

**Memorandum of Understanding
between
Hamilton County School Board and Columbia County School Board
For
Regional Local Assistive Technology Services (RLATS)
Project Year: July 1, 2019-June 30, 2020**

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 (BEESS). The grant award period is July 1, 2019 – June 30, 2020. 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 and organized by account strip.* Final invoice for the year must be received by July 23, 2020 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.
- Fulfill 6 deliverable units per quarter (1 report per district of services provided) for a total of 24 units for the school year.

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. Deliverable unit costs are projected at \$3,812.50

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

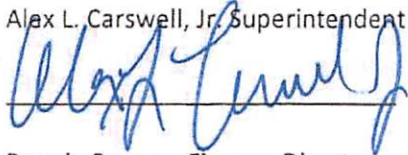
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8/27/19

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School Board of Columbia County

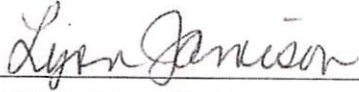
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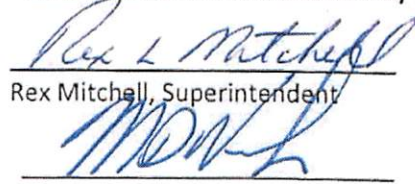


CCSB DUNS #

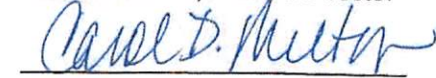
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Rex Mitchell, Superintendent



Michael Vinson, Finance Director



Carol Milton, FDLRS Coordinator