Bureau/Office
Division of Public Schools, Bureau of Exceptional Education and Student Services (BEESS)

Program Name (Discretionary Project)
Youth Mental Health Awareness and Training (YMHAT)

Specific Funding Authority
Marjory Stoneman Douglas High School Public Safety Act, Chapter 2018-3, section 37, Laws of Florida

Funding Purpose/Priorities
The Florida Department of Education (FDOE) has selected a national authority on youth mental health awareness and assistance to facilitate providing youth mental health awareness and assistance training, using a trainer certification model, to all school personnel in elementary, middle, and high schools. Each required district school safety specialist shall earn, or designate one or more individuals to earn, certification as a youth mental health awareness and assistance trainer. The school safety specialist shall ensure that all school personnel within his or her school district receive youth mental health awareness and assistance training. The SEDNET regional projects are to collaborate with school districts and school safety specialists in the facilitation of Youth Mental Health First Aid training.

Total Funding Amount
$4,500,000

Individual allocations for each of these eligible applicants are listed in the Allocations Schedule at the end of this RFA.

Type of Award
Discretionary Non-competitive

Budget and Program Performance Period (12 months)
July 1, 2018 – June 30, 2019

Target Population
K-12 School Personnel

Eligible Applicants
1. Brevard
2. Broward
3. Clay
4. Columbia
5. Escambia
6. Hendry
7. Hernando
8. Hillsborough
9. Levy
10. Liberty
11. Manatee
12. Miami-Dade
13. Orange
14. Palm Beach
15. Pinellas
16. Polk
17. St. Lucie
18. Volusia
19. Washington
**Application Due Date**
As soon as possible

The due date refers to the date of receipt of the application in the Florida Department of Education (FDOE) Office of Grants Management (OGM).

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**
BEESS, 850-245-0475
- Christine Evans, Educational Program Director, christine.evans@fldoe.org
- Cyrilla Hackley, Program Specialist, cyrilla.hackley@fldoe.org
- Anne Bozik, Program Specialist, anne.bozik@fldoe.org

OGM, 850-245-0496
- Sue Wilkinson, Director, sue.wilkinson@fldoe.org

**Assurances**
FDOE has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:
- Chapter 2, Code of Federal Regulations (CFR) 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Department of Education (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 FDOE, 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 FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book), at www.fldoe.org/grants/greenbook.

**School Districts, Community (State) Colleges, Universities and State Agencies**
The certification of adherence, currently on file with the FDOE’s Bureau of the Comptroller, 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.

The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89; A-102 (formerly 34 CFR Part 80); A-110 (formerly 34 CFR Part 74); A-21; A-87; A-122; A-133; and A-50. For the FDOE, this means that the requirements in Education Department General Administration Regulations (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’s website: https://cfo.gov/cofar.

**Risk Analysis**
Every fiscal agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required and approval must be obtained from FDOE prior to a project award being issued.

**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.

Non-public entities are required to complete the **Grants Fiscal Management Training and Assessment** annually. The agency head and/or the agency’s financial manager/chief financial officer must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment information can be found at: https://app1.fldoe.org/grants/trainingAssessment/login.aspx. Enter your email address and follow the steps. Non-participation in the training program may result in termination of payment(s) until training has been completed.

**Funding Method**
**Quarterly Advance to Public Entity:** For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to DOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final DOE financial report.

**Fiscal Records Requirements and Documentation**
- The applicant must complete a DOE 101S, Budget Narrative Form.
  - Budget pages must be completed to provide sufficient information to enable the FDOE reviewers to understand the nature of and the reason for the line item cost.
  - Budgeted line items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.
  - The applicant must provide any instructions regarding the completion of the DOE 101S that might be unique to the program.
- 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.
- All funded programs and any subsequent amendments are subject to the procedures outlined in the FDOE Green Book:
  - Section A – Project Applications
  - Section B – Project Amendments
  - Section C – Fiscal and Program Accountability
  - Section D – General Assurances, Terms and Conditions for Participation in Federal and State Programs
- Discretionary project funds may not be used to supplant existing programs or funding.
- **Deliverables** must be completed and submitted with the discretionary project application and must identify the proposed budget for each product, training, or service delivery; the cost per unit; and the quarters in which the deliverable units will be completed.
• The discretionary project must retain all appropriate time-distribution records that substantiate an equitable distribution of time and effort by fund source. Employees working under multiple grant programs must maintain time and effort reports reflecting after-the-fact distribution of actual activities at least monthly, to coincide with pay periods. Employees working under one grant program must certify semi-annually that they worked solely on the program for the period covered by the certification.

