



Charter School Program Grant: Management, Updates and Key Practices

Office of Independent Education and Parental Choice

October 2025



www.FLDOE.org

Agenda

- I. Florida Charter School Program (CSP) Grant Overview
- II. Recommended Timelines
- III. Guidelines for Expending Grant Funds
- IV. Budget Amendment Considerations
- V. Budget Amendment Forms
- VI. Approval Process
- VII. Compliance Requirements

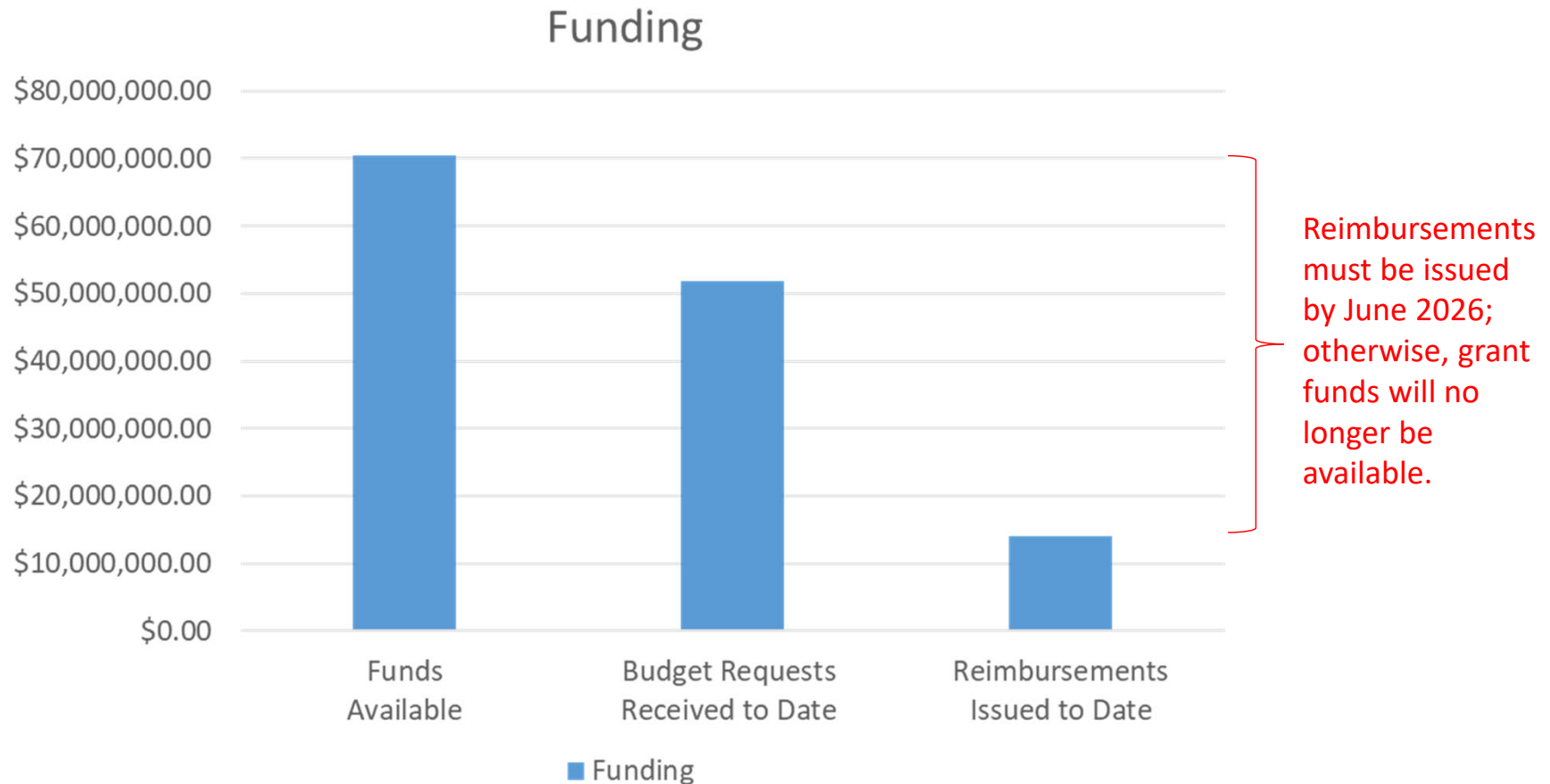
Florida CSP Grant Overview

- A \$78 million CSP grant was awarded by the U.S. Department of Education to the Florida Department of Education (Department) in October 2020.
- Grant period: October 1, 2020 - September 30, 2026.
- Grant funds may be utilized for **one-time start up costs** for the initial implementation of new high-quality charter schools.

Florida CSP Grant Overview

- The Department has administered six competitions and provided start-up support for over 70 new charter schools.
- Total awards range from \$200,000 - \$1,500,000.
- Information regarding prior competitions, including the Request for Proposals (RFP) process, is located on [our website](#).

Florida CSP Grant Overview





FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Recommended Timelines

Recommended Timelines

Now – December 2025:

- Ensure all approved budgeted items are procured.
- Prepare and submit one final budget amendment request to the Department, if needed.

January 2026 – June 2026:

- Submit final reimbursement requests to your sponsor.



