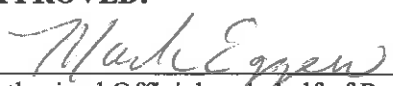



**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Putnam County School District	2 PROJECT NUMBER 540-1058A-9C001
3 PROJECT/PROGRAM TITLE Immediate Aid to Restart School Operations <p align="center">TAPS 19A131</p>	4 AUTHORITY 84.938B PL 109-148 Hurricane Relief Act USDE or Appropriate Agency FAIN#: S938A180005
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 09/01/2018 - 06/30/2019 Program Period: 09/01/2018 - 06/30/2019
7 AUTHORIZED FUNDING Current Approved Budget: \$294,988.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$294,988.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2019</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2019</u> • Last date for receipt of proposed budget and program amendments: <u>05/30/2019</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>05/14/2018</u> 	
10 DOE CONTACTS Program: Sean Freeman Phone: (850) 245-0997 Email: Sean.Freeman@fldoe.org Grants Management: Unit A (850) 245-0496	Comptroller Office Phone: (850) 245-0401 Duns#: 969176312 FEIN#: F596000821003
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. • Other: 	
12 APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Pam Stewart Commissioner of Education </div> <div style="width: 45%; text-align: center;"> <u>10/2/18</u> Date of Signing </div> <div style="width: 10%; text-align: right;">  <p>FLORIDA DEPARTMENT OF EDUCATION 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.

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

RECEIVED
 CONTRACTS, GRANTS, AND
 PROCUREMENT
 2010 AUG 21 AM 9:51

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: Immediate Aid to Restart School Operations "Restart Program" <p style="text-align: center;">TAPS NUMBER: 19A131</p>	DOE USE ONLY Date Received Project Number (DOE Assigned) 540-1058A-9C001
B) Name and Address of Eligible Applicant: School District of Putnam County 200 Reid St Palatka FL 32177		

C) Total Funds Requested: \$ 294,988 <hr/> <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$ 294,988 ⁰⁰	D) Applicant Contact & Business Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> Contact Name: Melissa Coleman, Laura France, Rhonda Odom Fiscal Contact Name: Rhonda Odom </td> <td style="width: 40%;"> Telephone Numbers: 386-329-0538 </td> </tr> <tr> <td> Mailing Address: 200 Reid St Palatka FL 32177 </td> <td> E-mail Addresses: mcoleman@my.putnamschools.org lfrance@my.putnamschools.org </td> </tr> <tr> <td> Physical/Facility Address: 200 Reid St Palatka FL 32177 </td> <td> DUNS number: 969176312 FEIN number: F596000821003 </td> </tr> </table>	Contact Name: Melissa Coleman, Laura France, Rhonda Odom Fiscal Contact Name: Rhonda Odom	Telephone Numbers: 386-329-0538	Mailing Address: 200 Reid St Palatka FL 32177	E-mail Addresses: mcoleman@my.putnamschools.org lfrance@my.putnamschools.org	Physical/Facility Address: 200 Reid St Palatka FL 32177	DUNS number: 969176312 FEIN number: F596000821003
Contact Name: Melissa Coleman, Laura France, Rhonda Odom Fiscal Contact Name: Rhonda Odom	Telephone Numbers: 386-329-0538						
Mailing Address: 200 Reid St Palatka FL 32177	E-mail Addresses: mcoleman@my.putnamschools.org lfrance@my.putnamschools.org						
Physical/Facility Address: 200 Reid St Palatka FL 32177	DUNS number: 969176312 FEIN number: F596000821003						

CERTIFICATION

I, Richard Surrency, (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.

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.

E) <u>Richard Surrency</u> Signature of Agency Head	<u>SUPERINTENDENT</u> Title	<u>8/23/18</u> Date
---	--------------------------------	------------------------



**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM**

A) Name of Eligible Recipient/Fiscal Agent:






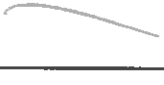
School District of Putnam County

B) DOE Assigned Project Number:

540-1058-9C001

C) TAPS Number:

19A131

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT	(6) % ALLOCATED to this PROJECT	(7) ALLOWABLE DOE USE ONLY	(8) REASONABLE DOE USE ONLY	(9) NECESSARY DOE USE ONLY
6400	750	Substitute teachers to cover teacher release for the purpose of redeveloping instructional plans. The LEA will devote funding to provide teachers with planning and professional learning so that the time for those activities during 2017-2018 will be made up during 2018-2019 (Allowable expense G).	0	253,531				
6400	750	Substitute teachers for private schools to cover teacher release for the purpose of redeveloping instructional plans. The LEA will devote funding to provide teachers with planning and professional learning so that the time for those activities during 2017-2018 will be made up during 2018-2019 (Allowable expense G).	0	14,208				