• All project recipients must submit a completed DOE 399, Final Project Disbursement Report by the dates specified on the DOE 200, Project Award Notification.

Financial Consequences
The BEESS project liaison shall periodically review the progress made on the deliverables approved in the award. In the event that performance targets/deliverable units are not met within the quarter in which they are scheduled, and the discretionary project fails to submit an amendment request, as stated below, the FDOE may deem it necessary to notify the fiscal agency head, in writing.

Failure to complete or achieve performance targets for a deliverable will result in payment reduction in accordance with the cost per unit of deliverables, as stated in the award.

In the event the BEESS project liaison determines that changes must be made to one or more deliverables on the Schedule of Deliverables (SOD) document, the discretionary project will be instructed to submit a program amendment request to the FDOE Office of Grants Management.

The discretionary project must contact the BEESS project liaison in writing to discuss changing or delaying meeting a specific performance target/unit for a deliverable. Changes to deliverables must be requested in writing, via a program amendment request, at least four weeks prior to the end of the quarter in which the deliverable units are to be completed.

Changes to a deliverable could also result in the need for a budget amendment request.

  – Reference: Green Book, Section B – Project Amendments
  – Amendment request forms may be obtained at: www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml

Allowable Expenses
Program funds must be used solely for activities and deliverables that directly support the accomplishment of the program purposes, priorities and expected outcomes during the program award 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 the costs associated with employing appropriate staff for administering the discretionary project, office materials and supplies and other relevant costs associated with the administration of this project, including travel reimbursement, meeting room rentals, consultant fees, printing, and conference registration and fees, as approved by FDOE.

Purchase of the following types of devices and services require prior approval from BEESS: tablets and portable media players (e.g., iPads and iPods), air cards, internet connectivity services, personal digital assistants (PDA), cell phones, and similar devices. This includes the cost to support such devices. The justification for these kinds of devices and a detailed description must be included in the budget narrative. The justification must also include an explanation of why the device is necessary, how the devices will be kept secure, and the cost efficiency, if applicable (e.g., the reason the iPad is necessary instead of a laptop computer or a cell phone is necessary instead of a landline telephone).
**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. The discretionary project is expected to consult with their BEESS project liaison with questions regarding allowable costs.

- Advertisement
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Clothing or uniforms
- Costs for items or services already covered by indirect costs allocation
- Decorations
- Dues to organizations, federations or societies for personal benefit
- End-of-year celebrations, parties or socials
- Entertainment (field trip without the approved academic support is considered entertainment)
- Game systems and game cartridges (e.g., Wii, Nintendo and PlayStation)
- Gift cards
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Land acquisition
- Meals, refreshments or snacks
- Overnight field trips (e.g., retreats, lock-ins)
- Pre-award costs
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Tuition

Prior written approval must be obtained from BEESS for the purchase of any furniture or equipment using discretionary project funds.

Promotional or marketing items (e.g., flags, banners, t-shirts, pencils) not directly related to the support of and implementation of this project are unallowable.

Costs that are not allowable for federal programs, per EDGAR, may be found at [www2.ed.gov/policy/fund/reg/edgarReg/edgar.html](http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html) or in the Reference Guide for State Expenditures, which may be found at [www.myfloridacfo.com/aadir/reference_guide](http://www.myfloridacfo.com/aadir/reference_guide).

**Equipment Purchases**

Any equipment purchased under this program must follow the UGG found at [www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl](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](http://www.myfloridacfo.com/aadir/reference_guide).

Furniture and equipment purchases that are not listed on the original budget approved by the FDOE will require an amendment submission and approval by FDOE prior to the purchase by the fiscal agency awarded the funding.

