



**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Liberty County School District	<b>2 PROJECT NUMBER</b> 390-90520-5S001
<b>3 PROJECT/PROGRAM TITLE</b> Early Childhood Music Education Incentive Program  <p align="center"><b>TAPS 25A311</b></p>	<b>4 AUTHORITY</b> <b>24-25 GAA LI 100</b> <b>USDE or Appropriate Agency</b>  <b>FAIN#:</b>
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2024 - 06/30/2025 Program Period:07/01/2024 - 06/30/2025
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:                 \$6,171.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:                         \$6,171.00	<b>8 REIMBURSEMENT OPTION</b> 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>06/30/2025</u></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2025</u></li> <li>• Last date for receipt of proposed budget and program amendments: <u>05/30/2025</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>07/01/2024</u></li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> Amanda El Shemi <b>Phone:</b> (850) 245-0561 <b>Email:</b> <a href="mailto:Amanda.ElShemi@fldoe.org">Amanda.ElShemi@fldoe.org</a> <b>Grants Management:</b> Unit A (850) 245-0735	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>UEI#:</b> LVN6Y885WAC4 <b>FEIN#:</b> F596000720001
<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:</li> </ul>	
<b>12 APPROVED:</b> <i>Patricia Duncan</i> <hr/> Authorized Official on behalf of the Commissioner of Education	11/25/24 <hr/> Date of Signing  

**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

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	<b>A) Program Name:</b>  <b>Early Childhood Music Education Incentive Program</b>  <b>TAPS NUMBER: 25A311</b>	<b>DOE USE</b>  <b>ONLY</b> Date Received  8/29/2024						
<b>B) Name and Address of Eligible Applicant:</b> Liberty County 11051 NW SR 12, Bristol, FL, 32321		<b>Project Number (DOE Assigned)</b> 390-90520-5S001						
<b>C) Total Funds Requested:</b>  <div style="text-align: center; border-bottom: 1px solid black; width: 200px; margin: 0 auto;"> <b>\$6,171.00</b> </div> <b>DOE USE ONLY</b>  <b>Total Approved Project:</b>  <b>\$ 6,171</b>	<b>D) Applicant Contact &amp; Business Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> <b>Contact Name:</b>  <b>Mandie Fowler</b>  <b>Fiscal Contact Name:</b>  <b>Katy Gunn</b> </td> <td style="width: 40%;"> <b>Telephone Numbers:</b>   <b>850-643-2275</b> </td> </tr> <tr> <td> <b>Mailing Address:</b>  <b>11051 NW SR 12, Bristol, FL, 32321</b> </td> <td> <b>E-mail Addresses:</b>  <a href="mailto:mandie.fowler@lcsb.org">mandie.fowler@lcsb.org</a>  <a href="mailto:katy.gunn@lcsb.org">katy.gunn@lcsb.org</a> </td> </tr> <tr> <td> <b>Physical/Facility Address:</b>  <b>11051 NW SR 12, Bristol, FL, 32321</b> </td> <td> <b>UEI number: LVN6Y885WAC4</b>   <b>FEIN number: F596000720001</b> </td> </tr> </table>		<b>Contact Name:</b> <b>Mandie Fowler</b> <b>Fiscal Contact Name:</b> <b>Katy Gunn</b>	<b>Telephone Numbers:</b>  <b>850-643-2275</b>	<b>Mailing Address:</b> <b>11051 NW SR 12, Bristol, FL, 32321</b>	<b>E-mail Addresses:</b> <a href="mailto:mandie.fowler@lcsb.org">mandie.fowler@lcsb.org</a> <a href="mailto:katy.gunn@lcsb.org">katy.gunn@lcsb.org</a>	<b>Physical/Facility Address:</b> <b>11051 NW SR 12, Bristol, FL, 32321</b>	<b>UEI number: LVN6Y885WAC4</b>  <b>FEIN number: F596000720001</b>
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<b>CERTIFICATION</b>								
<p>I, <u>Kyle Peddie</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>								
<b>E)</b>	 _____ Signature of Agency Head	_____ Superintendent Title						
		_____ 11/12/2024 Date						

