


**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Liberty County School District	<b>2 PROJECT NUMBER</b> 390-2263B-4CSS1
<b>3 PROJECT/PROGRAM TITLE</b> School Improvement Support Plan  <p align="center"><b>TAPS 24A318</b></p>	<b>4 AUTHORITY</b> <b>84.010A Title I Part A School Improvement 1003 USDE or Appropriate Agency</b>  <b>FAIN#: S010A220009</b>
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 11/01/2023 - 09/30/2024 Program Period: 11/01/2023 - 09/30/2024
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:           \$359,810.84 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:                \$359,810.84	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <u>09/30/2024</u></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2024</u></li> <li>• Last date for receipt of proposed budget and program amendments: <u>08/30/2024</u></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> Carla Greene <b>Phone:</b> (850) 245-0983 <b>Email:</b> <a href="mailto:Carla.Greene@fldoe.org">Carla.Greene@fldoe.org</a> <b>Grants Management:</b> Unit A (850) 245-0735	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>UEI#: LVN6Y885WAC4</b> <b>FEIN#: F596000720001</b>
<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>• 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.</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>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <hr/>           Authorized Official on behalf of the            Commissioner of Education         </div> <div style="text-align: center;"> <u>01/23/2024</u>            Date of Signing         </div> <div style="text-align: right;">  </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


<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>Supplemental School Improvement Grant</b>  <b>TAPS NUMBER: 24A318</b>	<b>DOE USE ONLY</b>  Date Received  11. 30. 23
<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 - 2263B - 4CSS1
<b>C) Total Funds Requested:</b>  <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;"> <b>\$359,810.84</b> </div> <b>DOE USE ONLY</b>  Total Approved Project: \$ 359, 810. 84	<b>D) Applicant Contact &amp; Business Information</b>	
Contact Name: <b>Mandie Fowler</b> Fiscal Contact Name: <b>Melanie King</b>		Telephone Numbers:  <div style="text-align: center; font-weight: bold;">850-643-2275</div>
Mailing Address: <b>11051 NW SR 12, Bristol, FL, 32321</b>		E-mail Addresses: <a href="mailto:mandie.fowler@lcsb.org">mandie.fowler@lcsb.org</a> <a href="mailto:melanie.king@lcsb.org">melanie.king@lcsb.org</a>
Physical/Facility Address: <b>11051 NW SR 12, Bristol, FL, 32321</b>		UEI number: LVN6Y885WAC4  FEIN number: F596000720001
<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>		
E)	_____ Superintendent Title	_____ 12/1/2023 Date

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

<b>A) Name of Eligible Recipient/Fiscal Agent:</b>	<b>Liberty County</b>
<b>B) DOE Assigned Project Number:</b>	390-2263B-4CSS1
<b>C) TAPS Number:</b>	<b>24A318</b>

(1) FUNCTION	(2) OBJECT	(3) Account Title and Narrative	(4) FTE POSITION	(5) AMOUNT	(6) % Allocated to This Project
6400	730	Payment/Reimbursement for certification exams for ESE K-12 certification exams (50 teachers @ \$120/each) District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$ 6,000.00	100%
6400	730	Payment/Reimbursement for adding appropriate ESE L-12 and/or ESOL endorsement certifications to teacher certifications (75 teachers \$120/each) District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$ 6,000.00	100%
6400	140	Substitutes for teachers for exam date(s) @ \$125/day * 50 days District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$ 6,250.00	100%
6400	220	Social security for substitutes (6.2%)		\$ 387.50	100%
6400	221	Medicare for substitutes (1.45%)		\$ 90.63	100%
6400	240	Workers Comp for substitutes (0.468%)		\$ 29.25	100%
6400	120	Two district lead teachers to prepare and provide summer professional development on Intervention strategies & coteaching. Houly rate of \$35/hour, 10 days @ 7 hours/day District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$4,900.00	100%
6400	210	Retirement for 2 district lead teachers (12%)		\$588.00	100%
6400	220	Social Security & Medicare for 2 district lead teachers (7.65%)		\$374.85	100%
6400	240	Workers Comp for 2 district lead teachers (0.468%)		\$22.93	100%
6400	120	Summer Teacher salaries to participate in professional development on Intervention strategies & coteaching \$125/day * 50 Teachers, * 2 days District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$12,500.00	100%
6400	210	Retirement for teachers (12%)		\$1,500.00	100%
6400	220	Social Security & Medicare for teachers (7.65%)		\$956.25	100%
6400	240	Workers Comp for teachers (0.468%)		\$58.50	100%

