



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary)

Bureau / Office

Just Read, Florida!

TAPS Number: 22A211

Program Name

Reading Tutoring for K-3 Students

Specific Funding Authority(ies)

Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) Elementary and Secondary School Emergency Relief Fund (ESSER II)

CFDA NUMBER 84.425D

Funding Purpose / Priorities

The purpose of this funding is to support direct student tutoring in reading to focus on closing achievement gaps and accelerating student reading achievement. The tutoring would include programs that deploy trained tutors to classrooms across the state to support students with reading. Tutoring programs will engage research-based practices and implement literacy rich schedules for identified students that would benefit from these additional supports. The goal is to provide targeted individual or small group tutoring and other student level instruction and support to improve grade level reading by the end of third grade.

Total Funding Amount

\$57,000,000 for LEAs in accordance with the attached allocation chart. Each sponsoring LEA shall provide a proportional allocation to each charter school in their district.

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

January 1, 2022 – September 30, 2023

The project effective date will be the date that the application is received within DOE meeting conditions for acceptance.

DOE 900D March 2021

Target Population(s)

The Applicant will recruit, train and deploy reading tutors for K-3 students, first and foremost, prioritizing K-1 students. Reading tutors may include, but not limited to, high school students, college/university students, retired teachers and/or community volunteers. If the Applicant chooses to leverage these funds to support the Reading Achievement Initiative and Scholastic Excellence (RAISE) High School Tutoring Program established under HB 7011, the Applicant must meet the RAISE High School Tutoring Program expectations.

Eligible Applicant(s)

Local Educational Agencies, including Charter School Local Educational Agencies.

Application Due Date

The DOE 100A Project Application Form and Programmatic, Fiscal, and Reporting Assurances are due on or before Tuesday, December 21, 2021. The Project Performance Accountability form, project narrative, and DOE 101 Budget Narrative Form must be submitted within 60 days of receipt of the project award.

The due date refers to the date of receipt in the Office of Grants Management.

For Federal programs, the project effective date will be the date that the application is received within the Office of Grants Management meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in Florida Statutes or proviso.

Matching Requirement

None

Contact Persons

Program Contact

Lindsey Brown
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Grants Management Contact

Lynn Talley
Office of Grants Management
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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>.

To participate in the Reading Tutoring Program, LEAs must agree to the following assurances:

1. The Applicant acknowledges that the U.S. Department of Education generally does not consider the following to be an allowable use of ESSER II funds: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.
2. The Applicant and any other entity that receives ESSER funds through the subgrant awarded hereunder will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 315 of the CRRSA Act. In addition, the Applicant will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. ESSER II funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
3. The Applicant will 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.
4. The Applicant will 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.
5. **Program Assurance 1:** The Applicant will recruit, train and deploy reading tutors for K-3 students, first and foremost, prioritizing K-1 students. Reading tutors may include, but not limited to, high

school students, college/university students, retired teachers and/or community volunteers. If the Applicant chooses to leverage these funds to support the Reading Achievement Initiative and Scholastic Excellence (RAISE) High School Tutoring Program established under HB 7011, the Applicant must meet the RAISE High School Tutoring Program expectations.

6. **Program Assurance 2:** The Applicant will attend training provided by the Florida Center for Reading Research (FCRR) and utilize the tutoring training materials and resources to train recruited tutors to ensure evidence-based comprehensive resources are utilized to effectively train and support tutors.
7. **Program Assurance 3:** The Applicant will provide initial and ongoing training and support, including tutor supervision. If the Applicant is utilizing funds to implement the RAISE High School Tutoring Program, the Applicant must follow requirements in law regarding supervision expectations.
8. **Program Assurance 4:** The Applicant will report tutoring approach, number of tutors trained and deployed, number of students served, number of tutoring hours, and district level pre/post assessment data using the Comprehensive Screening and Progress Monitoring System.
9. **Program Assurance 5:** The Applicant must participate in an FCRR conducted program evaluation of outcomes related to implementation of the tutoring programs during the 2022-23 school year.

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 <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xls>

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://web01.fldoe.org/TrainingAssessment/SignOn/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). 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.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101 within 60 days of the project award. 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-procedure.shtml>.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

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 contract manager shall periodically review the progress made on the activities and deliverables listed. If the contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced payment or request the contractor redo the work or terminate the contract. The contract 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 contractor to meet the timely and desired results. These financial consequences shall not be considered penalties.

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 meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

Unallowable Expenses:

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 www.myfloridacfo.com/aadir/reference_guide/.

