Educational lnterpreters Project (EIP) Application

# Grant Information

## Project Abstract

The purpose of the EIP is to increase outcomes for students who are deaf or hard-of-hearing through the provision of professional development opportunities for educational interpreters and technical assistance to school district personnel regarding educational interpreting in an effort to increase the competency level of individuals providing these services within school districts throughout Florida and activities to increase the supply of skilled educational interpreters working with students who are deaf, hard-of-hearing, or deaf-blind.Total Award Amount

$229,829 IDEA Part B Funds

## ***Budget/Program Performance Period***

Oct 1, 2022 – Sep 30, 2023

## ***Target Population(s)***

Educational interpreters, related service providers, paraprofessionals, teachers, and other staff who work with deaf and hard of hearing students in Florida school districts.

## ***Eligible Applicants(s)***

School Districts, Community Colleges, Universities, and Private Colleges

## ***Application Due Date***

Friday, Sep 16, 2022

## ***Funding Purpose / Priorities***

The purpose of the EIP is to increase outcomes for students who are deaf or hard-of-hearing through:

* the provision of professional development opportunities for educational interpreters and technical assistance to school district personnel regarding educational interpreting in an effort to increase the competency level of individuals providing these services within school districts throughout Florida and
* activities to increase the supply of skilled educational interpreters working with students who are deaf, hard­of-hearing, or deaf-blind.

## Directions to ensure a proper application

* Complete all questions in the narrative section
* Project Performance Accountability Form
* Email completed application to [BESEDiscretionaryProjectTeam@fldoe.org](mailto:BESEDiscretionaryProjectTeam@fldoe.org) by the end of business Sep 16, 2022

# Narrative Section

## Project Design/Scope of Work

Applicants should describe in this narrative their experience in providing out of school time programming using public funds. In addition to the experience managing public funds, applicants should have the capacity within their organizations to create accounting systems to properly account for budgeted funds as well as track expenditures.  
  
**Response:**

Click or tap here to enter text.

## General Education Provisions Act (GEPA)

Applicant must describe how equitable access to and participation in its program for students, teachers, and other program beneficiaries with special needs will be provided in accordance with section "427 of the GEPA, Public Law 103-382". See this requirement at the following URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.doc>.  
  
**Response:**

Click or tap here to enter text.

## Equitable Services for Private School Participation

In accordance with Public Law 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local educational agency service area. Use the following URLs for more information: <http://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>  
  
**Response:**

Click or tap here to enter text.

## Support of the Bureau Strategic Plan/ State Performance Plan (SPP)

Applicants must describe how specific project activities address the indicators of Florida’s IDEA, Part B SPP and the Bureau’s Strategic Plan, as applicable. For each SPP Indicator and Bureau Strategic Plan target addressed by the project:

* Include reference to the measurable target for each indicator, as stated in the current SPP and Bureau’s Strategic Plan; and
* Describe the collaboration activities with other discretionary projects with regard to the SPP indicators and Bureau’s Strategic Plan.

**Response:**

Click or tap here to enter text.

## Experience and Capacity

Applicants should describe in this narrative their experience in providing out of school time programming using public funds. In addition to the experience managing public funds, applicants should have the capacity within their organizations to create accounting systems to properly account for budgeted funds as well as track expenditures.

**Response:**

Click or tap here to enter text.

## Established Need

Identify the state, regional or district need based on analysis of the baseline data.  
  
**Response:**

Click or tap here to enter text.

## Evaluation Plan

Applicants will describe their methods to evaluate the product, service delivery, and training they provide. This description must address, if applicable, how the applicant will determine whether:

* Recipients implemented or used the product, service delivery, and training received; and that
* The product, service product, and training achieved intended outcomes.

**Response:**

Click or tap here to enter text.

# IDEA Grant Requirements

## Matching Requirements

None

## 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:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

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

## 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. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**School Districts, State Colleges, and 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/doe610.xls>

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found at https://[www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx](http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx)

**Grants Management Training** non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link:

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Non-participation in the training program may result in termination of payment(s) until training is completed.

## 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). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. 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.

* The project liaison and project manager will verify, on a quarterly basis, that the project's activities and deliverables are progressing in a satisfactory manner, consistent with the scope of the work, projective narrative and performance expectations.

## Fi***scal Records Requirements and Documentation:***

Applicants must complete a Budget Narrative form, DOE101S. 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 accounts, records, and other supporting documentation pertaining to 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 must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE 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 found at:

[http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml.](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml)

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.  
  
Discretionary project funds may not be used to supplant existing programs or funding.  
  
Deliverables must be completed and submitted with the discretionary project application and must identify the proposed budget for each product, training, or service delivery; the cost per unit; and the quarters in which the deliverable units will be completed.