5100	120	Partial salaries for 6 teachers to provide interventions for identified students Tier 2 and Tier 3 students at the elementary level, and 2 teacher to provide interventions for identified middle and high school students (8*20 hours*35 weeks*\$33/hour) District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$184,800.00	100%
5100	210	Retirement for teachers (12%)		\$22,176.00	
5100	220	Social security & Medicare for teacher salaries (7.65%)		\$14,137.20	100%
5100	240	Workers Comp for teacher salaries (0.468%)		\$864.86	100%
5200	5100	Materials to support ESE & ESOL students (classroom supplies: paper, folders, binders, pens, markers, etc) District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$1,773.54	100%
6300	110	Partial salary for one administrator to track ESE & ESOL student data, professional development goals, and other applicable activities (20 hours/week @ \$40/hour, 42 weeks) District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$ 33,600.00	100%
6300	210	Retirement for administrator (18.6%)		\$6,249.60	100%
6300	220	Social Security & Medicare for administrator (7.65%)		\$2,570.40	100%
6300	240	Workers Comp for administrator (0.468%)		\$157.25	100%
7700	160	Partial salary for one support staff to maintain grant records & payroll (20 hours/week @\$15/hour, 35 weeks) District-wide initiative, all ESSA identified schools only (LCHS & Tolar)		\$ 24,500.00	100%
7700	210	Retirement for support staff (12%)		\$2,940.00	100%
7700	220	Social Security & Medicare for support staff (7.65%)		\$1,874.25	100%
7700	240	Workers Comp for support staff (0.468%)		\$114.66	100%
					100%
7200	792	Indirect Cost (6.78%)		\$ 24,395.17	100%

<b>D) TOTAL</b>			<b>\$ 359,810.84</b>	
<b>DOE ATTESTATION (Program and Grants Management)</b>			 <b>FLORIDA DEPARTMENT OF EDUCATION</b> fldoc.org	
The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.				
			April 2022	DOE 101S

# Bureau of School Improvement

## [Local Educational Agency]

### LEA Eligibility and Program Requirements

Funds will be allocated to Local Educational Agencies (LEAs) to serve student populations as identified by the Every Student Succeeds Act (ESSA) Federal Percent of Points Index in schools implementing targeted and comprehensive support and improvement activities. Local Educational Agencies must complete an LEA Supplemental School Improvement Grant Plan and Assurances. The LEAs must work with eligible charter schools to submit one plan. Submission guidelines and additional eligibility criteria can be found in the project Request for Application (RFA).

### Directions

LEAs must complete the LEA Supplemental School Improvement Grant Plan and Assurances to support the application for 2023-24 Supplemental School Improvement Grant funds.

### Assurances

Check the box to indicate adherence to the assurance.

#### Assurance 1: Request for Applications

The LEA shall follow the intent and requirements of the Supplemental School Improvement Grant as outlined in the RFA.

#### Assurance 2: General Terms, Assurances and Conditions

The LEA must have a signed statement by the agency head certifying applicant adherence to the Florida Department of Education's (FDOE) *General Terms, Assurances, and Conditions for Participation in Federal and State Programs*.

#### Assurance 3: Risk Analysis

The LEA must have a Risk Analysis (DOE 610) on file with FDOE in order to apply for the Supplemental School Improvement Grant.

#### Assurance 4: Supplement, not Supplant

The LEA shall ensure that each school the LEA will serve must receive all of the state and local funds it would have received in the absence of the Supplemental School Improvement Grant funds.

#### Assurance 5: Alignment of Activities

The LEA shall ensure the activities requested at eligible schools align to an Area of Focus within the district-approved School Improvement Plan (SIP). If a LEA is a charter LEA, the SIPs must be approved by the sponsor LEA.

#### Assurance 6: Instructional Programs

The LEA shall ensure the SIP includes one or more evidence-based intervention that meet the three levels of evidence as defined by ESSA section 8101(21)(A), 20 U.S.C. § 7801(21)(A). If the Supplemental School Improvement Grant funds are requested for an evidence-based based intervention, it must meet the three levels of evidence as defined by ESSA.

