



The Charter School Program Grant Closure Process

Office of Independent Education and Parental Choice

October 2021



FLORIDA DEPARTMENT OF
EDUCATION
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Award Notification Letter (DOE200)

Florida Department of Education Project Award Notification	
1 PROJECT RECIPIENT Miami-Dade County School District	2 PROJECT NUMBER ██████████
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 - 4/02/2020 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 <ul style="list-style-type: none"> 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 amendments: 03/03/2020 944 Turlington Building, Tallahassee, Florida 32399-0400: <ul style="list-style-type: none"> Date(s) for program reports: 10/01/2016 Federal Award Date: 	
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 <ul style="list-style-type: none"> 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 Date of Signing: 9-11-19	

DOE-200
Revised 07/15

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INSTRUCTIONS
PROJECT AWARD NOTIFICATION

- Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 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).
- Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- Project Periods: The periods for which the project budget and program are in effect.
- 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).
- 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.
- Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office for financial reporting issues.
- 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:
 - Actual enrollment below 75 percent of projected enrollment,
 - Failure of a sub-recipient charter school to timely submit required expenditures, and inventory reports through FLCSP.org,
 - Purchases made outside of the approved budget, and/or
 - Corrective action required following a monitoring site visit.
- Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

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Revised 07/15

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Using FLCSP for Final Expenditure Reporting

Required Reports

- Itemized Expenditure Reports are required for all items/services funded by the CSP Grant. Due at the end of the month.
- Inventory Reports are required for all CSP purchased items assigned with 600 object codes. Due in January and July.

Home

Task	Status
1. Contact Information	Complete
2. Required Documents for Implementation	10/10 uploaded, 10/10 approved
3. Budgets	Planning budget is approved. Implementation budget #2 is approved.
4. Expenditure Reports	Report for 9/1/2017 is approved. Next report due on 10/1/2017
5. Inventory Reports	Next inventory report is due on 1/1/2019
6. Site Visit	N/A

Subgrantee Information on FLCSP

- Subgrantee Reported Expenditures and FLAGS Reported Expenditures should be equal.
- Only items purchased and reimbursed by the grant should be reported by the Subgrantee— if items were not reimbursed by district, then they should not be included in the reports.
- For questions related to FLAGS Reported Expenditures, schools should contact their district representative.

Subgrantee Information	
School: ██████████ ██████████	Phase: Planning
CSP_ID: ██████	Begin Date: 1/28/2019
District: ██████	End Date: 7/11/2019
Total Award Amount: \$800,000.00	Projected Amount: \$25,000.00
Project Begin Date: 1/28/2019	Total Release: \$12,750.00
Project End Date: 7/11/2021	FLAGS Reported Expenditure: \$12,750.00
Management Company: N/A	As of: 6/8/2020
MSID: 527411	Subgrantee Reported Expenditure: \$12,750.00
TAPS Number: 19C082	
Projected Enrollment: 240	Phase: Implementation
Actual Enrollment: 223	Begin Date: 7/12/2019
Co-location: No	End Date: 7/11/2021
	Projected Amount: \$787,250.00
	Total Release: \$727,497.00
	Amount Remaining: \$59,753.00
	FLAGS Reported Expenditures: \$649,323.91
	as of: 9/1/2021
	Subgrantee Reported Expenditures: \$649,323.91

Expenditure Reporting on FLCSP

- Use the “Show/Hide” Expenditures feature to review reported expenditure details.
- Report approved quantities and unit costs – expenditure overages should not be included on reporting without program office approval.

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

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

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Manage Budget Item

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Budget Created: 1/31/2017, Type: Initial

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

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

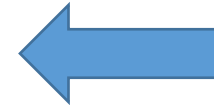
[Show/Hide Expenditure](#)

Expenditure Reporting on FLCSP, continued

- Report expenditures no later than the 1st day of each month
- Avoid reporting \$0.00
- Increases to **Quantities** or **Unit Costs** require approval from program office – amendments cannot be used to correct overages even if actual expenditures did not exceed the approved line item total.

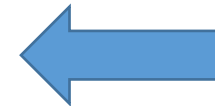
Expenditure Reporting on FLCSP, continued

Current Budget	
Created: 1/23/2020, Projected Amount: \$551,746.00, Type: Initial, Status: Approved	
Export	
8/1/2021 Expenditure Report	Approved
New Report	



Creating a new expenditure report.