The discretionary project must retain all appropriate time-distribution records that substantiate an equitable distribution of time and effort by fund source. Employees working under multiple grant programs must maintain time and effort reports reflecting after-the-fact distribution of actual activities at least monthly, to coincide with pay periods. Employees working under one grant program must certify semi-annually that they worked solely on the program for the period covered by the certification. Projects with split-funded positions must be preapproved by the department and must identify by position, the employee by last name, job title, responsibilities, salary and other funding sources and details relevant to the funding split. These details must include the source of information and explanation for splitting of duties. The department reserves the right to require the removal of split-funded principal investigators that fail to demonstrate adequate fulfillment of project duties.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

## Financial Consequences

The grant manager (project liaison) shall periodically review the progress made on the activities and deliverables listed.

The discretionary project must contact the grant manager in writing, at least four weeks prior to the end of any quarter during the award period, to discuss changing or delaying meeting a specific performance target/unit for a deliverable. A justification for this request must be provided to the project liaison.

In the event that the discretionary project plans to change its deliverables, a project amendment request must be officially submitted, via a program amendment request, prior to the end of the quarter in which the deliverable units are to be completed. Changes to a deliverable could also result in the need for a budget amendment request according to the Green Book, Section B – Project Amendments.

Changes to a deliverable could include one or more of these areas on the **Schedule of Deliverables (SOD):**

* Type
* Title/Description
* BEESS Strategic Plan
* Indicators
* Source Documentation Maintained by the Project to Support the Deliverable
* Funding Source
* Total Budget for Deliverable
* Performance Requirements: Grant Year Total Deliverable Units
* Cost Per Unit
* Performance Targets/Deliverable Units to be Completed per Quarter

In the event that performance targets/deliverable units are not met within the quarter in which they are scheduled, and the discretionary project fails to submit an amendment request, as stated above, the department may deem it necessary to notify the fiscal agency head, in writing.

In the event the grant manager determines that changes must be made to one or more deliverables on the SOD document, the discretionary project may be instructed to complete and submit a program amendment request to the FDOE OGM.

Failure to meet the performance targets/deliverable units will result in a decrease in payment commensurate to an applicable unit price measurement (e.g., per student allocation). The exact amount for each deliverable will be determined upon program and budget review and identified in the final project award. These financial consequences shall not be considered penalties. The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the applicant to meet the timely and desired results.

In the event the grant manager determines the applicant failed to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager will route for approval of a reduced payment, request the applicant redo the work or terminate the grant.

## Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including travel reimbursement, meeting room rentals, consultant fees, printing, and conference registration and fees, as approved by FDOE.

Purchase of the following types of devices and services require prior approval from BESE: tablets and portable media players (e.g., iPads and iPods), air cards, internet connectivity services, personal digital assistants (PDA), cell phones, and similar devices. This includes the cost to support such devices. The justification for these kinds of devices and a detailed description must be included in the budget narrative. The justification must also include an explanation of why the device is necessary, identify the amount that will be applicable to the project (e.g., unit cost and quantity per item), how the devices will be kept secure, and the cost efficiency, if applicable (e.g., the reason the iPad is necessary instead of a laptop computer or a cell phone is necessary instead of a landline telephone).

## Unallowable Expenses:

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

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.

* Pre-award 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
* Furniture
* 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/services already covered by indirect costs allocation
* Costs not allowable for federal programs per the U.S. Education Department 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 [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2) [agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

## Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance found at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> or the Reference Guide for State Expenditures, [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2) [agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

Any equipment purchases not listed on the original budget approved by the FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.  
  
A physical inventory of the property must be taken and the results reconciled with the property records at least once every fiscal year in accordance with Rule 691-72.006, Florida Administrative Code (F.A.C.). (www.flrules.org/gateway/ruleNo.asp?id=69l-72.006]. Upon request, the inventory must be provided to BEESS.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

[http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml.](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml)

## Salaries:

The Department shall compare prior approved positions and associated salaries to requested salaries to identify potential pay increases, request evidence and justification statements from the discretionary project for requests for increases, and review salary increases for approval or denial.

## Administrative Costs including Indirect 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 for a program 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/](http://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, stipends, tuition and related fees, 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, state university, school district, or any other entity.

## State of Florida, 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>.

## State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities’ executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link:

<https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.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>

## For Federal Programs - Equitable Services for Private School Participation – If Applicable

In accordance with P.L. 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local education agency(ies) service area. For details, refer to: [https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf.](https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf)

# Program Expectations

**During the application process, and with the approval of the BEESS project liaison, the applicant may also add or modify performance activities and deliverables to the Products, Training and Service Delivery lists identified above.**

## Conditions for Acceptance

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

1. Application is received in the OGM within the timeframe specified by the RFA
2. Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
3. All required forms must have the assigned TAPS Number included on the form
4. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.

* **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.**
* An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
* The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
* The department will also accept a typed signature, if the document is uploaded by the individual signing the document.

1. Application must be submitted electronically to the OGM via ShareFile.

## Method of Review

If the application has met the requirements as stated in the “Conditions for Acceptance” section above, it will be determined to be in substantially approvable form and will undergo a budget and programmatic review.