#### Assurance 7: Deliverables and Monitoring

The LEA shall ensure that the deliverables for monitoring are prepared and submitted as required by BSI. BSI reserves the right to conduct desktop or on-site monitoring of each school site and LEA.

## Assurance 8: Adherence to K-12 ESEA Common Federal Program Guidance

The LEA assures that they will comply with the K-12 Elementary and Secondary Education Act (ESEA) Common Federal Program Guidance.

### Supports for School Improvement

#### 1. Developing and Implementing

Describe how the LEA will support each school identified as Additional Targeted School Improvement (ATSI), Targeted School Improvement (TSI), or Comprehensive School Improvement (CSI) in developing or implementing a SIP. (ESSA section 1111(d)(2).)

Liberty County will support each school identified as ATSI during their School Improvement Plan development, through identifying targeted professional learning goals, providing additional resources, and as well as targeted student supports using SSI grant funds.

#### 2. Alignment of Resources

Describe the process through which the LEA aligns all district resources (e.g., personnel, instructional, curricular, policy) to meet the needs of all students and maximize desired student achievement outcomes.

Include the methodology for aligning federal, state and local funds, services and programs to align to targeted or comprehensive support and improvement activities supported with Supplemental School Improvement Grant funds. (ESSA section 1003(2)(e)(1)(E).) Include how the LEA prioritized the schools and activities with this allocation.

Provide the person(s) responsible, frequency of meetings, inventory of resources, and any problem-solving activities used to determine how to apply resources for the highest impact.

The LCSB district administrators meet monthly with all principals to identify current needs and reflect on student data. As federal, state, and local funds are identified, the LCSB surveys the schools and communities for suggestions/needs, and based on research as well as student and school needs, priorities allocation dollars.

The Director of Curriculum and Instruction, Mandie Fowler is responsible for managing grants and resources, while the Director of Student Services, Lara Deason, is responsible for targeting specific areas as pertaining to this grant and identified subgroup data. The Assistant Superintendent, Jeff Sewell, maintains student data & teacher VAM scores and provides targeted assistance as well.

### 3. LEA Policies and Practices

Identify specific procedures and practices the LEA will seek to add, modify or remove in order to establish or strengthen systems that support school-based leadership teams to implement interventions. Provide the rationale for the proposed changes and the steps required to make the modifications, including person(s) responsible for implementation and follow-up.

At this time, the LEA has identified specific staff professional learning needs, and will utilize grant funds to improve these areas.

### 4. Operational Flexibility

\*Provide the LEA's definition of "operational flexibility" provided to schools identified as ATSI, TSI, or CSI to enable full and effective implementation of the SIP. (ESSA section 1111(b)(2)(C).)

The LEA has two schools who are identified as ATSI, both of whom have been very involved in their control of how grant funds should be targeted as well as which teachers and staff would most benefit from additional professional learning opportunities.

### 5. External Partners

Describe the LEA's review process to recruit, select, and evaluate any external partners with whom the LEA will collaborate through the use of these funds.

At this time, the LEA plans to continue to provide professional learning opportunities through the Florida Inclusion Network, the Panhandle Area Education Consortium, and providing in-district summer PLC opportunities.



## 6. Monitoring

Describe how the LEA will monitor each school receiving this grant funding, including how the LEA will monitor the SIP upon submission and implementation of the SIP. (ESSA section 1111(d)(2)(B)(iv).)

The LEA reviewed each SIP prior to submission in October, and grant goals have been aligned with those targeted areas. Monitoring will take place in the forms of observations, student data review, PLC participation follow up, teacher certifications, and targeted lesson plan feedback.


## 7. Sustainability

Explain the strategies and activities the LEA will implement to support the eligible school after exiting ATSI, TSI, or CSI status.

Once grant funds are exhausted, the LEA will look for new sources of implementation, including federal grant funds.

## Acknowledgement

The LEA verifies the information in this form and confirms that they have collaborated with the schools.

