



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

MEETING DATE	Mar 17 2015 10:15AM - Regular School Board Meeting
AGENDA ITEM	OPEN ITEMS
CATEGORY	II. OFFICE OF THE SUPERINTENDENT
DEPARTMENT	Teacher Development

ITEM No.:

**II-4.**

TITLE:

Florida Atlantic University Cost-Reimbursable Research Agreement #SRJ71, Centers of Excellence in Elementary Teacher Preparation - Collaborative Transformation: Establishing Excellence in Elementary Preparation (CTE3P) Program subcontract

**REQUESTED ACTION:**

Approve Florida Atlantic University (FAU) Cost-Reimbursable Research Agreement #SRJ71, Centers of Excellence in Elementary Teacher Preparation - Collaborative Transformation: Establishing Excellence in Elementary Preparation (CTE3P) Program subcontract.

**SUMMARY EXPLANATION AND BACKGROUND:**

FAU's College of Education was awarded a Florida Department of Education Centers for Excellence in Elementary Teacher Preparation grant. Broward County Public Schools (BCPS) is a partner in the design and implementation of the grant. The School Board of Broward County, Florida's portion of the award is designated to hire a grant facilitator for the duration of the grant and who will coordinate and collaborate on the redesign of FAU's teacher preparation program. The redesign will improve FAU's pre-service elementary teacher training in core subject areas (math, science, social studies, and English language arts / reading). This project will provide better-prepared novice teachers to employing districts. The Agreement will be effective on the date that the subcontract has been executed by both parties. This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

**SCHOOL BOARD GOALS:**

Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

**FINANCIAL IMPACT:**

The positive financial impact to the District for Year One is \$105,933.00 The three-year project is funded through a subcontract from FAU as the fiscal agent for the Florida Department of Education's Race to the Top Fund for Year One and FLDOE Title II, Part A, Teacher and Principal Training and Recruiting Fund for Years Two and Three.

**EXHIBITS: (List)**

(1) Executive Summary (2) Florida Atlantic University Cost-Reimbursable Research Agreement

**BOARD ACTION:**

**APPROVED**

(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Dr. Elisa Calabrese	Phone: 321-5044
Name:	Phone:

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Senior Leader & Title

Dr. Elisa Calabrese - Chief Talent Development Officer

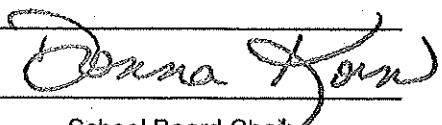
Approved In Open Board Meeting On:

**MAR 17 2015**

**Signature**

Gracie M. Diaz

Monday, March 09, 2015 9:24:11 AM

By: 

School Board Chair

# Executive Summary

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The *Collaborative Transformation: Establishing Excellence in Elementary Preparation* (CTE3P) grant is a strengthened, replicable, sustainable teacher preparation program that equips novice teachers with individualized instructional competency profiles, showing strengths and growth areas that will lead them to sustained, supported self-improvement and prepare them for advanced study. **The project will provide better-prepared novice teachers to employing districts.**

The CTE3P grant is a three-year Florida Department of Education grant awarded to Florida Atlantic University on December 9, 2014 to redesign their undergraduate elementary teacher preparation program. The redesign is intended to improve (1) pre-service teacher training in the core subject areas of mathematics, science, social studies and English language arts/reading and (2) practical clinical experiences to better prepare teacher candidates for K-5 classroom success with specific goals that will:

- Improve teacher candidate content knowledge of the increasingly rigorous requirements for K-5 students and prepare candidates for graduate coursework;
- Identify and train district effective and highly effective teachers to serve as cooperating teachers in accordance with FL Statutes 1012. Et. Seq.;
- Use districts' Marzano Teacher Evaluation Model to document teacher candidates' instructional effectiveness after extensive professional learning for all participants (district teachers included);
- Develop data-driven performance feedback systems to provide continuous program improvement.

This subcontract Agreement is between Florida Atlantic University and The School Board of Broward County, Florida. The Agreement will be effective on the date that the subcontract has been executed by both parties. Broward County's portion of the award will be used to hire a full-time grant facilitator who will coordinate all activities outlined in the Scope of Work. The grant facilitator position will be advertised upon approval of this Agreement. The grant facilitator will also serve as a District resource by identifying high performing FAU teacher candidates participating in the grant activities. The grant facilitator will collaborate with the District's Instructional Staffing Department to offer early contracts to develop a pool of quality candidates for vacant elementary education positions.