Guidelines for Expending Grant Funds

Guidelines for Expending Grant Funds

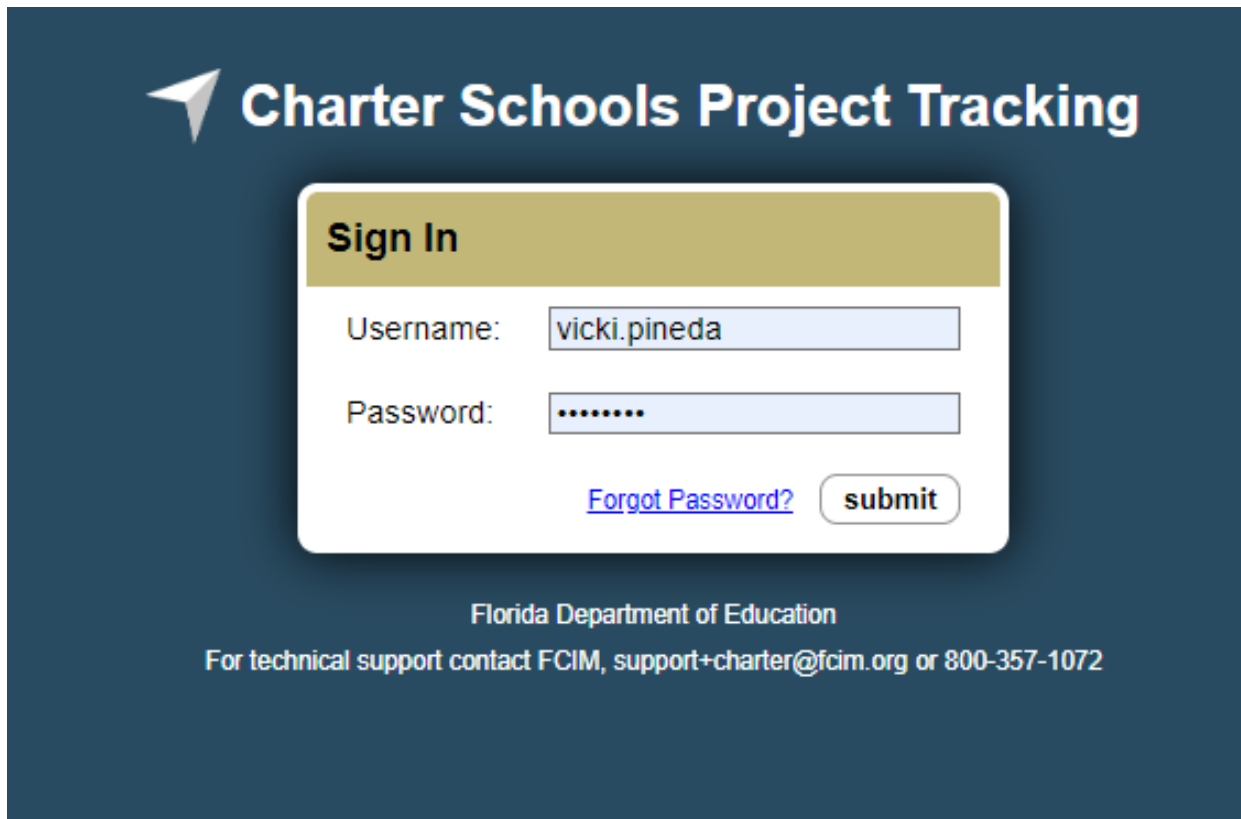
- Purchase only the items and quantities approved by the Department.
- Refer to the Project Award Notification (DOE200).
- All expenditure documentation must include the name and address of the subgrantee (the school that was issued the CSP grant award).

Guidelines for Expending Grant Funds

CLEAR ALL DATA	Enter the Total Grant Award in Cell H1 ----->		\$ 550,000.00	Enter Projected # of Students and Teachers Below by Year				Total Budget	\$ 156,835.00
	Enter School Name Below		CSP ID	# of Students	# of Teachers/Classrooms	# of Students	# of Teachers/Classrooms	Remaining	\$ 393,165.00
				92	10/10				
								CONSOLIDATE YEAR 1-2	
				YEAR 1		YEAR 2			
Function	Object	Description	Cost Per Item	Quantity	Total Cost Year 1	Quantity2	Total Cost YR 2	Total Quantity	Total Cost
5100	510	Hivamat Self Treatment Applicator - The necessary accessories used for the Hivamat 200 Evident machine. The kit contains application self-adhesive pads in addition to cables connected to the interface's device. For the sports medicine program	\$ 179.00	1	\$ 179.00		\$ -	1	\$ 179.00
5100	510	Heat Laminating Film-- goes with the laminating machine	\$ 94.00	1	\$ 94.00		\$ -	1	\$ 94.00
5100	510	GR 5 Wrap Set Kit - Professional grade wrap and tape kit used to prevent injuries, treat muscular inflammation and to stabilize joints. Wraps and tape are utilized for training in sports and can also protect the skin from irritation by repeating taping along multiple areas. (For sport medicine program)	\$ 1,709.00	1	\$ 1,709.00		\$ -	1	\$ 1,709.00
5100	520	Textbooks - Curriculum - used for academic instruction (science, math, language arts, and history)	\$ 150,155.00	1	\$ 150,155.00		\$ -	1	\$ 150,155.00
5100	641	Recovery Table - A stationary table for physical therapy treatment. The CSP office added the detail description to the school's budget. In addition, the CSP Director noticed a photocopier priced at \$9,587 (see below). (For sport medicine program)	\$ 1,566.00	3	\$ 4,698.00		\$ -	3	\$ 4,698.00
									\$ 156,835.00

Guidelines for Expending Grant Funds

- All reimbursements issued by the sponsor must be reported in the Florida CSP Grant Tracking System, FLCSP at www.flcsp.org.



The screenshot shows a login interface for the Charter Schools Project Tracking system. It features a dark blue background with a white arrow icon pointing to the title "Charter Schools Project Tracking". Below the title is a white login box with a gold header that says "Sign In". Inside the box, there are input fields for "Username:" (containing "vicki.pineda") and "Password:" (containing seven dots). Below the password field is a blue link for "Forgot Password?" and a "submit" button. At the bottom of the page, it says "Florida Department of Education" and "For technical support contact FCIM, support+charter@fcim.org or 800-357-1072".