<b>Name and title of person responsible for completion and submission of the application</b>
Mandie Fowler, Director of Curriculum & Instruction
<b>Contact information: email, phone number</b>
<a href="mailto:mandie.fowler@lcsb.org">mandie.fowler@lcsb.org</a> , 850-643-2275
<b>Date submitted to the Bureau of School Improvement</b>
December 1, 2023
<b>Superintendent Signature (or authorized representative)</b>


## 2023-24 Supplemental School Improvement Grant Review for Liberty

Thank you for your submission of the 2023-24 SSIG Application. Upon review, we have identified the areas below in need of additional clarification. Please send this form, along with the updated application, to [BSI@fldoe.org](mailto:BSI@fldoe.org).

Function Code	Object Code	Account Title & Narrative	Feedback/Clarification Requests	LEA Response
6400	730	<p><b>Payment/reimbursement for certification exams for ESE K-12</b></p> <p><b>Payment/reimbursement for adding appropriate ESE L-12 and/or ESOL endorsement certifications to teacher certifications</b></p>	<p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools) District-wide initiative (All ESSA Identified schools only) Specific ESSA Identified schools (Include List)</p>	District-wide initiative, all ESSA identified schools only (LCHS & Tolar)
6400	140	<b>Substitutes for teachers for exam dates</b>	<p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools) District-wide initiative (All ESSA Identified schools only) Specific ESSA Identified schools (Include List)</p>	District-wide initiative, all ESSA identified schools only (LCHS & Tolar)
6400	120	<b>Teacher hourly rate for teachers to time to study for ESE K-12 certification exams or work on ESOL endorsement coursework</b>	Study time not approved. Please revise narrative.	<b>Removed</b>

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<b>6400</b>	<b>120</b>	<b>Two district lead teachers to prepare and provide summer professional development</b>	<p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools)  District-wide initiative (All ESSA Identified schools only)  Specific ESSA Identified schools (Include List)</p>	District-wide initiative, all ESSA identified schools only (LCHS & Tolar)
<b>6300</b>	<b>120</b>	<b>Summer Teacher salaries to participate in professional development</b>  <b>Partial salaries for 3 Guidance Counselors to provide targeted family and student supports</b>	<p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools)  District-wide initiative (All ESSA Identified schools only)  Specific ESSA Identified schools (Include List)</p>	District-wide initiative, all ESSA identified schools only (LCHS & Tolar)
<b>5900</b>	<b>160</b>	<b>OPS High School students to tutor targeted ESE and/or ESOL students</b>	Not approved. Please revise budget.	<b>Removed &amp; funds applied to additional teacher salaries for interventions</b>
<b>7800</b>	<b>652</b>	<b>Car to provide transportation for ESE/ESOL students</b>	Not approved. Please revise budget.	<b>Removed &amp; funds applied to additional teacher salaries for interventions</b>

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<b>5200</b>	<b>5100</b>	<b>Materials to support ESE &amp; ESOL students</b>	<p>Please specify materials.</p> <p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools)          District-wide initiative (All ESSA Identified schools only)          Specific ESSA Identified schools (Include List)</p>	<p><b>(classroom supplies: consumable items to include: workbooks, paper, folders, binders, pens, markers, crayons, journals, pencils)</b></p> <p><b>District-wide initiative, all ESSA identified schools only (LCHS &amp; Tolar)</b></p>
<b>5200</b>	<b>369</b>	<b>Technology Rentals to support ESE &amp; ESOL</b>	<p>Please specify what technology rentals intended for purchase.</p> <p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools)          District-wide initiative (All ESSA Identified schools only)          Specific ESSA Identified schools (Include List)</p>	<p><b>Removed &amp; funds applied to additional teacher salaries for interventions</b></p>
<b>6300</b>	<b>110</b>	<b>Partial salary for one administrator to track ESE &amp; ESOL student data</b>	<p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools)          District-wide initiative (All ESSA Identified schools only)          Specific ESSA Identified schools (Include List)</p>	<p><b>District-wide initiative, all ESSA identified schools only (LCHS &amp; Tolar)</b></p>

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<b>7700</b>	<b>160</b>	<b>Partial salary for one support staff to maintain grant records &amp; payroll</b>	<p>Please specify which of the following descriptions fits this activity:</p> <p>District-wide initiative (All schools)</p> <p>District-wide initiative (All ESSA Identified schools only)</p> <p>Specific ESSA Identified schools (Include List)</p>	<b>District-wide initiative, all ESSA identified schools only (LCHS &amp; Tolar)</b>
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