

Budget Narrative Form

Instructions

This form must be completed based on the instructions below.

A. Enter Name of Eligible Recipient.

B., C., D. (DOE USE ONLY)

Column 1: Race to the Top (RTTT) MOU Criteria Codes:

1. Expand Lesson Study – (B)(3)1.*
2. Expand STEM Career and Technical Program Offerings – (B)(3)4.
3. Increase Advanced STEM Coursework – (B)(3)5.
4. Bolster Technology for Improved Instruction and Assessment – (B)(3)6.
5. Improve Access to State Data – (C)(2)
6. Use Data to Improve Instruction – (C)(3)(i) and (iii)
7. Provide Support for Educator Preparation Programs – (D)(1)(ii)
8. Improve Teacher and Principal Evaluation Systems – (D)(2)(i)(ii)(iii)
9. Use Data Effectively for Human Capital Decisions – (D)(2)(iv)(b)(c)(d), (D)(3), and (E)(2)4.-5.
10. Focus Effective Professional Development – (D)(5), (B)(3)2.-3., (C)(3)(ii),(D)(2)(iv)(a), and (D)(3)(ii)2.
11. Drive Improvement in Persistently Low-Achieving Schools – (E)(2)1.-2.**
12. Implement Proven Programs for School Improvement – (E)(2)3.**
13. Include Charter Schools in LEA Planning– (F)(2)
14. Project Management and Oversight

*Required for LEAs with a persistently lowest-achieving school; optional for other LEAs.

**Applicable only to LEAs with a persistently lowest-achieving school.

Column 2: Activity:

Provide a brief description of the activity that the requested funding will support. For example, "Provide training to 100 teachers for positive behavior support systems in the persistently lowest- achieving schools and their feeder pattern schools." Activities should be consistent with the "Supporting Activities" specified in the appropriate Work Plan Table.

Column 3: Function:

All Applicants (including districts, lab schools, and Florida School for the Deaf and the Blind)
Use the four digit function codes as required in the manual, [Financial and Program Cost Accounting and Reporting for Florida Schools](#).

Column 4: Object:

All Applicants (including districts, lab schools, and Florida School for the Deaf and the Blind)
Use the three digit object codes as required in the manual, [Financial and Program Cost Accounting and Reporting for Florida Schools](#).



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Column 5: Account Title and Description:

All Applicants (including districts, lab schools, and Florida School for the Deaf and the Blind)

Account Title: Use the account title that applies to the object code listed in accordance with the manual, Financial and Program Cost Accounting and Reporting for Florida Schools.

Description: Provide a detailed narrative for each object code listed.

For example:

- Salaries - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- Other Personal Services (OPS) - describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- Professional/Technical Services - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- Contractual Services and/or Inter-agency agreements - provide the agency name and description of the service(s) to be rendered.
- Travel - provide a description of each type of travel to be supported with project funds, such as conference(s), in-district or out-of-district, and out-of-state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- Capital Outlay - provide the type of items/equipment to be purchased with project funds.
- Indirect Cost - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

Column 6: Positions: (To be completed for expenditures coded to Object Codes 100 (Salaries) and 750 (Other Personal Services))

Job Code: Specify the appropriate job code for the proposed position. A complete listing of job codes can be found at http://www.fldoe.org/eias/dataweb/database_0809/sfappende.pdf.

FTE: Specify the number of positions (as FTEs*) that will be paid from these funds.

*Full-Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

Column 7: Proposed Budgets Amounts: Provide the budget amounts requested for each object code.

Provide proposed budget amounts for each quarter of each of the four years of the project.

E. TOTAL - Provide the totals for Column (7) on the last page. This total must match the amount requested on the DOE-100A and the amounts provided on the Final Scope of Work Plan Tables.

