

Memorandum of Understanding
between
Hamilton County School Board and Columbia County School Board
For
Regional Local Assistive Technology Services (RLATS)
Project Year: July 1, 2018 – June 30, 2019

Hamilton County School Board, on behalf of FDLRS/Gateway will contract with Columbia County School Board for the provision of RLATS services to the districts of Baker, Columbia, Hamilton, Lafayette, Nassau and Suwannee Counties. The funding for this award is Federal IDEA discretionary funds awarded to FDLRS/Gateway, Hamilton County School Board through the Bureau of Exceptional Education and Student Services (BEES). The grant award period is July 1, 2018 – June 30, 2019. Sub-recipient grant award amount for the year is \$91, 500.

Columbia District Responsibilities:

- Hire, support travel and provide work space and office equipment for a full-time RLATS to support district LATS, and other district and school staff in the region in conducting assistive and instructional technology assessment for ESE student and supporting the use of assistive technology in the classroom. PS/Rtl staff will be consulted in the development of the local RLATS job descriptions, and included, as appropriate, in the selection process for any new RLATS.
- Ensure that the RLATS is approved to travel to all service districts and is able to use RLATS funds to ensure equitable services are provided in the support of assistive technology to students with disabilities in all service districts.
- *Provide Hamilton County with a DUNS number prior to the receipt of any reimbursements.*
- *Provide documentation of services provided by the local RLATS utilizing information entered into the database provided by the PS/Rtl project.*
- *Provide copies of semi-annual time and effort certifications.*
- Submit quarterly invoices/FA399's for expenditures. *Supporting documentation for the amount of each invoice shall be attached.* Final invoice for the year must be received by July 20, 2019 for final payment.

Regional LATS Responsibilities/Assurances

- Provide assistance and support to the district and school staff to support assessments and evaluations for assistive and instructional technologies, face-to-face and online accommodations, and testing accommodations that will improve achievement of students with disabilities.
- Provide assistance and support to district and school staff with the Problem Solving and Response to Intervention (PS/Rtl) discretionary project to support the participation and progress of students with disabilities in a highly effective, universal, and differentiated core curricula based on the Florida standards.
- Conduct and coordinate with the PS/Rtl Regional Technology Coordinators to provide professional development or technical assistance to teachers and others who provide services to students with disabilities.

- Provide assistance and support to district and school staff in the region and the PS/Rtl discretionary project to determine data collection procedures and report on progress related to the utilization of technology.
- Provide data as directed by the PS/Rtl discretionary project, to include all data needed for the annual Assistive Technology evaluation report.
- Coordinate with the technology unit of the PS/Rtl project when planning and hosting multi-regional RLATS meetings and activities.
- Provide assistance and support at two face-to-face meetings with the PS/Rtl Technology unit, one in the fall and one in the spring for planning and oversight activities.
- Complete monthly data entries into the PS/Rtl database for tracking services provided. Entries for each month must be completed within the first week of the following month. Data will be used in a quarterly report to the Bureau of Exceptional Education and Student Services. Quarterly reporting occurs for July – September, October - December, January – March, and April – June. Expected units of service per quarter are projected at 50. Units of service will be measured by the numbers of direct student services as well as technical assistance/information or equipment dissemination to teachers, staff, parents, and adults in the service area.

Hamilton County School District Responsibilities:

- FDLRS Project Manager will communicate and collaborate with the RLATS position on services provided to the districts.
- Report quarterly numbers for services provided to BEESS in the Project Tracking system.
- Review invoices/FA399 expenditures and provide reimbursements to Columbia County within 30 days of receipt of invoice.
- *Conduct a risk assessment to assess and document the risk of non-compliance for the purpose of determining the appropriate level of subrecipient monitoring in according with 2CFR 200.331 (b).*
- *Conduct monitoring of the subrecipient to ensure that the subaward is used for authorized purposes, In compliance with Federal statutes, regulations, and the terms and conditions of the subaward.*

The total amount of this sub-recipient award is: \$91,500. Any decreases in FDLRS project funding will result in a proportionate decrease in funding for the RLATS services. Payments will be withheld if data is not submitted in a timely manner. Funding amounts will be reduced if the quarterly projected units of service are not met. Unit costs are projected at \$457.50.