Pursuant to guidance issued by the U.S. Department of Education, “The [U.S. Department of Education] generally does not consider the following to be an allowable use of ESSER II funds, under any part of section 313: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

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, www.myfloridacfo.com/aadir/reference_guide/.

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.

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-procedure.stml>.

Administrative Costs including Indirect Costs

Local educational agencies (LEAs) may take reasonable and necessary administrative costs, to include direct and indirect costs. Indirect costs may be taken up to the negotiated, unrestricted indirect cost rate. However, to ensure that the total administrative costs are reasonable, the total direct and indirect costs may not exceed five percent (5%) of the LEA's total award.

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/.

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>.

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>

Narrative Section

Scope of Work/Narrative

Commit to the Reading Tutoring for K-3 Students Assurances as evidence by Chief Executive Officer, or Authorized Representative, signature on the PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES document attached. In addition, complete the Project Performance Accountability Form and budget, for submission within 60 days of receipt of the project award.

Conditions for Acceptance

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

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA
 - 2) The initial application includes required forms: DOE 100A Project Application Form and Programmatic, Fiscal, and Reporting Assurances.
 - 3) The Project Performance Accountability form, project narrative, and DOE 101 Budget Narrative Form will be submitted within 60 days of receipt of the project award.
 - 4) All required forms must have the assigned TAPS Number included on the form
 - 5) 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.
- 6) Application must be submitted electronically to the Office of Grants Management to mail to: ESSER2Tutoring@fldoe.org.

Florida Department of Education Elementary and Secondary School Emergency Relief Fund (ESSER II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act)		
Reading Tutoring for K-3 Students		
10	Alachua	\$603,499
20	Baker	\$106,457
30	Bay	\$530,431
40	Bradford	\$62,028
50	Brevard	\$1,452,278
60	Broward	\$5,199,074
70	Calhoun	\$40,137
80	Charlotte	\$298,836
90	Citrus	\$312,741
100	Clay	\$739,593
110	Collier	\$904,918
120	Columbia	\$223,633
130	Miami-Dade	\$6,601,744
140	DeSoto	\$94,164
150	Dixie	\$45,967
160	Duval	\$2,854,257
170	Escambia	\$835,230
180	Flagler	\$241,552
190	Franklin	\$27,086
200	Gadsden	\$100,367
210	Gilchrist	\$62,578
220	Glades	\$42,888
230	Gulf	\$36,690
240	Hamilton	\$30,477
250	Hardee	\$107,867
260	Hendry	\$271,243
270	Hernando	\$449,049
280	Highlands	\$257,758
290	Hillsborough	\$4,590,365
300	Holmes	\$60,680
310	Indian River	\$342,200
320	Jackson	\$130,576
330	Jefferson	\$17,190
340	Lafayette	\$23,013
350	Lake	\$907,636
360	Lee	\$1,900,858
370	Leon	\$693,611

Florida Department of Education Elementary and Secondary School Emergency Relief Fund (ESSER II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act)		
Reading Tutoring for K-3 Students		
380	Levy	\$121,864
390	Liberty	\$24,861
400	Madison	\$52,793
410	Manatee	\$1,018,817
420	Marion	\$856,614
430	Martin	\$354,114
440	Monroe	\$170,330
450	Nassau	\$248,266
460	Okaloosa	\$636,312
470	Okeechobee	\$133,976
480	Orange	\$4,034,285
490	Osceola	\$1,379,670
500	Palm Beach	\$3,738,153
510	Pasco	\$1,557,858
520	Pinellas	\$1,929,084
530	Polk	\$2,085,455
540	Putnam	\$221,503
550	St. Johns	\$875,916
560	St. Lucie	\$805,533
570	Santa Rosa	\$525,358
580	Sarasota	\$827,498
590	Seminole	\$1,302,492
600	Sumter	\$184,941
610	Suwannee	\$124,711
620	Taylor	\$60,565
630	Union	\$54,835
640	Volusia	\$1,228,523
650	Wakulla	\$102,109
660	Walton	\$216,436
670	Washington	\$71,481
685	FAMU Lab School	\$12,256
687	FAU Lab School	\$58,341
371	FSU Lab	\$60,128
15	UF Lab School (PK Yonge)	\$14,894
48C	Florida Virtual School	\$518,275
99H	IDEA	\$45,548
98Z	KIPP Miami	\$29,303

Florida Department of Education
Elementary and Secondary School Emergency Relief
Fund (ESSER II)
Coronavirus Response and Relief Supplemental Appropriations
Act (CRRSA Act)

Reading Tutoring for K-3 Students

53D	Lake Wales Charter School	\$98,253
50D	South Tech Charter Academy	\$0
48K	UCP of Central Florida	\$19,978
	State	\$57,000,000