## Narrative Section

### Scope of Work/Narrative

The Liberty County School District qualifies for funding awarded by the General Appropriations Act, the Early Childhood Music Education Incentive Program (s. 1003.481, F.S.) The superintendent certifies to the department, in a format prescribed by the department, that Hosford Elementary and Junior High Schools has established a comprehensive music education program that:

- ✓ - Includes all students at the school enrolled in kindergarten through grade 2.
  - See appendix for complete class list
- ✓ - Is staffed by certified music educators.
  - Miranda Ellis, Certification #1003808
- ✓ - Provides music instruction for at least 30 consecutive minutes 2 days a week.
  - See appendix for weekly teacher schedule
- ✓ - Complies with class size requirements under s. 1003.03.
  - See appendix for complete class list
- ✓ - Complies with the department's standards for early childhood music education programs for students in kindergarten through grade 2.
  - See appendix for standards alignment.

Hosford School has 102 students in Kindergarten through 2<sup>nd</sup> grade enrolled in a comprehensive music education program who qualify to receive a maximum of \$150 per fulltime equivalent (\$15,300).

The district qualifies based on prioritization #3. The implementation of new or support of existing K-2 music programming in districts with Title 1. The additional FTE will be used to support existing programs.

### Project Abstract and Summary

This application narrative addresses how the school district will achieve the project objectives as described above including:

- ✓ detailed description of the project need including the activities to be implemented
  - The project will continue to implement Music Play resources and lesson for Kg-2<sup>nd</sup> grade students using resources purchased during the 2023-24 grant cycle. The project will use new funds to purchase additional student music instruments (see attached list).
- ✓ the overall goals and objectives for 2024-2025 and specifically detail its related impact on Florida students and teachers
  - The program overall goals and objectives will be to increase student achievement and knowledge of elements of music. This goal will be achieved through grade specific objectives (see appendix for examples).
- ✓ the program management structure and a detailed description of the positions, related job responsibilities, and salaries included in this grant.

- The program management structure will include fiscal oversight by the LCSB CFO and Grant Manager and the day-to-day operations will be managed by the school-based music teacher. All salaried positions are paid from the LCSB general fund.

## **Project Design**

The LCSB application narrative provides information specific to the project design and the project activities to be implemented, including:

- ✓ a description of the target population, program recruiting process, community partners, exposure within the community, and credentials of participating teachers.
  - The target population is all Kg-2<sup>nd</sup> grade students at Hosford School. There is no recruitment process.
  - Community partnerships and exposure within the community include the Liberty Arts Council and District Advisory Council, as well as quarterly music programs open to the public.
- ✓ what work will be accomplished within this grant year and when, including information on any trainings or programming.
  - New music instruments to support instructional materials will be purchases as soon as the grant funds are received.
  - Pre and post testing data will be collected as units are completed.
  - There will not be any related trainings.
- ✓ plan for teachers selected for the program and how/when they will be meeting together and supported by the district arts specialist or leadership.
  - There is only one music teacher in the school, she was selected to participate in the grant and met with the district grant manager to plan and implement the program.
- ✓ programming descriptions and relevant information on when programming will occur throughout the year.
  - The Music Play program provides easy to follow sequenced lessons including videos and all applicable materials. This program was purchased during the 2023-24 academic year and will be continued with expansion of music instruments during the 2024-25 academic year.
- ✓ information regarding what program development and improvement is scheduled to take place this year (this should include: length of programs and content to be covered, identification of alignment to Florida's state academic standards, processes, and procedures, etc.).
  - See the appendix for sample Scope & Sequencing guidelines and suggested timelines.

## **Baseline Data**

The application narrative must include data detailing:

- ✓ how many students and/or educators will be served.
  - 102 students in Kg-2<sup>nd</sup> grade along with 1 music teacher will be served.

- ✓ how and when participant feedback data collection will take place and what metrics are used to determine a successful program tracking reading, math, and behavioral data.
  - The program will collect participant feedback data collection will utilizing The Music Play program pre/post assessments. Student Reading & Math data will be based on FAST progress monitoring assessments and the student behavioral data will be tracked using FOCUS software.
- ✓ how and when pre/post assessments take place for student programming and what metrics are used to determine student growth within a program.
  - The Music Play pre/post assessments will be used to determine student growth.
- ✓ how participation may improve students' success within the arts; pre/post music assessment.
  - Progress monitoring data for reading and math will be taken into account as the teacher implements the program scope & sequence.