**FLORIDA ATLANTIC UNIVERSITY  
COST-REIMBURSABLE RESEARCH AGREEMENT #SRJ71**

This Cost Reimbursable Agreement is entered into in order to specify the terms and conditions under which Florida Atlantic University, acting for and on behalf of the Florida Atlantic University Board of Trustees, (hereinafter referred to as "FAU") and The School Board of Broward County, Florida (hereinafter referred to as "SBBC") will participate in the conduct of a project supported by the Florida Department of Education (hereinafter referred to as "Sponsor").

**General Information:**      **CFDA Number: 84.395A**  
                                 **Award Title: Centers of Excellence in Elementary Teacher Preparation**  
                                 **Sponsor Award Number: 501-RG611-5C001**  
                                 **Prime Award Period: 8/15/2014-7/31/2015**  
                                 **FAU SP #15-042**  
                                 **FAU Account # 580123**

**WHEREAS**, FAU and Sponsor entered into an agreement, attached hereto (Attachment B) and incorporated by this reference, wherein FAU was to provide certain services to Sponsor; and

**WHEREAS**, FAU and SBBC wish to enter into a subcontract wherein SBBC will provide certain services to FAU in FAU's performance of the contract;

**WHEREAS**, SBBC agrees to abide by all of the terms and conditions of the Sponsor-FAU agreement;

**WHEREAS**, the Agreement is for work approved by Sponsor as a portion of the statement of work shown in Attachment B;

**NOW, THEREFORE**, the parties agree that the foregoing statements of fact are true and correct and are incorporated herein by this reference. In consideration of the covenants and conditions contained in this Agreement ("the Agreement"), and other good and valuable consideration, the adequacy and receipt of which are acknowledged, FAU and SBBC agree as follows:

**Article I.      Scope of Work**

SBBC, as an Independent Contractor and not as an agent of FAU, agrees to provide all the necessary qualified personnel, equipment, materials (except as otherwise may be provided herein), and facilities to perform the work as described in its scope of work, which by this reference is incorporated into this Agreement.

**Article II.      Period of Performance**

The period of this Agreement shall be from 8/15/2014-7/31/2015 unless extended by written amendment to this Agreement.

**Article III. Estimated Cost**

FAU agrees to pay SBBC an amount not to exceed \$105,933 for the work described in Article I. Payment will be made upon receipt of SBBC's invoices.

SBBC's budget is incorporated into this Agreement as Attachment C. The allowability of costs will be determined in accordance with SBBC's methods of determining costs under its grants and contracts with the Sponsor, and with the Sponsor's policies applicable to research projects as in effect on the beginning date of the budget period of this Agreement. Where SBBC is normally required by these current policies to seek prior approval for actions from the Sponsor, SBBC shall direct its request to the Administrative Representative of FAU

SBBC is to submit monthly invoices to FAU on a cost reimbursable basis. Required supporting documentation, to be submitted with invoices, is clearly detailed and incorporated into this Agreement as Attachment A.

**Article IV. Authorized Representatives**

The authorized representatives of FAU and SBBC for technical and administrative matters shall be:

**THE SCHOOL BOARD OF  
BROWARD COUNTY, FL**

**Technical Representative:**

Linda S. Whitehead, Director  
3531 Davie Road  
Davie, FL 33314  
754-321-5018  
[linda.whitehead@browardschools.com](mailto:linda.whitehead@browardschools.com)

**Administrative Representative:**

Robert W. Runcie  
Superintendent of Schools  
600 SE 3<sup>rd</sup> Avenue  
Fort Lauderdale, FL 33301  
754-321-2600

**FLORIDA ATLANTIC UNIVERSITY**

**Technical Representative:**

Barbara Ridener, Associate Professor  
777 Glades Road  
Boca Raton, FL 33431  
954-297-3588  
[bridener@fau.edu](mailto:bridener@fau.edu)

**Administrative Representative:**

Nancy Thoman, Associate Director  
Sponsored Programs  
Division of Research  
777 Glades Road, ADM 207  
Boca Raton, FL 33431-0991  
(561) 297-4237 Phone  
(561) 297-2319 Fax  
[nthoman@fau.edu](mailto:nthoman@fau.edu)

**Audit Representative:**

Jim Wilkie, Director, Research Accounting  
Division of Research  
777 Glades Road, P.O. Box 3091  
Boca Raton, FL 33431-0991  
(561) 297-2606  
[jwilkie4@fau.edu](mailto:jwilkie4@fau.edu)

## **Article V. Reports**

As stated in Article VII Section C paragraph 3, SBBC must submit its most recent audit report to the FAU Audit Representative.