This agreement is in effect as of August 1, 2018 and shall remain in effect until July 31, 2019.

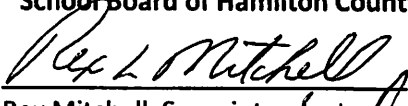
School Board of Columbia County

Alex L. Carswell, Jr. Superintendent

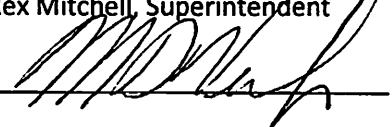
Bonnie Penner, Finance Director

Lynn Jamison, ESE Director

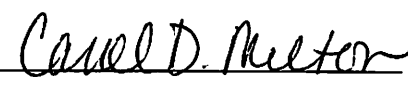
School Board of Hamilton County



Rex Mitchell, Superintendent



Michael Vinson, Finance Director

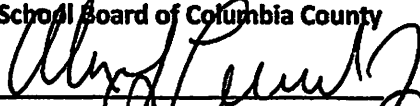


Carol Milton, FDLRS Coordinator

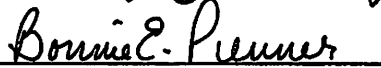
HCSB 2019-010 – Revised

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School Board of Columbia County

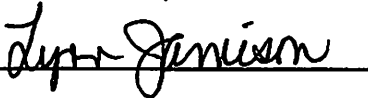


Alex L. Carswell, Jr. Superintendent



Bonnie E. Penner

Bonnie Penner, Finance Director



Lynn Jamison

Lynn Jamison, ESE Director

School Board of Hamilton County

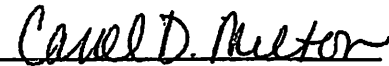


Rex Mitchell, Superintendent



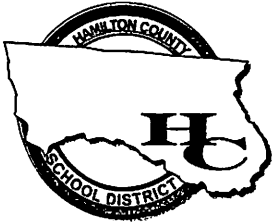
Michael Vinson, Finance Director

Michael Vinson, Finance Director



Carol D. Milton

Carol Milton, FDLRS Coordinator



Hamilton County School District

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Rex L. Mitchell, Superintendent

School Board Members
Cheryl McCall – District 1
Gary Godwin – District 2
Saul Speights – District 3
Johnny Bullard – District 4
Sammy McCoy – District 5

Date: March 27, 2019

TO: Bonnie Penner, Finance Director
School District of Columbia County

FROM: *CDM*
Carol D. Milton, Project Coordinator
FDLRS/Gateway Associate Center

RE: Federal Project Information, RLATS

Please accept this memorandum as annual notification that Hamilton County is the designated fiscal district for the FDLRS/Gateway Associate Center which is a federal grant awarded through a cooperative agreement with the Florida Department of Education. As a part of this award, Columbia County becomes a subrecipient for the provision of the Regional Local Assistive Technology (RLATS) services with funds provided on a reimbursement basis. The attached Memorandum of Understanding outlines the requirements of the services to be provided.

The United States Office of Management and Budget (OMB) Circular A-133 requires that pass-through entity to notify the sub-recipients of specific information.

CFDA Title and Number:	84.027A IDEA Part B
Award Name	Florida Diagnostic and Learning Resources Associate Center
Name of Federal Agency	FLDOE/US ED Gov
Award Year	July 1, 2018 – June 30, 2019
Grant Coordinator	Carol Milton
Reimbursement Schedule	Quarterly (final request submitted by July 20, 2019)
Amount of Award	\$91, 500.00

FDLRS/Gateway in collaboration with the Hamilton County Finance Department will be monitoring activities, expenditures, and conducting the required risk assessments as required by 2 CRF 200.331 (b).

cc: Alex L. Carswell, Superintendent
Lynn Jamison, ESE Director
Michael Vinson, Director of Business Services

Attachments: Code of Federal Regulations for Subrecipients
Cooperative Agreement between Hamilton County and FLDOE
Memorandum of Understanding