Budget Amendment Considerations

Budget Amendment Considerations

- Changes to the approved budget must have prior written approval.
- Subgrantees may submit a request to:
 1. Increase or decrease budget line items already approved (reallocation amendment)
 2. Access remaining grant funds (increase amendment)

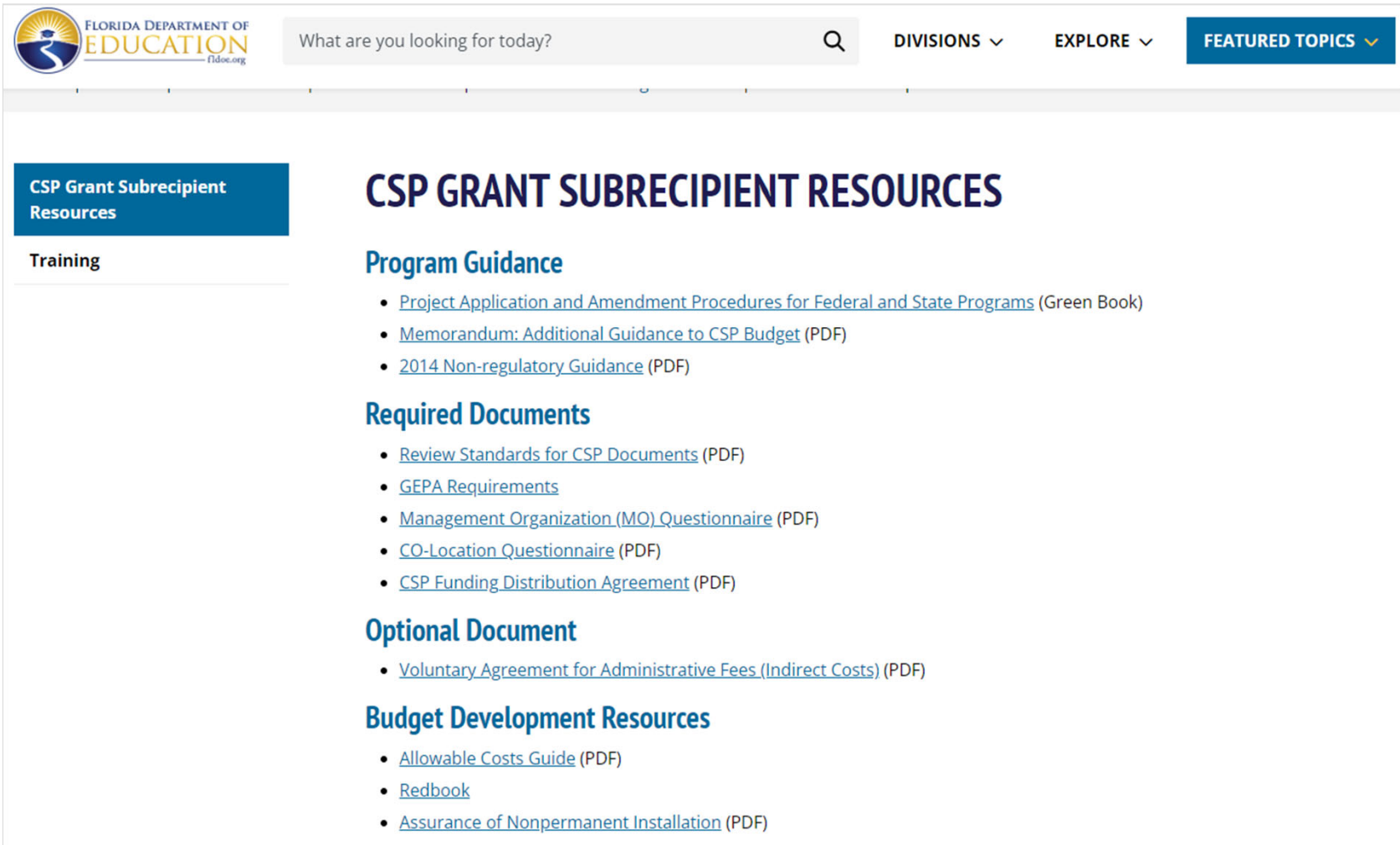
Budget Amendment Considerations

- Amendment requests must correlate with the school's capacity to expend all funding by June 2026.
- All costs reimbursed by the sponsor must be reported in FLCSP before an amendment request may be considered by the Department.
- All budget items requested must be reasonable, necessary and allowable.

Budget Amendment Considerations

- **Reasonable Cost** - A cost whose nature or amount does not exceed that which would be incurred by a prudent person under the circumstances prevailing when the decision was made to incur the cost.
- **Necessary** - The cost is necessary for the operation school or the proper and efficient performance of the federal award. 2 Code of Federal Regulations (CFR) Section 200.404
- **Allowable** - Is it allowed under this grant program? Refer to the [Allowable Cost Guide](#) for additional details.

CSP Grant Allowable Costs Guide



The screenshot shows the Florida Department of Education website. At the top is the logo and navigation bar with a search field and links for Divisions, Explore, and Featured Topics. The main content area is titled 'CSP GRANT SUBRECIPIENT RESOURCES' and is organized into sections: Training, Program Guidance, Required Documents, Optional Document, and Budget Development Resources. Each section contains a list of links to various documents and guides.

CSP Grant Subrecipient Resources

Training

CSP GRANT SUBRECIPIENT RESOURCES

Program Guidance

- [Project Application and Amendment Procedures for Federal and State Programs](#) (Green Book)
- [Memorandum: Additional Guidance to CSP Budget](#) (PDF)
- [2014 Non-regulatory Guidance](#) (PDF)

Required Documents

- [Review Standards for CSP Documents](#) (PDF)
- [GEPA Requirements](#)
- [Management Organization \(MO\) Questionnaire](#) (PDF)
- [CO-Location Questionnaire](#) (PDF)
- [CSP Funding Distribution Agreement](#) (PDF)

Optional Document

- [Voluntary Agreement for Administrative Fees \(Indirect Costs\)](#) (PDF)

Budget Development Resources

- [Allowable Costs Guide](#) (PDF)
- [Redbook](#)
- [Assurance of Nonpermanent Installation](#) (PDF)

CSP Grant Allowable Costs Guide

- Summarizes allowable vs. unallowable costs.
- Program funds may not be used for recurring expenses.
- Not an all-inclusive list. Consult the Department's program office with questions regarding allowable costs.