Quarterly financial reports are required by SBBC if it is not required under Article VII, entitled "Additional General Provisions", Section C paragraph 3, to submit its most recent audit report. The financial reports must be submitted to the FAU Audit Representative.

Final Progress Report - A Final Progress Report shall be submitted to the FAU Technical Representative within sixty (60) days of the close of the final project period for inclusion in the Principal Investigator's Final Progress Report.

## **Article VI. General Provisions**

The work to be performed under this Agreement is being supported by the Sponsor under Agreement No. 501-RG611-5C001. Therefore, if applicable, the rules and regulations governing the award to FAU are by this reference hereby incorporated into this Agreement, including, but not limited to, provisions governing care and treatment of laboratory animals, civil rights and equal employment opportunity, protection of human subjects, patents and inventions (specifically the Patents Rights Clause of 37 CFR 401.14), publications and rights in data.

This award is funded through the Recovery Act. 2 CFR 176.10(b) and (d), provides that recipients are required to identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133.

## **Article VII. Additional General Provisions**

All Florida Statutes can be located at the following web site:

**<http://www.leg.state.fl.us/citizen/documents/statutes/>**

The following general provisions shall apply to this Agreement:

### **A. Allowable Costs**

Allowable costs shall be determined by SBBC in accordance with cost principles generally accepted by, or required to be used by, similar institutions or organizations, that are in effect as of the effective date of this Agreement.

### **B. Billing**

Pursuant to Section 215.422(3)(b), Florida Statutes, a state agency (FAU) shall mail the SBBC's payment within forty (40) days after receipt of an acceptable invoice and after inspection and acceptance of the research deliverables provided in accordance with the terms and conditions of this Agreement.

Failure to mail the warrant within 40 days shall result in the agency paying interest in

accordance with Section 55.03, Florida Statutes. A "Vendor Ombudsman" has been established within the Florida Department of Banking and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The vendor ombudsman may be contacted at (904) 488-2924, or by calling the State Comptroller's Hot-line 1-800-848-3792.

SBBC agrees that bills and invoices for fees or other compensation for services or expenses shall cite the Agreement number.

The performance of FAU of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds, and the obligation of funds by the prime funding agency (Sponsor), or otherwise lawfully expendable for the purposes of this Agreement for the current and future periods. FAU shall give notice to SBBC of the non-availability of such funds when FAU has knowledge of such fact. Upon receipt of such notice by SBBC, SBBC shall be entitled to payment only for those services performed and expenses incurred prior to the date notice is received.

SBBC shall submit invoices based on the payment schedule specified in Article III, Cost. A final invoice must be received within 30 days after the budget period end date. Please forward all invoices to the following address:

Rick Laliberte, College of Education  
Florida Atlantic University  
777 Glades Road, P.O. Box 3091  
Boca Raton, FL 33431-0991  
[rlaliber@fau.edu](mailto:rlaliber@fau.edu)

### C. Audit

SBBC shall maintain and have available for audit and inspection all administrative and financial documents, and all other records, pertinent to the financial costs allocated to this agreement for a period of three years following the termination date except that, if an audit is initiated before the expiration of the three year period, the records shall be retained until audit findings have been resolved. The above records are subject to inspection and audit by FAU, its designated representatives, representatives of Sponsor, or the Comptroller General of the United States at all reasonable times during the life of the grant and for three years thereafter.

Any costs reimbursed by FAU which are subsequently found to be disallowed under audit shall be refunded to FAU by SBBC. SBBC agrees to comply with the requirements of OMB Circular A-133 or A-128 as appropriate. In cases of non-compliance with federal laws and regulations, SBBC will also provide copies of responses to auditor's reports and a plan for corrective action. All records and reports prepared in accordance with the requirements of OMB Circular A-133 or A-128 shall be available for inspection by FAU, its designated representatives, representatives of Sponsor, or the Comptroller General of the United States at all reasonable times during the life of the grant and for three years thereafter.

If SBBC is required to perform an A-133 Audit, SBBC must provide FAU with a copy of its most recent audit report.

#### D. Equipment

FAU and SBBC agree that if SBBC purchases permanent equipment under this Agreement, title to such equipment will vest in the SBBC under the same conditions as apply under FAU's grant with the Sponsor and that FAU shall have the same rights to require transfer of equipment as the Sponsor has.