A physical inventory of the property must be taken and the results reconciled with the property records at least once every fiscal year in accordance with Rule 69I-72.006, Florida Administrative Code (F.A.C.). [www.flrules.org/gateway/ruleNo.asp?id=69I-72.006](http://www.flrules.org/gateway/ruleNo.asp?id=69I-72.006). **Upon request, the inventory must be provided to BEESS.**

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, [www.fldoe.org/grants/greenbook](http://www.fldoe.org/grants/greenbook).
Out-of-State Travel
Prior approval must be obtained from BEESS for any out-of-state travel conducted by discretionary project staff or district staff who are subcontractors through the project. Proposed travel should be included in the discretionary project’s budget identifying the conference or meeting, location of the meeting or conference, date of the meeting or conference, number of travelers and their roles and responsibilities with the discretionary project.

Each budgeted out-of-state conference or meeting must be on a separate budget line item. Approval by BEESS for budgeted travel is contingent upon whether the justification for travel is relevant to the purpose of the project and supports the delivery of professional development or participation in national meetings sponsored or co-sponsored by the Office of Special Education Programs or its affiliated technical assistance networks.

For each out-of-state meeting or conference, the discretionary project must provide the approved FDOE, school district or university travel authorization form and approved travel reimbursement form to the BEESS project liaison following the completion of travel, as requested.

Discretionary project funds cannot be used for any out-of-state travel conducted by school district staff who are not employed by the discretionary project, unless approved by BEESS.

Out-of-state travel to a specific meeting or conference that is not submitted in the initial project application budget and narrative must be submitted to and approved by BEESS prior to travel. If the approved project application did not include an out-of-state travel line item, a budget amendment will also be required.

Administrative Costs including Indirect Costs
Chapter 1010.06 F.S., Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

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 www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf.

Scope of Work/Narrative
Please note, for discretionary projects awarded in the 2018-2019 grant cycle, salary increases are not approved and individual raises must be reviewed and approved in advance by BEESS.

Project Performance Accountability (PPA) and Deliverables
Reference: Chapter 215, Florida Statutes – Financial Matters: General Provisions; 215.971 – Agreements funded with federal or state assistance —
(1) An agency agreement that provides state financial assistance to a recipient or subrecipient, as those terms are defined in s. 215.97, or that provides federal financial assistance to a subrecipient, as defined by applicable United States Office of Management and Budget circulars, must include all of the following:
(a) A provision specifying a scope of work that clearly establishes the tasks that the recipient or subrecipient is required to perform.

(b) A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

(c) A provision specifying the financial consequences that apply if the recipient or subrecipient fails to perform the minimum level of service required by the agreement. The provision can be excluded from the agreement only if financial consequences are prohibited by the federal agency awarding the grant. Funds refunded to a state agency from a recipient or subrecipient for failure to perform as required under the agreement may be expended only in direct support of the program from which the agreement originated.

(d) A provision specifying that a recipient or subrecipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.

(e) A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the state agency.

(f) A provision specifying that any funds paid in excess of the amount to which the recipient or subrecipient is entitled under the terms and conditions of the agreement must be refunded to the state agency.

(g) Any additional information required pursuant to s. 215.97, F.S.

**Return on Investment (State funded projects only)**

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to FDOE within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports are requested so staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted the designated BEESS project liaison. All questions should be directed to the project manager.

**Program Expectations**

**Description of the Discretionary Project** – YMHAT is a new discretionary project, whose regions are based on the existing Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET) discretionary project, was developed as a result of the Marjory Stoneman Douglas High School Public Safety Act s.1012.584, F.S. The FDOE has selected a national authority on youth mental health awareness and assistance to facilitate providing youth mental health awareness and assistance training, using a trainer certification model, to all school personnel in elementary, middle, and high schools. Each school district shall designate a school safety specialist who shall earn, or designate one or more individuals to earn, certification as a youth mental health awareness and assistance trainer. The school safety specialist shall ensure that all school personnel within his or her school district receive youth mental health awareness and assistance training.
As applicable, BEESS will participate as a stakeholder in the selection process of the leadership of this discretionary project.

The applicant will identify the following performance activities and deliverables in the PPAs and Deliverables section of the FDOE online grant application system.