CSP Grant Allowable Costs | 1



CHARTER SCHOOL PROGRAM (CSP) GRANT - ALLOWABLE COSTS GUIDE

This handout is provided by the Florida Charter School Program Office and is intended to assist CSP sub-recipient schools in the budget development of their planning, implementation, and budget amendments for use of CSP Funds. Planning activities may include refinement of the desired educational results and the methods for measuring progress toward achieving those results and professional development of teachers and other staff who will work in the charter school. Initial Implementation activities may include: (a) informing the community about the school; (b) acquiring necessary equipment and educational materials and supplies; (c) acquiring or developing curriculum materials; and (d) other initial operational costs that cannot be met from State or local sources.

HOW TO USE THIS GUIDE:

- Allowable costs are organized by project phase (Planning or Implementation) and expenditure categories (Classroom Level, Instructional Support, and General Support Services).
- Some costs are never allowable within the CSP grant program. *A list of unallowable costs are listed on pages 17-19 of this guide.*
- Allowable *Planning* costs begin on page 3 of this guide, and allowable *Implementation* costs begin on page 5.
- Please do not copy and paste descriptions! This guide is meant to help CSP sub-recipient schools determine whether a type of cost is allowable. In order to ensure sufficient detail is included when drafting a budget, please be sure to provide the WHO/WHAT/WHEN/WHERE/WHY/HOW MUCH information for each budget line item.
- Applicable function and object codes are included for allowable costs. Function codes indicate the overall purpose or objective of an expenditure. Object codes indicate the type of goods obtained as a result of a specific expenditure.
- Within each budget line item request, include the Object Code Titles available within the guide, as these come from the Red Book and are required by the Office of Grants Management.
- The Allowable Cost Guide is only a comprehensive list of commonly used Function and Object codes to guide charter schools in their budget development. Check with the [Financial and Program Cost Accounting and Reporting for Florida Schools \(Red Book\)](#) for accurate use of Function/Object Codes (e.g. 5100/641: Basic K-12, Capitalized Furniture, Fixtures and Equipment).
- Finally, if a proposed budget item or service is not listed in this document, contact your CSP grant team. They can help determine if the cost is allowable within the program, and will help with assignment of function and object codes throughout the budget review.

Edited May 2021

Examples of Allowable Costs



Textbooks, Library Books and Workbooks



Technology such as laptops, software and associated installation



Furniture: Desks, Chairs, Filing Cabinets, Bookshelves, etc.



Professional Services and Consulting of First Year Audit (one-time only)



School Bus

Examples of Unallowable Costs



Obligated outside of the project period



Recurring expenses such as rent/leases, utilities and renewals



Capital Improvements, Renovations or Construction



Lobbying, Promotional Items, Apparel, Salaries or Field Trips



Food, beverages and cafeteria equipment



Budget Amendment Forms

Budget Amendment Forms

- Project Amendment Request (DOE150)
- Budget Amendment Narrative Form (DOE151)

Budget Amendment Forms

<https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/grant-forms.stml>



The screenshot displays the Florida Department of Education (FDOE) website. The header includes the FDOE logo, navigation links (Home, About Us, Newsroom, How Do I?, Contact Us, Public Records), a search bar with the text "What are you looking for?", and a menu with categories: FEATURED TOPICS, ACADEMICS, SCHOOLS, TEACHING, ACCOUNTABILITY, POLICY, and FINANCE. The breadcrumb trail reads: Home | Schools | School Choice | Charter Schools | Charter Schools Program Grant | CSP Grant Forms. The main content area is titled "CSP Grant Forms" and lists several documents for download, including DOE 150 - Project Amendment Request (Word), DOE 151 - Budget Amendment Narrative Form (Excel), Itemized Expenditure Report Template (Excel), Site Visit Monitoring Rubric (PDF), CSP 2-year Budget Development Tool Instructions (PDF), CSP 2-year Budget Development Tool (Excel), CMO Questionnaire (PDF), and CO-Location Questionnaire (PDF). A "Technical Assistance" section lists a Memorandum: Additional Guidance to CSP Budget (PDF), 2014 Non-regulatory Guidance (PDF), and Review Standards for CSP Documents (PDF) - Revised January 2020. A sidebar on the left contains a "CHARTER SCHOOLS PROGRAM GRANT" header and links to "CSP Grant Forms" and "Training".

CHARTER SCHOOLS PROGRAM GRANT

CSP Grant Forms

Training

CSP Grant Forms

- [DOE 150 - Project Amendment Request \(Word\)](#)
- [DOE 151 - Budget Amendment Narrative Form \(Excel\)](#)
- [Itemized Expenditure Report Template \(Excel\)](#)
- [Site Visit Monitoring Rubric \(PDF\)](#)
- [CSP 2-year Budget Development Tool Instructions \(PDF\)](#)
- [CSP 2-year Budget Development Tool \(Excel\)](#)
- [CMO Questionnaire \(PDF\)](#)
- [CO-Location Questionnaire \(PDF\)](#)

Technical Assistance

- [Memorandum: Additional Guidance to CSP Budget \(PDF\)](#)
- [2014 Non-regulatory Guidance \(PDF\)](#)
- [Review Standards for CSP Documents \(PDF\) - Revised January 2020](#)

Budget Amendment Forms

- Form DOE 150, Project Amendment Request
- Sponsor approval is required.
- The sponsor's review and approval process is separate from the Department's approval process.

FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST								
Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Agency Name: _____	DOE USE ONLY Date Received: _____						
	B) Program Name: _____ TAPS Number: _____							
C) Amendment Type ☐ Program ☐ Budget Amendment Number: _____	D) Amendment Request Contact Information <table border="1"> <tr> <td>Contact Name: _____</td> <td>Telephone Numbers: _____</td> </tr> <tr> <td>Mailing Address: _____</td> <td>E-mail Addresses: _____</td> </tr> </table>		Contact Name: _____	Telephone Numbers: _____	Mailing Address: _____	E-mail Addresses: _____		
Contact Name: _____	Telephone Numbers: _____							
Mailing Address: _____	E-mail Addresses: _____							
E) Required Signature and Certification I, _____, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application amendment are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application amendment.								
<table border="1"> <tr> <td>Signature of Agency Head _____</td> <td>Title _____</td> <td>Date _____</td> </tr> <tr> <td>Signature of Charter Head _____</td> <td>Title _____</td> <td>Date _____</td> </tr> </table>			Signature of Agency Head _____	Title _____	Date _____	Signature of Charter Head _____	Title _____	Date _____
Signature of Agency Head _____	Title _____	Date _____						
Signature of Charter Head _____	Title _____	Date _____						
F) Narrative 								

DOE 150
Revised July 2015

Page 1 of 2 Richard Corcoran, Commissioner



Budget Amendment Forms

- Form DOE 151,
Budget Amendment
Narrative Form

A) District/Agency Name _____		B) Project Number _____	TAPS Number _____		
C) Amendment Number _____					
FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM					
D) Total Project Amount Currently Approved \$ _____			E) Total Project Amount resulting from this Budget Amendment \$ _____		
F) Line Item Description					
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
Total				Total	


 FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

DOE 151

Budget Amendment Forms

Reallocating Funds

When removing approved line items to replace with new items:

- List decreases first.
- Identify quantities already purchased by providing the quantity purchased, price per item and total.

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM**

A) John G. Baker School District District/Agency Name B) 500-0000-0000/150079 Project Number/TAP \$ Number

C) 3 Amendment Number

D) Total Project Amount Currently Approved \$503,296.00 E) Total Project Amount resulting from this Budget Amendment \$ 503,296.00

F) Line Item Description	Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
	5100	642	Hexagon Desk Globe	0.00		\$ 6,600.00
	5100	642	Polypropylene Top Portable Stage	0.00		\$ 1,178.00
	5100	642	Clover Activity Tables	0.00		\$ 4,650.00
	5100	644	Printer(Wireless w/ Mobile Printing)	0.00		\$ 3,000.00
	6400	642	Atom Clocks (Black)	0.00		\$ 990.00
	7300	642	Mesa Series L Shaped Desk	0.00		\$ 2,088.00
	510		Instructional Supplies - 200 cases of copy paper multiple colors @ \$8.99 per carton (\$1798.00) - this paper will be used for student forms, making copies of instructional materials (since there are no textbooks, and family communication; pencils and pens for students to use for instructional work - 100 packs of pencils @ \$8.00 each (\$800.00); 100 packs of markers @ \$8.66 each (\$866.00)	0	\$ 9,253.00	
	5100		Resource Materials Supplies: Benefit students by providing math and science manipulatives to assist learning concepts. These resources will be kept in the math and science classrooms for both 8th and 7th grades. Currently there are 412 students - 30 education math stacks integers @ \$8.86 each (\$269.60); 14 hands-on equation kits @ \$16.86 each (\$236.04); 12 star right math triangle flash cards @ \$11.59 each (\$139.08); 10 education geometric folding shapes @ \$17.86 each (\$178.60); 20 peridot tables @ \$12.26 each (\$245.20); 24 dissection kits @ \$18.48 each (\$443.52); 2 sphere ball @ \$149.98 each (\$299.96); 416 calculators @ \$12.38 each (\$5148.32); 100 containers of clay @ \$18.66 each (\$1866.00); 29 wire cutters @ \$12.68 each (\$366.11)		\$ 9,253.00	
	6300					
Total					\$ 18,506.00	\$ 18,506.00

DD-151
Revised January 2017

Richard Corcoran, Commissioner

 FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Budget Amendment Forms

Reallocating Funds – Examples

- Decrease:

Function	Object	Account Title and Narrative	FTE	Amount Increase	Amount Decrease
5100	369	Technology-Related Rentals Reading Intervention Curriculum: Read 180 Reading Plus intervention program to provide instructional supports student 1 year Subscription. Approved: 45 @ \$99.00= \$4,455.00 Purchased: 0 Decrease: 45 @ \$99.00= \$4,455.00			\$4,455.00

- Increase:

7800	651	Buses School bus 1 @ \$146,362.00= \$146,362.00			\$ 146,362.00
------	-----	--	--	--	---------------

Budget Amendment Forms

Increase Request

- For each item requested, identify the quantities, price per item and total.

A) District/Agency Name _____ Project Number/TAPS Number _____

C) 2
Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$396,109.00 E) Total Project Amount resulting from this Budget Amendment \$513,159.09 

F) Line Item Description

Function	Object	Account Title & Narrative	FTE	Amount Increase	Amount Decrease
5100	369	Basic (FEFP K-12)--Technology-Related Rentals (Original Budget \$5,075- \$2,764= \$2,311)		2,764.00	
5100	520	Basic (FEFP K-12)--Textbooks (4-Subject--Language Arts \$14,864, Math \$6,706.45, Pearson--Curriculum \$29,778.64) Did not use		51,349.09	
5100	643	Basic (FEFP K-12)--Capitalized Computer Hardware (Original 12@\$5,815= \$6,978 Difference \$4,021) (Actual 12 @ \$5,479.22= \$65,759 Interactive Whiteboards)		\$ 4,021.00	
5100	644	Basic (FEFP K-12)--Noncapitalized Computer Hardware- Student PCs (did not use) Original 186 @ \$681=\$126,666, Actual 109@ \$669.07= \$72,929 differences \$53,737		\$ 53,737.00	
6400	310	Instructional Staff Training Services--Professional and Technical Services (Overage--Final cost under budget)- (Original \$1,500 -Actual \$1,350= \$150)		\$ 150.00	
6500	319	Basic (FEFP K-12)--Technology-Related Professional and Technical Services--Installation Interactive Whiteboards- (Overage--Final cost under budget) Original \$6,000 Actual \$5,874= \$126.00		\$ 126.00	
6400	319	Instructional Staff Training Services--Technology-Related Professional and Technical Services-- Training Interactive Whiteboards (Overage--Final cost under budget)-- Original \$2,000 - Actual \$1,875= \$125		\$ 125.00	
7300	630	Camera - Security (Original \$50,398, Actual \$45,620 difference \$4,778)		\$ 4,778.00	
				\$ 117,050.09	\$ -