6400	750	Substitute teachers for charter schools to cover teacher release for the purpose of redeveloping instructional plans. The LEA will devote funding to provide teachers with planning and professional learning so that the time for those activities during 2017-2018 will be made up during 2018-2019 (Allowable expense G).	0	13,634				
7200	790	Plan A Miscellaneous Expense. Indirect Cost. Negotiated Indirect Rate of 5.37% (Public direct expense: 267,146/1.0537= 253531.37, 267,146-253531.37=13,615	0	13,615	OK	111		
D) TOTAL \$				294,988.00				294,988

jo
9-28-18
Kazlie



DOE USE ONLY (Program)

I certify that 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.

Printed Name:

Sean B. Freeman

Signature:

[Handwritten Signature]

Title:

Ed. Prog. Director

Date:

9/26/18

DOE USE ONLY (Grants Management)

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

Printed Name:

LYCINPA COVERSTON

Signature:

[Handwritten Signature]

Title:

Educational Consultant

Date:

9/27/18



Putnam County Public Schools
Immediate Aid to Restart School Operations “Restart Program” 2018-2019

Needs analysis

Impact of Hurricane Irma on closures and makeup days. As a result of the impact from Hurricane Irma, Putnam County Public Schools closed for students and staff on September 8th, 2017 and remained closed through Friday, September 15th, 2017. Students missed 6 days of instruction during this time. In order for schools to meet the mandated instructional time for course credit, three days were converted to student class time after the event. These days included Tuesday, October 17, Wednesday, November 22, and Tuesday January 9th.

October 17th was originally scheduled to be an in-service day for teacher professional development. January 9th was originally scheduled to be a planning day for teachers to meet together in professional learning communities to engage in planning for student instruction and management.

A challenge to the instructional programming in Putnam County Public Schools occurred as a result of these two essential teacher professional planning days being removed as a result of the hurricane.

Cost incurred from the loss of planning/in-service days. When teachers meet together for the purpose of planning for instruction and management and the meetings occur on a day that is not previously designated as a planning or in-service day, there is a cost associated with paying for a substitute teacher to cover the teacher’s class.

In order to examine the impact of hurricane Irma on the loss of the two planning/in-service days, the grant committee examined the daily rate for teachers across the LEA. As depicted in Figure 1, the yearly rate for teachers who are just paid through General Revenue Dollars is \$29,127,790.42. Dividing this amount by 196 instructional days equates to a daily rate for teachers paid through General Dollars of \$148,611.18. Thus, the loss of two planning/in-service days is $2 \times \$148,611.18 = \$297,222.35$. The corresponding cost for retirement is \$24,550.57 (8.26%), Social Security is \$18,427.79 (6.20%), and Medicare is \$4,309.72 (1.45%) for a total daily cost for teachers paid through General Funds of \$344,510.42.

Figure 1. LEA salary cost for teachers.

Obj	Obj	2017-18 Original Budget	2017-18 Revised Budget	2017-18 FRS# Activity	2016-19 Totalive
0109	Inst Staff Yrain Ser Personnel				
0110	Inst & Curr Dev Ser Personnel				
0112	Principals				
0113	Teachers	30,406,713.69	29,495,802.60	28,426,054.18	29,127,790.42
0114	Media Specialist				
0115	Guidance Personnel				
0116	Dean				
0120	Secretaries & Clerks	145,122.00	133,122.00	123,714.66	134,686.20
0121	Aides - Teacher/Bus, etc.	3,491,987.00	3,583,688.48	3,466,974.66	3,516,906.00
0123	Data Control Clerks				
0125	Nurses				
0126	Title I/Migrant Advocate Recruit				
0129	Academic Supplement-Schools				
0130	Oper of Plant Personnel				
0153	Trans Bus Drivers-Extra Trans				
0160	Food Services Personnel				
0191	Accum Sick Leave/Annual Leave	600,000.00	309,269.43	317,627.08	600,000.00
0193	Administrative Initiatives				
0196	TIF Payout				
0210	Retirement	2,597,167.98	2,594,636.21	2,619,547.77	2,413,776.66
0220	Social Security	2,459,776.06	2,349,944.26	2,680,954.91	2,965,602.87
0221	Medicare	475,665.86	479,480.36	440,341.79	450,652.05
0230	Group Insurance				
0231	Group Health Insurance	3,431,250.00	3,427,772.12	3,274,349.25	3,376,686.00
0232	Group Life Insurance	182,127.00	191,813.96	60,328.19	188,789.00
----	General Fund	43,373,309.58	42,238,761.66	40,610,052.78	42,177,682.20
Grand Expense Totals		43,373,309.58	42,238,761.66	40,610,052.78	42,177,682.20

