliverables are as follows:

Activity 1 will keep time sheets for teachers that are turned into the grants office for review after principal approval.

Activity 2 will keep time sheets for students that are signed off by the assigned teacher and approved by the principal and then sent to the grants office for review.

Activity 3 will include sign-in sheets, agendas, and any course materials that may be included.

Activity 4 will include the purchase order of devices.

**Baseline Data:**

| Grade                 | End of year level 1 and 2<br>by percentage | End of year level 3 or higher<br>by percentage |
|-----------------------|--------------------------------------------|------------------------------------------------|
| Kindergarten          | 37%                                        | 63%                                            |
| 1 <sup>st</sup> Grade | 44%                                        | 56%                                            |
| 2 <sup>nd</sup> Grade | 51%                                        | 49%                                            |
| 3 <sup>rd</sup> Grade | 78%                                        | 22%                                            |
| 4 <sup>th</sup> Grade | 79%                                        | 21%                                            |
| 5 <sup>th</sup> Grade | 64%                                        | 36%                                            |

**Assurance 1, Target Population:**

The team utilized the 2022-2023 ELA F.A.S.T. data to determine the needs of the students and to identify students that were level 1 and 2 for services. Additionally, the district utilizes i-Ready progress monitoring and will add students into the program as needed based off the district progress monitoring as well.

**Assurance 2, Designated Tutoring Time:**

The Jefferson County School District is setting aside planning time for teachers from 7:15-7:30 each morning and then tutoring from 7:30-8:00 each morning for students. Additionally, there will be student tutors that are given a set 30 minutes during the school day to tutor identified students in reading. The district is also paying for professional learning for teachers on standards and implementation of the various materials (such as Lexia, Footsteps2Brilliance, Age of Learning) to help teachers to skillfully assist students in the time they are bringing them in for tutoring and to assist in training the student teachers with the materials teachers have prepared for them to tutor the targeted populations.

**Assurance 3, Initial and Ongoing Support:**

The Jefferson County School District will utilize in and out of contract hours to give professional learning opportunities to teachers. They will be paid a stipend for professional learning completed outside of contract hours. Additionally, the student tutors will also be given

professional learning opportunities and paid for their time outside of school hours when the opportunity is offered after school, on Saturday, etc.

**Assurance 4, Annual Reporting:**

The school district will annually report to the FDOE no later than June 30, 2024, regarding:

Program expenditures by category,

The number of students served by the program by grade level, and

Student outcomes as evidenced by the 2023-2024 F.A.S.T. progress monitoring results in ELA.

In addition, the Jefferson County School District will complete quarterly Return on Investment (RoI) reports and submit them to the FDOE as well.

**Strategic Plan Support:**

The Jefferson County School District's plan supports the State's strategic plan by encompassing:

Measure 3 (K-12) – Student Achievement of Florida Assessments-Percent of students achieving grade level or above performance in ELA (Combined Grades 3-10) by indicating that each grade level included will have at least 5% growth in ELA as evidenced by the F.A.S.T. scores.

Measure 4 (K-12) – Focused Measure on Student Achievement in Particular Grades and/or Subjects – Percent of students achieving grade level or above performance in Grade 3 ELA by indicating that Grade 3 will grow by 5% in proficiency.

Measure 6 (K-12) – Closing the Achievement Gap – Percent of students achieving grade level or above performance in the four core subject areas by subgroup (a. all students, b. D & F Schools, Title I schools).

Measure 16 (K-12 School Improvement) – Improving the Performance of the Lowest Performing Title I Schools – Number and percent of Title I schools that are no longer in the bottom 5% of the schools year over year.

Measure 18 (reading) -Ensure Students who are Retained in third Grade Due to Low Reading Scores Receive the Support Needed to Succeed in Subsequent Years – Compare the subsequent

ELA performance of students who were retained in third grade after scoring a Level 1 on grade 3 FSA ELA to those who scored Level 1 yet were promoted.

**Evidence:**

Jefferson County K-12 School piloted Age of Learning-My Reading Academy last year. This resulted in students in grades PreK-2 learning 2,337 reading skills with 225 unique reading skills. It also showed that students who spent only 30 minutes per week in PreK on My Reading Academy gained at least 21% more skills than they previously had. By the time you get to 2<sup>nd</sup> grade the data shows that 90% of students gained skills needed to be on grade level utilizing the program for at least 30 minutes a week. This program has shown promising evidence.