DOE 151
Revised July 2015

Pam Stewart, Commissioner



Budget Amendment Forms

Increase – Examples

5100	510	Supplies Medical class supplies- blood collection tubes, T-wing blood collection sets, Stope the Bleed Multipack, and simulated blood. Avg. cost range between \$15.00-\$357.00. 1 @ 1,729.00= \$1,729.00 [AMD#3]	\$ 1,729.00
5100	519	Technology-Related Supplies Extension Cords- for the construction class. 2 @ \$50.00= \$100.00 [AMD#3]	\$ 100.00

Budget Amendment Forms

- Avoid grouping items by vendor or quote.
- All items on a vendor quote must be coded individually.
- Original Request:

Function	Object	Description	Cost Per Item	Quantity
5100	520	Spanish Language Computer Lab	\$ 38,394.00	1

Approved:

6500	311	Professional and Technical Services: Installation and training by the vendor for the Spanish Language program.	\$ 4,750.00	1	\$ 4,750.00
5100	369	Spanish language software program for student computer lab.	\$ 1,195.00	26	\$ 31,070.00
5100	642	26 headsets for the Spanish Language program for the computer lab.	\$ 99.00	26	\$ 2,574.00



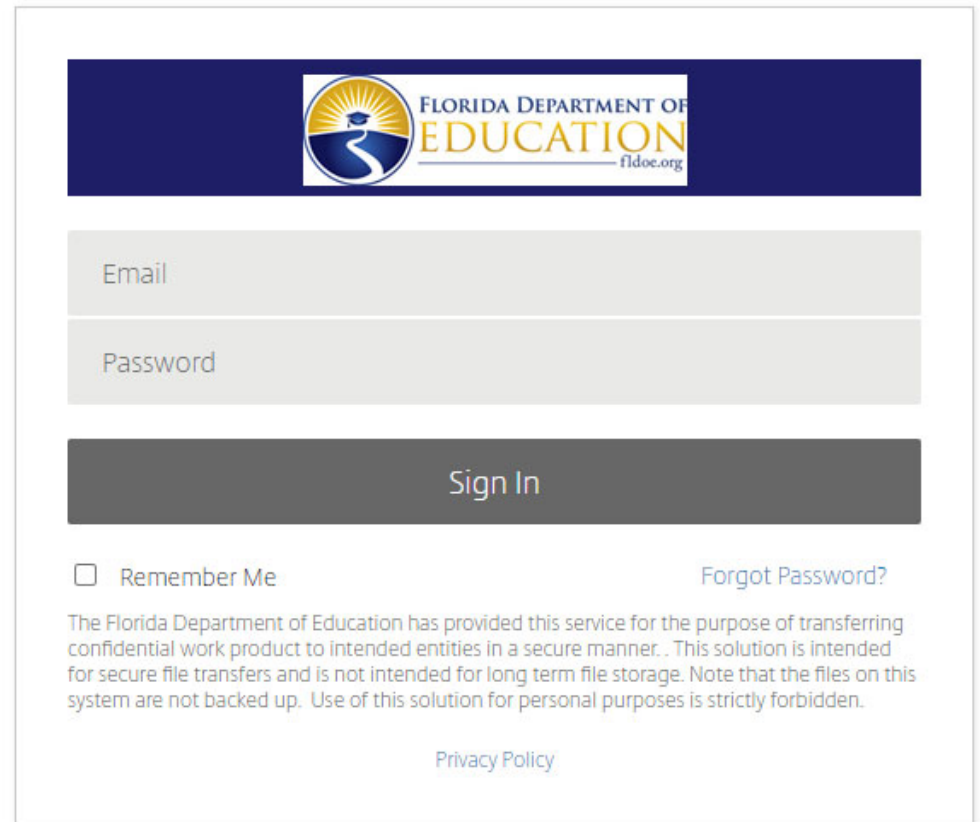
FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Submitting the Amendment Request

Submitting the Amendment Request

<https://fldoe.sharefile.com/Authentication/Login>

- For optimal performance, use Google Chrome.
- Only contacts identified by the Department have access.
- For technical assistance, email the Office of Grants Management at OGM@fldoe.org.
- All amendments must be submitted via ShareFile – emailed forms will not be accepted.