Number of Accounts: 1888

***** End of report *****

Professional learning needs. Principals and district leaders have a professional need to deepen their understanding of the complexity of teaching and improve capacity to deploy systems, structures, practices, and routines that support teaching improvement, particularly in the areas assessed through the Dr. Robert Marzano teaching evaluation tool. Understanding that professional development needs differ for each individual teacher and staff member, Putnam County Public Schools Office of Teaching and Learning has a tiered approach to professional development in place for all teachers that reflects the type of professional development needed (Figure 2).

Figure 2. LEA Tiered Teacher Professional Development

Tier 1 - District	Tier 2 - School, Department, Teams	Tier 3 - Teacher
<p>Programmatic PD</p> <p>District</p> <p>School</p> <p>Ex. New Science Texts, Basic Tech</p>	<p>Targeted, Differentiated Support</p> <p>Smaller Teams</p> <p>Based on Team Trends, Student Challenges, +...</p>	<p>Individualized</p> <p>Ex. Coaching, Success Plans, Novice Teacher Mentoring</p>

Level 1 - Req.	Level 2 -	Level 3 - Optional
<p>With your team, during the session: Select a complex piece of text Using your selected text:</p> <ul style="list-style-type: none"> • Create an interesting hook that helps build mystery and engagement for your lesson. • Identify a significant sentence in the text and incorporate direct instruction of this sentence into your lesson plan. • Create a scaffolded question ladder for your sentence or the passage as a whole. <p>After the session: Make adjustments to your plan for your style and your students.</p> <p>Share your final plan with a colleague for feedback.</p> <p>Submit your plan and peer feedback to _____</p>	<p>Instruct your plan.</p> <p>Following the delivery of the lesson:</p> <ul style="list-style-type: none"> • Collect any student work samples for at least 1 class period. • Create a T-chart analyzing gaps and strengths of your instruction based on student responses/work from the lesson. • What will you need to consider or plan for next time to ensure success? <p>Submit your plan with colleague feedback (Level 1), 3-4 samples of the student work, completed t-chart, and next steps.</p>	<p>Create a new lesson plan.</p> <p>Invite the school or district-based coach or a colleague, or an administrator in for a pre-lesson conversation, coaching session, and post-conversation.</p> <p>Share the completed coaching plan.</p>
<p>Session (8 points) + Level 1 (4 points) 8 Points Total</p>	<p>Session (8 points) + Level 1 (3 points) + Level 2 (3 points) 12 Points Total</p>	<p>Session (8 points) + Level 1 (3 points) + Level 2 (3 points) + Level 3 (3 points) 15 Points Total</p>

Student performance data. Student achievement data further demonstrates a need to deepen teacher understanding of the complexity of teaching and improve capacity to deploy systems, structures, practices, and routines that support teaching improvement. Baseline data from FLDOE indicates Putnam’s overall state assessment scores as follows: 38% ELA achievement, 46% ELA learning gains, 40% ELA lowest quartile gains, 42% math achievement, 42% math learning gains, 32% math lowest quartile gains, 40% science achievement, 60% social studies achievement, 69% middle school participation in acceleration programming, 64% 2015-2016 graduation rate, and 42% college and career acceleration. The District grade is a C. The District grade for the prior three years was also a C. All core academic areas need to be

strengthened academically both from an overall achievement perspective and in regards to learning gains. The overall achievement for the lowest quartile is low for all core academic areas.

Steering Committee

Review of data by Steering Committee. The Grant Steering Committee, comprised of the Director of Federal Programs, Dr. Melissa Coleman, Assistant Superintendent, Laura France, Chief Financial Officer, Rhonda Odom, Superintendent, Dr. Richard M. Surrency, and Director of Teaching and Learning, Jennifer Rivera, analyzed the data, discussed related factors, reviewed implementation options, and developed a goal and project design responsive to the data needs in conjunction with Charter School officials.

Charter and Private School Participation

How non-public schools were notified. The Director of Federal Programs spoke with the charter Schools, Putnam Academy of Arts and Sciences, and Children's Reading Center, on August 24th, 2018. These charter schools are in agreement that they would like to engage in the same project activities as the public schools. Private schools were all sent a notification via phone, email, and certified mail that a meeting would be held at the Federal Programs Office on

Joint application. One application is being submitted for charter, private, and public schools in the LEA.