* Applications will be reviewed to ensure that applicants have provided sufficient information on the DOE 100. The total amount of funds requested and approved on the DOE 100 must match the budget amount on the DOE 101S.
* Budgets will be reviewed to ensure that funds are being appropriately used and, when necessary, additional justification will be obtained from the applicant. Each budget line will be reviewed to determine if it is allowable, reasonable and necessary.
* All assurances and certification forms, if applicable, will be reviewed to ensure that they have been completed and signed.
* Program areas will be reviewed to ensure that narratives/scope of work required by this program are complete and adequately correspond to the RFA. The applicant will be contacted if additional documentation, edits or justifications are required to complete the review process at the program office level.
* The OGM will review and approve the application packet. The applicant will be contacted by OGM if additional documentation, edits or justifications are required to complete the review process at this level.
* The Department will request edits, if deemed necessary, prior to approving the award.

# Additional Assurance - All BEESS Discretionary Projects

## Assurance is hereby provided that:

* The fiscal agent for this discretionary project accepts responsibility for implementing all project activities as specified in this application or subsequent amendments. The fiscal agent will ensure that activities essential to project effectiveness, including reimbursement of travel expenses for persons from other school districts or agencies, employment of substitutes for teachers in other school districts or payment of consulting fees for persons to provide services to other school districts, will be implemented in an efficient and timely manner.
* The discretionary project agrees to collaborate with other entities (i.e., other BEESS discretionary projects, school districts and other agencies or organizations) during the project year under the direction of the Department.
* Products and communications developed for statewide dissemination, including social media accounts, posts, presentations, and scripts must be submitted for content and policy review to the Department prior to their release for reproduction and distribution. This applies to all products except those used for awareness (excluding newsletters designed for dissemination on a statewide basis which must be submitted to the project liaison for review), field test or validation purposes. All materials created or shared by the projects must be approved by the Department.
* Products produced by or developed in connection with project activities funded by this grant remain the exclusive property of the State of Florida, unless ownership has been explicitly waived. Products include all print, audio-visual, computer programs and internet websites fully or partially developed with project resources, fiscal and personnel resources. Prior approval for such products must be obtained by the designated Department contact and must contain a funding statement acknowledging the use of state or federal funds for development and dissemination. Questions regarding product development, ownership or funding statements should be directed to the project liaison.
* All reasonable precautions to protect personally identifiable student information are taken. Personally identifiable information stored on a database is protected from access by unauthorized persons. Disclosure of any personally identifiable information to a third party without prior written consent of a student’s parent or guardian or the consent of an adult student, as applicable, is prohibited. The discretionary project may disclose personally identifiable information without such consent **only** if ordered to comply with a law or regulation or in response to a search warrant, subpoena or court order. If the discretionary project is legally compelled to disclose personally identifiable information to a third party, the project will attempt to notify the applicable parents or guardians, or adult student, unless doing so would violate the law or court order.
* The discretionary project will maintain sufficient staff necessary to support the activities of this discretionary project.
* Data reflecting project activities conducted throughout the year will be maintained and kept by the project and may be requested as verification at any time by the Department.
* The use or sharing of project data for research is prohibited unless the candidate has received departmental approval pursuant to the department’s Research Data Request Process as outlined at <http://www.fldoe.org/accountability/accountability-reporting/external-research-requests/>.
* All equipment (computers, servers, modems, phone lines) and software will be maintained in proper working order and upgraded as necessary to ensure efficient operation

# 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

### Products

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Type | Title/Description | BEESS Strategic Plan | Indicators | Source Documentation Maintained by the Project to Support the Deliverable | Funding Source (Federal or State General Revenue) | Total Budget for Deliverable | Performance Requirements: Grant Year Total Deliverable Units | Cost Per Unit | Performance Targets/Deliverable Units to be Completed per Quarter |
| 1 |  |  |  |  |  |  |  |  |  | Qtr.I:  Qtr.II:  Qtr.III:  Qtr.IV: |

### Training

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Type | Title/Description | BEESS Strategic Plan | Indicators | Source Documentation Maintained by the Project to Support the Deliverable | Funding Source (Federal or State General Revenue) | Total Budget for Deliverable | Performance Requirements: Grant Year Total Deliverable Units | Cost Per Unit | Performance Targets/Deliverable Units to be Completed per Quarter |
| 1 |  |  |  |  |  |  |  |  |  | Qtr.I:  Qtr.II:  Qtr.III:  Qtr.IV: |

### Service Delivery

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Type | Title/Description | BEESS Strategic Plan | Indicators | Source Documentation Maintained by the Project to Support the Deliverable | Funding Source (Federal or State General Revenue) | Total Budget for Deliverable | Performance Requirements: Grant Year Total Deliverable Units | Cost Per Unit | Performance Targets/Deliverable Units to be Completed per Quarter |
| 1 |  |  |  |  |  |  |  |  |  | Qtr.I:  Qtr.II:  Qtr.III:  Qtr.IV: |