



2018-2019 State Appropriation

Project Summary:

Project Design:



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Time Table Activities

Quarters	1st	2nd	3rd	4th
Availability of Items				
Pricing Items				
Organizing Furniture & Displays				
Menu of Archival Materials				
Brochures				
Digitize selected				
Archival holdings				
Presentations				
Survey from Students, Faculty, Staff, and Community				

Qualitative:

Deliverables:



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Minimum Service Level Requirements

1st Quarter (June 2018 – September 2018):

2nd Quarter (October 2018 – December 2018):

3rd Quarter (January 2019 – March 2019):

4th Quarter (April 2019 – June 2019):



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Project Performance Accountability Form

Definitions:

- **Scope of Work-** The major tasks that the grantee is required to perform.
- **Tasks-** The specific activities performed to complete the Scope of Work.
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence-** The tangible proof.
- **Due Date-** Date for completion of tasks.
- **Unit Cost-** Dollar value of deliverables.

Scope of Work Tasks/Activities	Deliverables (Product or Service)	Evidence (Verification)	Due Date (Completion)	Unit Cost
			1 st Quarter Documentation	1 st Quarter:
			2 nd Quarter Documentation	2 nd Quarter:
			3 rd Quarter Documentation	3 rd Quarter:
			4 th Quarter Documentation	4 th Quarter:
			1 st Quarter Documentation	1 st Quarter:

			2 nd Quarter Documentation	2 nd Quarter:
			3 rd Quarter Documentation	3 rd Quarter:
			4 th Quarter Documentation	4 th Quarter
			1 st Quarter Documentation	1 st Quarter:
			2 nd Quarter Documentation	2 nd Quarter:
			3 rd Quarter Documentation	3 rd Quarter:
			4 th Quarter Documentation	4 th Quarter:
			1 st Quarter Documentation	1 st Quarter:
			2 nd Quarter Documentation	2 nd Quarter:
			3 rd Quarter Documentation	3 rd Quarter:
			4 th Quarter Documentation	4 th Quarter:

			1 st Quarter Documentation	1 st Quarter:
			2 nd Quarter Documentation	2 nd Quarter:
			3 rd Quarter Documentation	3 rd Quarter:
			4 th Quarter Documentation	4 th Quarter:



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**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM**

A) Name of Eligible Recipient/Fiscal Agent: FLORIDA MEMORIAL UNIVERSITY - TECHNOLOGY

B) DOE Assigned Project Number: _____

C) TAPS Number: 18A111

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT	(6) % ALLOCATED to this PROJECT	(7) ALLOWABLE DOE USE ONLY	(8) REASONABLE DOE USE ONLY	(9) NECESSARY DOE USE ONLY
D) TOTAL				\$	-			