How services will be provided or reimbursed. Upon award, an account will be established by the Grants Manager in the LEA Finance Department for each private school and charter school for the purpose of distributing Restart Grant Funds. An audit box will be established for each entity and maintained in the LEA office of Federal Programs. Each school will be required to complete a budget within the audit box and upload primary source documentation to the audit box to demonstrate alignment to project parameters and appropriate spending.

How the district will obtain and maintain primary source documentation. Each school will be required to complete a budget within the audit box and upload primary source documentation to the audit box to demonstrate alignment to project parameters and appropriate spending. The LEA Office of Federal Programs will monitor the audit box and contact each school on an ongoing basis to ensure appropriate primary source documentation is in the audit box. Primary source documentation will include a roster of professional development participants, documentation of the professional development activity including the agenda, and invoices related to the expenditures.

Project design

Project activities. The following are project activities to be implemented in service of the project goal:

Activity 1: For the purpose of redeveloping instructional plans, the LEA will devote funding to provide teachers with planning and professional learning so that the time for those activities during 2017-2018 will be made up during 2018-2019 (Allowable expense G).

Activity 2: The LEA will engage in consultation with private schools to implement Activity 1.

Activity 3. The LEA will work in concert with charter schools to implement Activity 1.

Implementation capacity

Building upon current work. The proposed project builds upon and complements the District Strategic Plan. The strategies outlined specifically fall under the category of “Great Teachers and Leaders” (Figure 1). The work will build upon work that is taking place with or without additional state appropriations in 2018-2019 and beyond.

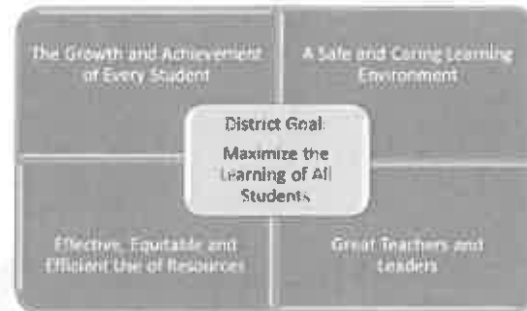
Figure 1. District Strategic Plan.



Putnam County Schools

DRAFT Strategic Plan Performance Targets

2016-2021



The Strategic Plan of the Putnam County School District is focused upon the achievement of a single, critical goal — cultivating a learning community where students are engaged in learning, where they strive for excellence and where they are supported to achieve. In effect, the district goal is to maximize the learning of all students. There are four key pillars that serve to support this initiative — a focus on the growth and achievement of every student, providing a safe and caring environment, ensuring the effective, equitable and efficient use of resources, and developing and sustaining great teachers and leaders.

Putnam County School District

Project performance accountability

Project performance. An accountability plan is attached.

Oversight

Oversight. The project management team will meet quarterly. Members of the project management team will include the Assistant Superintendent, Federal Programs Director, and Director of Teaching and Learning. Data will be reviewed at each meeting and more thoroughly at half year and yearly intervals. Data will include quantitative and qualitative indicators of progress towards achieving program goals. The Project Director will ensure that responsibilities are clearly defined and milestones are met. Annual measurable targets will be assessed, implementation successes and challenges will be discussed, and alternative course of action implemented where appropriate based upon data analysis.

Internal Audit Box. Key program activities will be documented in an audit box maintained by the Office of Federal Programs. Materials will be uploaded to the audit box regularly by the Director of Teaching and Learning, appropriate staff

members in the Curriculum and Instruction Department, and members of the Federal Programs Department. Program data will be shared with stakeholders to communicate progress towards achieving outcomes.

Fiscal Controls. All program objectives will be achieved on time and within budget. The Project Director will ensure fiscal oversight by maintaining financial records of expenditures to ensure project alignment and implement Internal controls such as unannounced budget reviews and site visits as needed. All expenditures will be tracked in an audit box and multiple personnel will review expenditures to ensure alignment with the approved budget and project narrative. All expenditures will be reviewed by both the Project Director and Finance Department before spending occurs and final fiscal reports will be completed by the Finance Department in alignment to State requirements. All financial reports will be submitted by required deadlines.

Return on Investment

Reports. The district will provide any needed reports as requested by the Florida Department of Education. If requested, programmatic results will be reported that are consistent with the expected outcomes, tasks, objectives, and deliverables detailed in the executed grant agreement. If requested, reports will be delivered that summarize the results achieved by the project for the preceding quarter and cumulatively for all quarters.