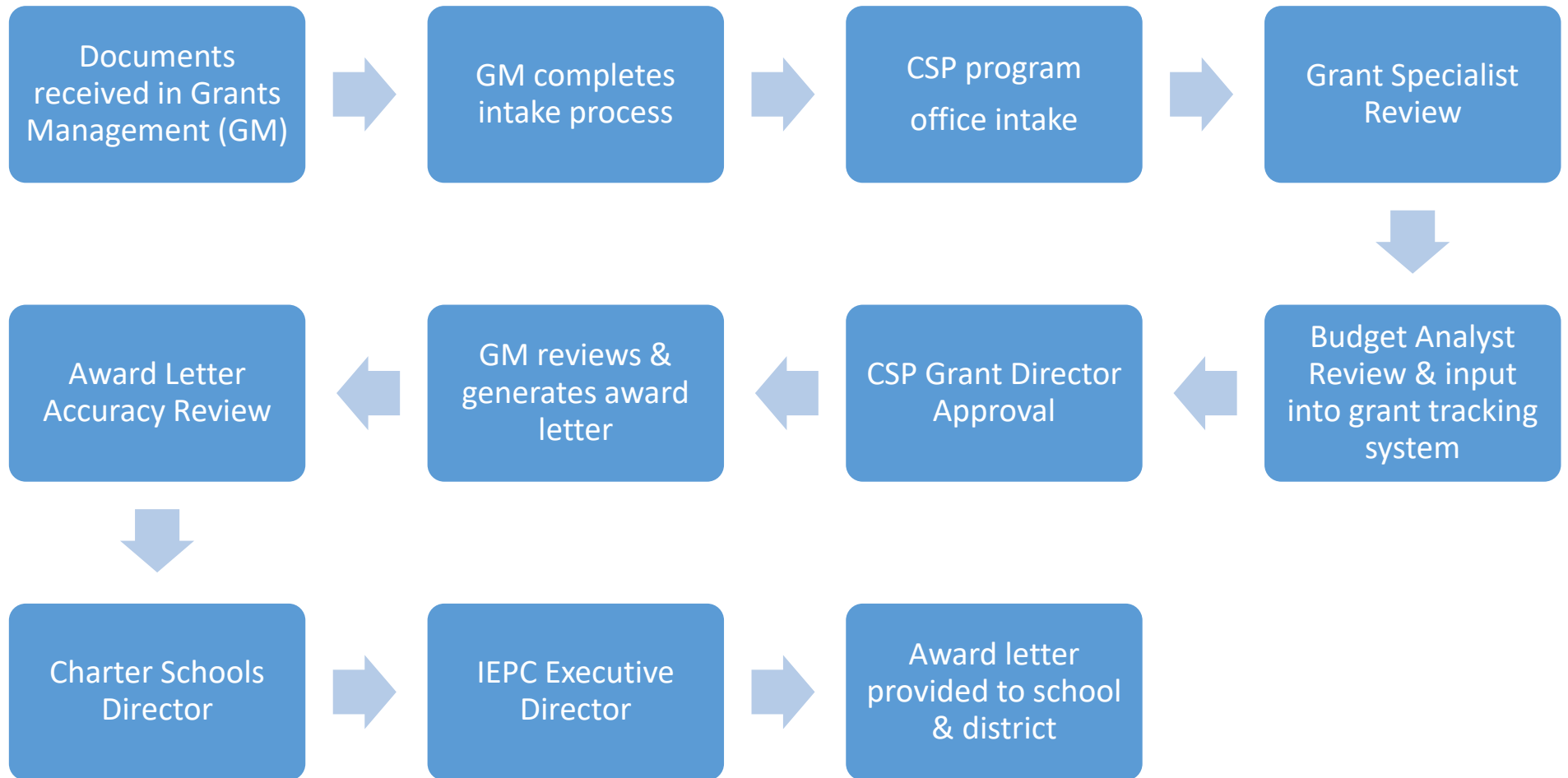
The screenshot shows the login interface for the Florida Department of Education's ShareFile system. At the top is the department's logo. Below it are two input fields labeled "Email" and "Password". A dark grey "Sign In" button is positioned below the password field. Underneath the button is a checkbox labeled "Remember Me" and a link for "Forgot Password?". A disclaimer paragraph states: "The Florida Department of Education has provided this service for the purpose of transferring confidential work product to intended entities in a secure manner. This solution is intended for secure file transfers and is not intended for long term file storage. Note that the files on this system are not backed up. Use of this solution for personal purposes is strictly forbidden." At the bottom right of the form is a link for "Privacy Policy".

(Note: This process may be modified soon due to the rollout of a new grant system.)



Approval Process

Approval Process



Award Notification Letter (DOE200)

Florida Department of Education Project Award Notification	
1 PROJECT RECIPIENT Miami-Dade County School District 2018-523 Downtown Doral Charter Upper School	2 PROJECT NUMBER 130-2987B-8C007
3 PROJECT/PROGRAM TITLE Public Charter School Program (CSP) Planning, Program Design and Implementation	4 AUTHORITY 84.282A Charter Schools, Title V, Part B USDE or Appropriate Agency
5 AMENDMENT INFORMATION Amendment Number: 3 Type of Amendment: No Cost Extension Effective Date: 09/06/2019	6 PROJECT PERIODS Budget Period: 04/03/2018 - 04/02/2020 Program Period: 04/03/2018 - 04/02/2020
7 AUTHORIZED FUNDING Current Approved Budget: \$522,708.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$522,708.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES - Last date for incurring expenditures and issuing purchase orders: 04/02/2020 - Date that all obligations are to be liquidated and final disbursement reports submitted: 05/20/2020 - Last date for receipt of proposed budget and program information: 04/02/2020 - Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: - Date(s) for program reports: - Federal Award Date: 10/01/2016	
10 DOE CONTACTS Program: Vicki Pineda Phone: (850) 245-0871 Email: Vicki.Pineda@fldoe.org Grants Management: Unit C (850) 245-0496	Comptroller Office Phone: (850) 245-0401 Duns#: 105964068 FEIN#: F596000572005
11 TERMS AND SPECIAL CONDITIONS - This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. - For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. - All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. - Other: The maximum project periods may not exceed twenty-four (24) months for an Implementation-only period from the initial award letter effective date. The Department will consider continued funding of this award if (1) sufficient funds are available, (2) the Department determines that continuing the project would be in the best interest of the State, and (3) the sub-recipient has submitted all required reports and documentation. The Department retains authority to terminate, with written notice, a project that does not demonstrate progress toward opening and operating a high-quality charter school (see page 2 of DOE-200, #11 for listed items that may restrict access to grant funds).	
12 APPROVED:  Authorized Official on behalf of Richard Corcoran Commissioner of Education 9-11-19 Date of Signing 	

DOE-200
Revised 07/15

Page 1 of 2

INSTRUCTIONS PROJECT AWARD NOTIFICATION	
1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.	
2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).	
3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.	
4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.	
5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book), and effective date.	
6 Project Periods: The periods for which the project budget and program are in effect.	
7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).	
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. Quarterly Advance to Public Entity - For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances. 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 for program issues.	
11 Terms and Special Conditions: Listed items apply to this project. - The Department retains the right to restrict access to the grant funds under certain circumstances, including but not limited to: - o Actual enrollment below 75 percent of projected enrollment, - o Failure of a sub-recipient charter school to timely submit required expenditures, and inventory reports through FLCSP.org, - o Purchases made outside of the approved budget, and/or - o Corrective action required following a monitoring site visit.	
12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.	