#### E. Income

SBBC is accountable to FAU for Sponsor's share of any program-related income. FAU will be responsible for the records on the receipt and disposition of any such income. SBBC will maintain such records as are necessary for FAU to fulfill its responsibility. The disposition of the income will be in accordance with Sponsor's policy.

#### F. Indemnification

Each party hereby assumes any and all risk of personal injury and property damage attributable to the negligent acts or omissions of that party and the officers, employees and agents thereof. SBBC will assure that persons subcontracting with or otherwise acting or engaged to act in the instance of SBBC in furtherance of SBBC fulfilling its obligations under this Agreement will assume such risk with respect to the willful or negligent acts or omissions of their personnel. The parties further agree that nothing contained herein will be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida or its agents and agencies to be sued by reason hereon; (2) the consent of the State of Florida or its agents and agencies to be sued by reason hereon; (3) or a waiver of sovereign immunity of the State of Florida beyond the waiver and limits to liability provided for in Section 768.28 of the Florida Statutes.

#### G. Amendments

Any amendments, including renewals, alterations or modifications to the Agreement must be signed by the signatories to this Agreement.

#### H. Governance

The validity, construction and effect of this Agreement shall be governed by the laws of the State of Florida. FAU, as an agency of the State of Florida, and SBBC, as a political subdivision of the State of Florida, are entitled to the benefits of sovereign immunity, including immunities from taxation. In the event either party is required to obtain from any governmental authority any permit, license or authorization as a prerequisite to perform its obligations under this Agreement, the cost shall be borne by the party required to obtain such permit, license or authorization.

In accordance with Section 287.133(2)(a), Florida Statutes, SBBC certifies that to the best of its knowledge and belief, neither SBBC nor any individual or affiliate employed by it or subcontracted by it has been convicted of a public entity crime and has been placed on the convicted vendor list in the 36-

month period preceding the effective date of this Agreement.

SBBC shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by SBBC in conjunction with this Agreement. Refusal by SBBC to allow such public access shall be grounds for cancellation of this Agreement by FAU.

In accordance with Section 112.3185, Florida Statutes, SBBC certifies that to the best of its knowledge and belief, no individual employed by it or subcontracted by it has an immediate relation to any employee of FAU who is or was directly or indirectly involved in the procurement of the services described in this Agreement. Violation of this section by SBBC shall be grounds for cancellation of this Agreement by FAU.

SBBC may not, without the advance written approval of FAU, assign any right or delegate any duties under this Agreement nor may it transfer, pledge, surrender or otherwise encumber or dispose of its interest in any portion of this Agreement

It is understood and agreed that nothing contained in this Agreement is intended, or should be construed, as creating or establishing the relationship of partners between the parties, or as constituting SBBC as the agent or representative of FAU for any purpose in any manner whatsoever. SBBC is not authorized to bind FAU to any contracts or other obligations. SBBC shall not expressly or impliedly represent to any party that SBBC and FAU are partners or that SBBC is the agent or representative of FAU or of the Florida Atlantic University Board of Trustees for any purpose or in any manner whatsoever.

In accordance with State of Florida Executive Order 96-236, the FAU does not intend to award publicly funded contracts to those Institutions/Organizations who knowingly employ unauthorized alien workers. The FAU shall consider the employment by any Institution/Organization of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for the unilateral cancellation of this contract.

#### I. Termination

FAU or SBBC may terminate this Agreement for convenience and without cause upon thirty (30) days written notice to the other party. However, in the event that the Sponsor terminates the Agreement with FAU prior to the period end date, this Agreement will be immediately terminated. In the event of termination FAU will pay for costs incurred and non-cancelable commitments through the date of termination, contingent upon FAU having received sufficient funds from Sponsor. SBBC will furnish all necessary reports of research completed or in progress through the date of termination.

#### J. Publications

Any publications resulting from this Agreement shall acknowledge the support of the Sponsor and FAU.