Alignment to State Strategic Plan

Alignment to State Strategic Plan. The activities outlined in the project align with the third area of the State Strategic Plan: Skilled Workforce. The goal is that if we develop and implement leadership professional development activities focused on improving conditions and practices aligned to student achievement on state standards, student achievement will increase. This goal directly relates to the State's vision of student access to high quality educators.

Putnam County Public School's 2018-19 Restart Program Alignment to the Department of Education's General Education provisions Act (GEPA)

Section 427 of the General Education and Provisions Act requires each applicant for funds other than an individual person include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

Provided below is a brief narrative outlining three steps that the LEA will take to ensure that the Putnam County Restart Program meets the requirements outlined in Section 427 of the General Education Provisions Act (GEPA).

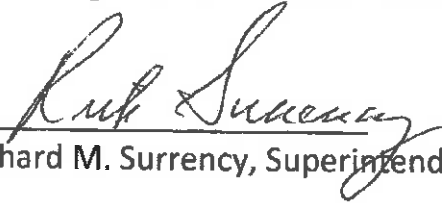
First, the Restart program will provide professional development activities for educational staff members. To ensure that all staff have equal access to professional development opportunities, focused efforts will be made to ensure all staff including those of minority background are encouraged to participate.

Second, when hiring staff, the LEA will encourage applications for employment from persons who are members of groups that have been traditionally underrepresented based on race, color, national origin, gender, age, or disability. The LEA employs hiring strategies that do not discriminate. The LEA acknowledges a disparity in the current workforce as compared to the student population and has engaged in specific recruiting and hiring practices to increase the workforce diversity.

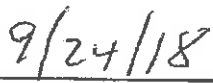
Third, students will be provided access to effective personnel in high needs schools. Data will be aligned yearly to ensure that teacher effectiveness, as documented by State of Florida Value Added Model ratings, will be aligned to overall school and student academic needs.

The Superintendent and Director of Federal Programs will continue to ensure that strategies are in place in Federal and State-funded programs to align to GEPA.

Applicant Organization: Putnam County School District



Dr. Richard M. Surrency, Superintendent



Date

Elementary and Secondary Education Hurricane Relief

Immediate Aid to Restart School Operations

Local Educational Agency (LEA) Assurances

The authorized representative assures that the LEA will comply with all of the requirements that apply to the Immediate Aid to Restart School Operations program under the Bipartisan Budget Act of 2018, and will specifically comply with the following:

- 1) The LEA will use Restart funds for allowable purposes and will supplement not supplant FEMA or other state funds, and will ensure that the purposes of the program (i.e. to assist with expenses related to the restart of operations in, the reopening of, and the re-enrollment of students in elementary and secondary schools impacted by a covered disaster) are being met.
- 2) The LEA will maintain adequate internal control systems for the Restart grant to ensure that all expenditures are allowable, reasonable and necessary and to safeguard against improper payments.
- 3) The LEA will maintain for a minimum of five (5) years, auditable financial records to substantiate all expenditures of Restart funds, including primary documentation necessary to substantiate Restart payments.
- 4) The LEA agrees that it will reimburse the Department for any costs incurred under this award that are subsequently covered during the period of award by the Federal Emergency Management Agency, a state source, or insurance.
- 5) For public school district LEAs only, the LEA agrees to administer Restart funds on behalf of non-public schools within its district, as required in the Request for Applications.
- 6) The LEA will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 79, 81, 82, 84, 97, 98, and 99; The OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

[Chief Administrative Officer or Authorized Representative (Printed Name):]	
Richard Surrency	
Signature: <i>Richard Surrency</i>	Date: 8/24/18

ATTACHMENT
C

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

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)
Restart activities for non-public schools	Notice of funding opportunity is provided to all non-public schools within the district	Copy of communication to non-public schools (For districts with high volume, a copy of the template communication and list of non-public schools to whom the notification was sent will suffice.)	Two weeks from date of award
	Timely and meaningful consultation with non-public schools	Proof of consultation, including date(s) and names of schools. For example: agenda and list of attendees, minutes, or call notes	One month from date of award, or as approved by the Department
	Timely services or reimbursements to non-public schools for allowable, reasonable and necessary expenditures	Quarterly reports in format required by the Department; Primary documentation (e.g., invoices, payroll records) – DUE ON DEMAND.	<p>For period of 7/1/18 through 9/30/18: October 31, 2018</p> <p>10/1/18 – 12/31/18 : January 31, 2019</p> <p>01/01/19 – 03/31/19: April 30, 2019</p> <p>04/01/19 – 06/30/19: July 31, 2019</p> <p>[These due dates are subject to change at request of the Department.]</p>