### **Project Goals**

The LCSB project goals include:

- ✓ identify targeted number of students to be served through onsite programming and detail how this information will be captured and reported.
  - All 102 Kg-2<sup>nd</sup> grade students at Hosford Elementary and Junior High School have been identified as targeted students to be served through onsite programming. This information will be captured and reported using FOCUS.
- ✓ identify targeted number of relationships with Florida teachers and school district administration and how this information will be captured and reported.
  - The one school teacher will work with the one district administrator who manages all grants and curriculum for the district.
- ✓ identify targeted goal for curriculum alignment and development and how this information will be captured and reported.
  - The music teacher will utilize the Kg-2<sup>nd</sup> grade curriculum to scaffold students' knowledge of music instruments and standards, in order to prepare them for the intermediate and secondary grade level programs, which she also teaches.

### **Deliverable Requirements**

The LCSB application packet includes project deliverables as outlined on the attached Project Performance and Accountability Form. This form reflects activities and program performance during each reporting period. All reports, except final report, will be a cumulation of work done in a given quarter and submitted on a quarterly basis as identified once grant funds have been received.

### **Intended Impacts or Projected Outcomes**

The LCSB application narrative identifies the primary outcome of the program and the impact of success for the participant, including:

- ✓ outcomes on how this work will impact students in their community and throughout the state of Florida.

- Student understanding of music at the primary grade levels will impact students in their community as they perform in public activities and parent nights in conjunction with the local Arts Council events.
- ✓ provide measurable outcomes specific to the project activities and the impact that has on the understanding of the program objectives.
  - Pre/post test data will provide measurable outcomes specific to the program activities and reflect an understanding of the program objectives.





## 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 (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost (optional)
Music instruction 30 minutes twice a week with certified teacher	Provide documentation of ongoing K-2 music curriculum implementation.	Music schedule Master schedule K-2 Music roster Teacher certification	Q1: October 28, 2024	No cost
Purchase new instruments & continue to implement MusicPlay curriculum	Provide K-2 music content at least twice a week for 30+ minutes with a certified music teacher using MusicPlay curriculum	Skyward documentation, encumbered PO	Q2: January 3, 2025	\$6,171.00
Music instruction with a certified teacher	Provide documentation of ongoing K-2 music curriculum implementation.	K-2 class lesson plans K-2 concert programs	Q3: March 13, 2025	No cost
Increased music proficiency for K-2	Provide documentation of ongoing K-2 music curriculum implementation.	Student post-test data	Q3: March 13, 2025	No cost

Increased music proficiency for K-2	Program documentation	Completed purchase documentation	Q4: June 30, 2025	No cost

*Note: Add additional lines if necessary*

**2024-2025 General Appropriations Act  
Early Childhood Music Education Incentive Program**

The applicant must use grant funds in accordance with the requirements of this RFA. The purpose of the Early Childhood Music Incentive Program project is to assist participating school districts in implementing comprehensive music education programs for students in kindergarten through grade 2.

I certify that in accordance with the requirements of this funding, the LEA will:

1. Comply with all reporting requirements and submit required reports to the Florida Department of Education at such time and in such manner and containing such information as the department may subsequently require.
2. Cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Florida Department of Education, the Florida Auditor General; (ii) the Department and/or its Inspector General; or (iii) any other federal or state agency, commission, or department in the lawful exercise of its jurisdiction and authority.
3. Report, at the end of the grant period, on the comprehensive K-2 music education programs implemented throughout the school year which should include but is not limited to: certification status of music teachers included in the program, evidence of Florida's state academic standards aligned music instruction for at least 30 consecutive minutes 2 days a week, and documentation that evidences all funds were spent in support of implementation of the music program.
4. Collect charter school certification forms from eligible charter schools identified for participation in the program and include that documentation as part of the district grant application and ensure charter school closeout documentation is submitted to the Florida Department of Education.

Kyle Peddie  
Printed Name of Superintendent

Liberty  
District

Applicant's Superintendent or Authorized Representative:

Signature: 	Date: 10/15/2024
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**Please return this certification with the project application.**