DOE-200
Revised 07/15

Page 2 of 2



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Compliance Requirements

Compliance Requirements

Note: Although a CSP grant sub-recipient may contract with a management company, the management company should not have full or substantial control of the CSP project. Pursuant to 34 CFR Sections 75.701 and 76.701, **CSP grant sub-recipients are responsible for directly administering and supervising the administration of the project.** Additionally, CSP grant funds may not be utilized to pay for services provided by a management company or for items purchased from a management company.

Compliance Requirements

- **Expenditure Reports:**

- Required for all projects.
- Due no later than the first of each month.
- Necessary for the Department's expenditure reporting to USDOE and for audit purposes.

- **Inventory Reports:**

- Due no later than January 1 and July 1 during the Implementation phase only.
- All items purchased with CSP grant funds must be labeled.

Compliance Requirements

- Supporting documentation for expenditures should be kept on file and will be required for reimbursement.
- Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

Expenditure Reporting on FLCSP

- Use the Show/Hide Expenditures feature to ensure accurate reallocation requests.
- Report quantities and unit costs that were reimbursed by your sponsor.

Charter Schools Project Tracking
ABC-2 Sample Charter School | [Sign out](#)

You are currently in impersonation mode. [Restore](#) to: BessG

[Home](#) | [Contact Information](#) | [Documents](#) | [Resources](#) | [Budgets](#) | [Tickets](#) | [Reports](#) | [Implementation Timeline](#)

Manage Budget Item

Back to List
Budget Created: 1/31/2017, Type: Initial

Function Code:
5100 -- Basic (FEFP K-12)
Object Code:
520 -- Textbooks
Total Amount:
\$28,500.00

Narrative	Amt Price per Item	Qty-YR1	Qty-YR2	Qty Total	Budget Amount
Textbook (5 subjects x 200 students = 1000)	\$28,500.00	1	0	1	\$28,500.00
No Expenditure					

Budget Totals

Projected Amount: \$225,000.00

Available Amount: \$0.00

Function Code:
5100 -- Basic (FEFP K-12)
Object Code:
642 -- Noncapitalized Furniture, Fixtures, and Equipment
Total Amount:
\$2,000.00

Narrative	Amt Price per Item	Qty-YR1	Qty-YR2	Qty Total	Budget Amount
Non-Capitalized Furniture, Fixtures and Equipment Cases for student tables.	\$50.00	40	0	40	\$2,000.00
Report	Qty Purchased	Remaining Qty	Exp Amt Per Item	Total Exp	Remaining Balance
9/27/2019	5	35	\$50.00	\$250.00	\$1,750.00
Comment:					
9/27/2019	35	0	\$40.00	\$1,400.00	\$350.00
Comment:					
Cumulative	40	0	\$50.00, \$40.00	\$1,650.00	\$350.00

Show/Hide Expenditure

FLAGS

← → ↻ flags.fldoe.org/Login.aspx?ReturnUrl=%2fLogout.aspx 🔑 🔍 📄 ★ 🏠

 Charter Home  FLDOE-CSP  FLCSP  FLAGS  ShareFile Login  Allowable Costs Gui...

 **FLORIDA DEPARTMENT OF
EDUCATION**
fldoe.org

Florida Grants System FLAGS

[Help](#)

User Login

User Name: *

Password: *

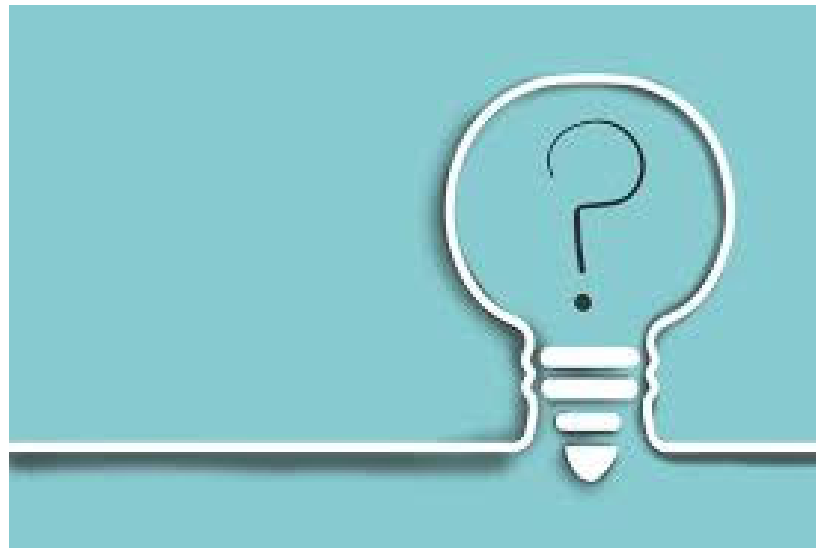
☐ Remember me next time.

* Denotes required fields.

[Sign Up](#)

[Forgot your Password?](#)

Questions?



CSP Grant Team

Vicki Pineda, Charter Schools Director

Vicki.Pineda@fldoe.org

Chasity Ingram, CSP Grant Director

Chasity.Ingram@fldoe.org

Alex Alvarado, Grant Specialist

Alex.Alvarado@fldoe.org

Tianna Payne, Grant Specialist

Tianna.Payne@fldoe.org



www.FLDOE.org