**Products**
1. At least quarterly, create a list of school personnel trained in YMHFA Train-the-Trainer or First-Aiders and the mental health awareness and assistance program online module or face-to-face training from each of the districts within their region and submit this information to the YMHAT Administration project.
2. At least quarterly, provide a status update to the YMHAT Administration project to include a summary of all quarterly YMHAT Regional Advisory stakeholder workgroup meetings for their region.

**Training**
1. At least quarterly, and in collaboration with each district’s school safety specialist, assist with facilitation of First Aider training. This assisted coordination does not include the minimum required training of 3 trainings per calendar year for all SEDNET managers to maintain YMHFA trainer’s certification.

**Service Delivery**
1. Will at least quarterly and in conjunction with each district’s school safety specialist, obtain a list of school personnel trained in YMHFA Train-the-Trainer and First-Aiders and the mental health awareness and assistance program online module and face-to-face training from each of the districts within their region.
2. Will at least quarterly, facilitate and attend YMHAT SEDNET Regional Advisory stakeholder workgroup meetings for their region and create a summary of each meeting.

During the application process, and with the approval of the BEESS project liaison, the applicant may also add or modify performance activities and deliverables to the Products, Training and Service Delivery lists identified above.

**Reporting Requirements**
- BEESS and the discretionary project will ensure proper accountability and compliance with applicable state and federal requirements.
- The discretionary project is expected to achieve the performance targets for each category of deliverables with performance based on completion of deliverables as documented in the BEESS Project Tracking System (PTS) [http://pts florida-ese.org](http://pts florida-ese.org).
- The discretionary project is required to update their performance in the PTS on or before the 15th day following the end of each project quarterly period, or the next business day, if the 15th day is on the weekend or a state holiday.
- The BEESS project liaison will track the discretionary project’s performance, based on the information provided and the stated criteria for successful performance.
- For discretionary projects funded via Cash Advance, the BEESS project liaison and project manager will verify, on a quarterly basis, that the project’s activities and deliverables are progressing in a satisfactory manner, consistent with the scope of work, project narrative and performance expectations.
- For discretionary projects funded through reimbursement, the BEESS project liaison and project manager will verify that the project’s expenditures are allowable and that performance objectives are progressing in a satisfactory manner, consistent with the project narrative and performance targets.
- Verification of the receipt of required deliverables will be provided by BEESS to FDOE Bureau of the Comptroller, as requested, and prior to payment, as required by:
  - Section 215.971, F.S., Agreements Funded with Federal or State Assistance [http://m.flsenate.gov/laws/statutes/2014/215.971](http://m.flsenate.gov/laws/statutes/2014/215.971); and
Section 287.057, Procurement of commodities or contractual services
http://m.flsenate.gov/Statutes/287.057.

Conditions for Acceptance
The requirements listed below should be met for the application to be considered for review.
1. A Project Application form (DOE 100) for each funding source, with original signature(s), is received in the OGM within the timeframe specified in the application due date section of the RFA.
2. A Budget Narrative form (DOE 101S) for each funding source is submitted.
3. All required forms must have the assigned tracking applications (TAPS) number included on the form.
4. All required forms must have original signatures by an authorized entity.
   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 100 when the application is submitted.
5. Original Project Application form(s) must be submitted to:
   Office of Grants Management
   Florida Department of Education
   325 W. Gaines Street, Room 332
   Tallahassee, Florida 32399-0400

Method of Review
If the application has met the requirements as stated in the “Conditions for Acceptance” section above, it will be determined to be in substantially approvable form, and will undergo a budget and programmatic review.
- The BEESS Discretionary Project Application Review Protocol will be shared with the applicant, and will be used as guidance during the application review process.
- Applications will be reviewed to ensure that applicants have provided sufficient information on the DOE 100. The total amount of funds requested and approved on the DOE 100 must match the budget amount on the DOE 101S.
- Budgets will be reviewed to ensure that funds are being appropriately used and, when necessary, additional justification will be obtained from the applicant. Each budget line will be reviewed to determine if it is allowable, reasonable and necessary.
- All assurances and certification forms, if applicable, will be reviewed to ensure that they have been completed and signed.
- Program areas will be reviewed by BEESS to ensure that narratives/scope of work required by this program are complete and adequately correspond to the RFA. The applicant will be contacted by the BEESS project liaison if additional documentation, edits or justifications are required to complete the review process at the program office level.
- The OGM will review and approve the application packet. The applicant will be contacted by OGM if additional documentation, edits or justifications are required to complete the review process at this level.