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM 101S**

|                                                    |                                                       |
|----------------------------------------------------|-------------------------------------------------------|
| <b>A) Name of Eligible Recipient/Fiscal Agent:</b> | <b>ce of Reading Literacy and Tutoring (SoRT) Pro</b> |
| <b>B) DOE Assigned Project Number:</b>             |                                                       |
| <b>C) TAPS Number:</b>                             | <b>24A283</b>                                         |

| (1)             | (2)    | (3)                                                                                                                                                                                                        | (4)          | (5)                  | (6)                         |
|-----------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|-----------------------------|
| FUNCTION        | OBJECT | Account Title and Narrative                                                                                                                                                                                | FTE POSITION | AMOUNT               | % Allocated to This Project |
| 5100            | 120    | Teachers to work 11/1/23-5/1/24 7:30 - 8:00 AM with a 15 minutes planning from 7:15 -                                                                                                                      | 1            | \$ 55,000.00         | 100%                        |
| 5100            | 210    | Retirement for teachers at 11%                                                                                                                                                                             |              | \$ 6,050.00          | 100%                        |
| 5100            | 220    | FICA at 7.51%                                                                                                                                                                                              |              | \$ 4,130.50          | 100%                        |
| 5100            | 240    | Worker's Compensation at 1.45%                                                                                                                                                                             |              | \$ 797.50            | 100%                        |
| 5100            | 160    | Student tutors paid at 15/hour for in school tutoring to students in grades K-5 for 30 minutes a day 5 days a week running from 11/1/2023-4/30.24 (up to 12 tutors 21 weeks)                               |              | \$ 9,450.00          | 100%                        |
| 5100            | 210    | Retirement for student tutors at 11%                                                                                                                                                                       |              | \$ 1,039.50          | 100%                        |
| 5100            | 220    | FICA at 7.51%                                                                                                                                                                                              |              | \$ 709.70            | 100%                        |
| 5100            | 240    | Worker's Compensation at 1.45%                                                                                                                                                                             |              | \$ 147.03            | 100%                        |
| 5100            | 644    | Noncapitalized computer hardware-tablet devices for students that they may use at school and at home to build reading skills. No one device will cost more than 200 dollars (150 devices x 200 = 30000.00) |              | \$ 30,000.00         | 100%                        |
| 6400            | 120    | Stipends for teachers to attend professional learning outside of contract hours for standards and implementation                                                                                           |              | \$ 7,000.00          | 100%                        |
| 6400            | 210    | Retirement for stipends at 11%                                                                                                                                                                             |              | \$ 770.00            | 100%                        |
| 6400            | 220    | FICA at 7.51%                                                                                                                                                                                              |              | \$ 525.70            | 100%                        |
| 6400            | 240    | Worker's Compensation at 1.45%                                                                                                                                                                             |              | \$ 101.50            | 100%                        |
| 5100            | 510    | Supplies and materials for classrooms instructional materials to include manipulatives, multisensory items, etc.                                                                                           |              | \$ 28,711.28         | 100%                        |
| 5100            | 369    | Tech rentals (Partial payment for Lexia)                                                                                                                                                                   |              | \$ 8,795.29          | 100%                        |
| <b>D) TOTAL</b> |        |                                                                                                                                                                                                            |              | <b>\$ 153,228.00</b> | <b>1500%</b>                |

**DOE ATTESTATION (Program and Grants Management)**

The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.



April 2022

DOE 101S

## **Project Performance Accountability Information, Instructions, and Forms**

**NOTE: The following pages are included in the RFA/P template and are to be completed by the applicant.**

The Florida Department of Education has a standardized process for preparing proposals/applications for discretionary funds. This section of the RFA/P, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

### **The Department's project managers will:**

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment.

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis.

**The Project Narrative/Scope of Work** must include the specific tasks that the grantee is required to perform.

### **Deliverables must:**

- be directly linked/related to a specific line item/cost item that in turn links to specific task(s)/activity(ies)/service(s)
- identify the minimum level of service to be performed
  - be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*) Evidence or proof that the activity took place. *Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project; training & technical assistance and the method of provision; number of clients or individuals served, the method of providing the service and frequency. Criteria for acceptance will vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.*

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

## 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<br>(product or service)                                                | Evidence<br>(verification) | Due Date<br>(completion) | Unit Cost<br>(optional) |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------|--------------------------|-------------------------|
| Activity 1 and 2-tutoring program teacher and student salaries | Provide salary and benefits for teachers, paraprofessionals and tutors              | Timesheets, payroll        | 6/30/2024                |                         |
| Activity 3-Professional Learning                               | Provide salary and benefits for teachers, paraprofessionals and tutors              | Timesheets, payroll        | 6/30/2024                |                         |
| Activity 4-Student devices                                     | Provide instructional material for instructional staff to deliver tutoring services | Purchase orders, invoices  | 6/30/2024                |                         |
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*Note: Add additional lines if necessary*