#### K. Certifications

SBBC certifies that:

1. To the best of its knowledge and belief, that it and its principals:



- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency of the United States of America;
  - b. Have not within a three-year period preceding the proposal for this project been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (U.S. Federal, State, or local) transaction or contract under a public transaction; violation of U.S. Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (U.S. Federal, State, or local) with commission of any of the offenses enumerated in paragraph K.1.b.;
  - d. Have not within a three-year period preceding the proposal for this project had one or more public transactions (U.S. Federal, State, or local) terminated for cause or default.
2. It is not delinquent on the repayment of any debt(s) to the U. S. Government.
  3. It will provide a drug-free workplace in accordance with the Drug-Free Workplace Act, 1988.
  4. It will not conduct human subject research until the appropriate IRB of record has approved the protocol.
  5. It has filed the assurance required under the PHS final rule entitled "Responsibilities of Awardee and Applicant Institutions for Dealing with and Reporting Possible Misconduct in Science". If SBBC does not have its own assurance, SBBC agrees to be bound by Florida Atlantic University policy.
- 6a. No U.S. federal government appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any U.S. Federal contract, the making of any U.S. Federal grant, the making of any U.S. Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any U.S. Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than U.S. Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with this U.S. Federal contract, grant, loan, or cooperative agreement associated with this Agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - c. The undersigned shall require that the language of this certification be included in the award documents of all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This

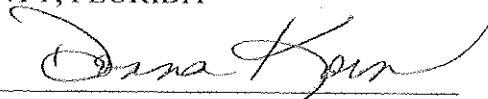
certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by U.S. Code, Title 31, Section 1352.

- d. The principal investigator of the project has filed a conflict of interest statement, disclosing any possible conflict of interest thereof.


**FOR SBBC**

(Corporate Seal)


THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By   
Donna P. Korn, Board Chair

ATTEST:

  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

 07/17/15  
Office of the General Counsel

FOR FLORIDA ATLANTIC UNIVERSITY BOARD OF TRUSTEES

(Corporate Seal)

Florida Atlantic University  
Board of Trustees

ATTEST:

By Nancy Thoman  
Nancy Thoman, Associate Director  
Sponsored Programs Office

\_\_\_\_\_  
, Secretary

-or-

[Signature]  
Witness

[Signature]  
Witness

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 9<sup>th</sup> day of February, 2015 by Nancy Thoman of

Florida Atlantic University Board of Trustees, on behalf of the corporation/agency.  
Name of Corporation or Agency

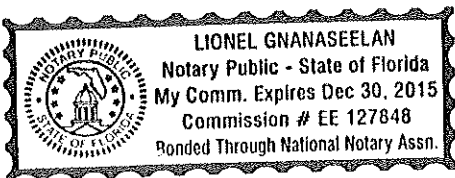
He/She is personally known to me or produced personally known as  
identification and did/did not first take an oath. Type of Identification

My Commission Expires:

[Signature]  
Signature - Notary Public

LIONEL GNANASEELAN  
Printed Name of Notary

(SEAL)



12-30-2015  
Notary's Commission No.

## Attachment A

### Supporting Documentation Requirements for Cost Reimbursable Subcontracts

#### **PERSONNEL EXPENSES:**

Salaries/Fringe Benefits: A payroll register or similar documentation should be kept by subcontractor and made available upon request. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay.

#### **NON-PERSONNEL EXPENSES:**

Professional Services Fees (Consultant Services): The invoice must include a general statement of the services being provided. The time period covered by the invoice, as well as the hourly rate times the number of hours worked, must be stated. Supporting documentation must be included detailing the hours represented on the invoice. The State Comptroller's Office reserves the right to require further documentation on an as needed basis.

Fees: All first and third party fees collected for services rendered under this agreement must be returned to FAU or used to offset the Subcontractor's cost for operating the agreement.

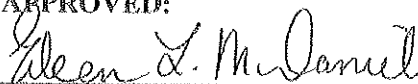

Building Occupancy: Where this is a charge supported by an allocation plan, the plan will serve as documentation of this expenditure. In all other cases, actual receipts or paid invoices are required.

Travel: Personnel performing travel under a sponsored research subcontract may be reimbursed for travel expenses in accordance with the provisions of the applicable prime contract or grant and the travel allowances established by the subcontractor.

Participant Support Costs: Participant support costs are defined as direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on the behalf of participants or trainees (but not employees) in connection with meetings, conferences and/or training projects. These costs are typically restricted and may not be transferred to other categories of expense without approval of the sponsor. Evidence of attendance of participants in the form of a daily log or similar documentation must be kept and made available upon request.