Additional Assurance - All BEESS Discretionary Projects
Assurance is hereby provided that:
- The fiscal agent for this discretionary project accepts responsibility for implementing all project activities as specified in this application or subsequent amendments. The fiscal agent will ensure that activities essential to project effectiveness, including reimbursement of travel expenses for persons from other school districts or agencies, employment of substitutes for teachers in other school districts or payment of consulting fees for persons to provide services to other school districts, will be implemented in an efficient and timely manner.
- The discretionary project agrees to collaborate with other entities (i.e., other BEESS discretionary projects, school districts and other agencies or organizations) during the project year under the direction of BEESS staff.
When assistance is requested by a school district, the discretionary project will give priority to school districts that have been targeted for improvement related to an SPP Indicator or BEESS Strategic Plan or to those school districts that BEESS determined are “in need of assistance or intervention.”

Fees will not be charged for any service provided under the auspices of the discretionary project without prior written approval from BEESS.

Products developed for statewide dissemination must be submitted for content and policy review by BEESS prior to their release for reproduction and distribution. This applies to all products except those used for awareness (excluding newsletters designed for dissemination on a statewide basis which must be submitted to the project liaison for review), field test or validation purposes. The fiscal agent will ensure that product developers adhere to policies and procedures set forth in the current Product Guidelines, available from the BEESS Resource and Information Center (BRIC), at 850-245-0475, or email at bric@fldoe.org.

Products produced by or developed in connection with BEESS discretionary projects remain the exclusive property of the State of Florida, unless ownership has been explicitly waived. Products include all print, audio-visual, computer programs and internet websites fully or partially developed with project resources, fiscal and personnel resources. Prior approval for such products must be obtained by the designated BEES project liaison and must contain a funding statement acknowledging the use of state or federal funds for development and dissemination. Questions regarding product development, ownership or funding statements should be directed to the BRIC.

All reasonable precautions to protect personally identifiable student information are taken. Personally identifiable information stored on a database is protected from access by unauthorized persons. Disclosure of any personally identifiable information to a third party without prior written consent of a student’s parent or guardian or the consent of an adult student, as applicable, is prohibited. The discretionary project may disclose personally identifiable information without such consent only if ordered to comply with a law or regulation or in response to a search warrant, subpoena or court order. If the discretionary project is legally compelled to disclose personally identifiable information to a third party, the project will attempt to notify the applicable parents or guardians, or adult student, unless doing so would violate the law or court order.

Discretionary projects with websites will maintain current and updated information specifically related to the project’s primary focus. In accordance with federal and state requirements, websites must comply with Section 508 to ensure accessibility to the public. When referencing information and products that were developed by another BEESS discretionary project or are the primary responsibility of another BEESS discretionary project, the project will link directly to the other project’s website, rather than summarize or excerpt information.

Discretionary project staff will participate in status updates via telephone, e-mail or face-to-face meeting, as requested by the project liaison. Data reflecting project activities conducted throughout the year will be maintained and kept current in the BEESS PTS. By entering data into this system, the discretionary project director is acknowledging that this data is true and accurate. Data concerning implementation of activities and deliverables may be entered at any time. However, discretionary projects must enter data into the PTS at least quarterly, by the 15th day following the end of each project quarter, or the next business day if the 15th day is on the weekend or a state holiday. Questions regarding the PTS should be directed to the BEESS project liaison at 850-245-0475.

All equipment (computers, servers, modems, phone lines) and software will be maintained in proper working order and upgraded as necessary to ensure efficient operation.
## FY 2018-19 Allocations Schedule for YMHAT Projects

<table>
<thead>
<tr>
<th>Agency Number</th>
<th>Fiscal Agent (School District)</th>
<th>General Revenue 19C077</th>
<th>Project Number</th>
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