**ATTACHMENT B**  
Sponsor Award

**Florida Department of Education  
Cooperative Agreement Notification**

<b>1 AGREEMENT RECIPIENT</b> Florida Atlantic University	<b>2 AGREEMENT NUMBER</b> 501-RG611-5C001
<b>3 AGREEMENT /PROGRAM TITLE</b> RTTT Centers of Excellence in Elementary Teacher Preparation  <p align="center">TAPS 15AT58</p>	<b>4 AUTHORITY</b> 84.395A Race to the Top Fund
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 AGREEMENT PERIODS</b>  Budget Period: 08/15/2014 - 07/31/2015 Program Period: 08/15/2014 - 07/31/2015
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$ 1,703,233.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 1,703,233.00	<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: <span style="float: right;"><u>07/31/2015</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>09/20/2015</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>07/31/2015</u></span></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> </ul>	
<b>10 DOE CONTACTS</b> Program: Kay Caster Phone: (850) 245 - 0435 Email: <a href="mailto:Kay.Caster@fldoe.org">Kay.Caster@fldoe.org</a> Grants Management: Unit A (850) 245-0496	<b>11 DOE FISCAL DATA</b>  DBS: 03 10 01 EO: 4D Object: 790035
<b>12 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This Agreement and any amendments are subject to the procedures outlined in the Agreement Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs..</li> <li>• For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20<sup>th</sup> of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.</li> <li>• No single participant in an eligible partnership may use more than 50 percent of the funds made available to the partnership under this section.</li> <li>• 2 CFR 176.210(b) and (d), provides that recipients are to require their subrecipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.</li> </ul>	
<b>13 APPROVED:</b> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">                   _____                  Authorized Official on behalf of Pam Stewart                  Commissioner of Education             </div> <div style="text-align: center;">                 12/9/14                  _____                  Date of Signing             </div> <div style="text-align: right;">  </div> </div>	

**INSTRUCTIONS**  
**AGREEMENT AWARD NOTIFICATION**

- 1 Agreement Recipient: Agency, Institution or Non-Government entity to which the Agreement is awarded.
- 2 Agreement Number: This is the agency number, grant number, and Agreement code that must be used in all communication. (Agreements with multiple Agreement numbers will have a separate DOE 400 for each Agreement number).
- 3 Agreement Description: Title of program and/or Agreement. TAPS # : Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Agreement Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Agreement Periods: The periods for which the Agreement budget and program are in effect.
- 7 Authorized Funding: Current Approved Agreement (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in Agreement funding); Estimated Roll Forward (roll forward funds which have been estimated in to this Agreement); and Total Agreement Amount (total dollars awarded for this Agreement).
- 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.
  - Reimbursement of Expenditures -- Payment made upon submission of documented allowable expenditures.
  - 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 DOE Fiscal Data: A unique payment number assigned by the Department of Education.
- 12 Terms and Special Conditions: Listed items apply to this Agreement.
- 13 Approved: Approval signature from the Florida Department of Education and date signature was affixed.

## Attachment C

**Detailed Budget**

Organization Name	The School Board of Broward County, Florida	From:	08/15/2014
Principal Investigator / Project Manager	Linda S. Whitehead	To:	06/30/2015
Project Title	Centers of Excellence in Elementary Teacher Preparation		

**PERSONNEL**

Name	Role	% Effort on Project	Base Salary	Salary Requested	Fringe Benefits	Total
Project Facilitator	Implement required grant	100.00%	\$ 68,143.00	\$ 68,143.00	\$ 19,206.00	\$ 87,349.00
	activities as approved	0.00%				\$ 0.00
		0.00%				\$ 0.00
		0.00%				\$ 0.00
		0.00%				\$ 0.00
Subtotal - Personnel				\$ 68,143.00	\$ 19,206.00	\$ 87,349.00

**EQUIPMENT**

Technology-equipment: Technology for project facilitator to electronically document day to day grant implementation (record data and prepare reports/correspondence)	\$ 3,500.00
Subtotal - Equipment	\$ 3,500.00

**SUPPLIES**

Training materials and supplies for relevant participant training	\$ 5,000.00
Subtotal - Supplies	\$ 5,000.00

**TRAVEL**

In and Out of state travel for projector facilitator to participate in relevant conferences related to the project.	\$ 4,000.00
Costs include local travel, airfare, lodging, per diem, transportation, registration, and airport parking	
Subtotal - Travel	\$ 4,000.00

**OTHER EXPENSES**

Other Purchase Services: Dissemination Costs for recruitment; information and research/evaluation support	\$ 2,000.00
Subtotal - Other Expenses	\$ 2,000.00

<b>Total Direct Cost</b>			\$ 101,849.00
Facilities and Administration Costs (Indirect Cost Rate)	Rate	4.01%	\$ 4,084.00
<b>Total Cost for Budget Period</b>			\$ 105,933.00