Current Budget	
Created: 4/2/2020, Projected Amount: \$737,294.00, Type: Initial, Status: Approved	
Export	
12/1/2020 Expenditure Report	Approved
1/1/2021 Expenditure Report	Approved
2/1/2021 Expenditure Report	Approved
3/1/2021 Expenditure Report	Approved
4/1/2021 Expenditure Report	Approved
5/1/2021 Expenditure Report	Approved
6/1/2021 Expenditure Report	Approved
7/1/2021 Expenditure Report	Approved
8/1/2021 Expenditure Report	Approved
9/1/2021 Expenditure Report	Submitted

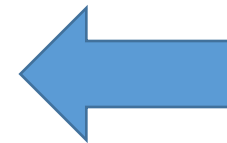


(Multiple reports cannot be submitted.)

Status for reports pending program office review.

Expenditure Reporting on FLCSP, continued

Current Budget	
Created: 11/20/2019, Projected Amount: \$727,497.00, Type: AMD #3, Status: Approved	
	Export
1/1/2020 Expenditure Report	Approved
2/1/2020 Expenditure Report	Approved
3/1/2020 Expenditure Report	Approved
4/1/2020 Expenditure Report	Approved
5/1/2020 Expenditure Report	Approved
6/1/2020 Expenditure Report	Approved
7/1/2020 Expenditure Report	Approved
8/1/2020 Expenditure Report	Approved
9/1/2020 Expenditure Report	Approved
10/1/2020 Expenditure Report	Approved
11/1/2020 Expenditure Report	Approved
12/1/2020 Expenditure Report	Approved
1/1/2021 Expenditure Report	Approved
2/1/2021 Expenditure Report	Approved
3/1/2021 Expenditure Report	Approved
4/1/2021 Expenditure Report	Approved
5/1/2021 Expenditure Report	Approved
6/1/2021 Expenditure Report	Approved
7/1/2021 Final Report	Approved



Complete Budget
Reporting for Grant

Expenditure Reporting on FLCSP, continued

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Reports

- Inventory Reports
- Export Inventory Labels
- **Export for Reimbursement Requests**



Creating an Itemized Expenditure Report

Florida Department of Education												FARM	
Itemized Expenditure Report													
Charter School Name:			District:			School CSP ID:							
Contact Name:			Phone Number:			E-Mail Address:							
Approved Budget Amount: \$740,247.00			Project Number:			TAPS Number:							
Project Start Date: 1/28/2019			Project Ending Date: 7/11/2021			Report Date: 10/11/2021			Report #:				
Project Phase: Implemen													
Function Code	Object Code	Vendor	Title	Narrative	Quantity Ordered	Payment Date	Check Number or Payment ID	Payment Amount	Invoice Date(s)	Invoice Number	CSP Budget	Expenditure Report Date	
5100	510		Supplies	Class Supplies				\$2,720.43			\$3,093.00	3/1/2020	
7300	510		Supplies	Office Supplies				\$3,668.21			\$3,910.00	3/1/2020	
5100	520		Textbooks	Literature Textbooks for Sophomore Students (395 @ \$12.00)				\$895.30			\$4,740.00	3/1/2020	
7300	330		Travel	The Principal will attend the 2019 Florida Charter School Conference in Orlando, FL for 2 days in October. Original #1753, Actual				\$495.62			\$495.62	3/1/2020	
5100	369		Technology-Related Rentals	Revel for the Art of Being Human Textbook (351 @ \$50.00)				\$8,767.64			\$31,590.00	3/1/2020	
5100	520		Textbooks	College textbooks for Junior and Senior students (1829 @ \$111.00)				\$26,222.91			\$203,018.00	3/1/2020	
5100	642		Noncapitalized Furniture, Fixtures, and Equipment	Graphing Calculator	150			\$17,250.00			\$18,900.00	3/1/2020	
5100	641		Capitalized Furniture, Fixtures, and Equipment	Automated External Defibrillator (AED) kit	1			\$1,029.99			\$1,030.00	3/1/2020	
5100	652		Noncapitalized Software	Remind Data Software- communication tool used to communicate with students and	1			\$640.00			\$4.00	3/1/2020	



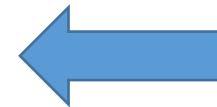
Using FLCSP for Final Inventory Reporting

Inventory Reporting on FLCSP

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Reports

- **Inventory Reports**
- Export Inventory Labels
- Export for Reimbursement Requests



Accessing Reports

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Manage Inventory

To create an inventory report, approved budgets and expenditure reports that have inventory within those budgets must exist first.

Planning (1/28/2019 - 7/11/2019)

Budget

Created: 1/28/2019 Amount: \$12,750.00 status: **Approved**

Export

No inventory report has been created

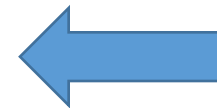
Implementation (7/12/2019 - 7/11/2021)

Budget

Created: 11/20/2019 Amount: \$727,497.00 status: **Approved**

Export

Inventory Report	7/1/2020
Inventory Report	1/1/2021
Inventory Report	7/1/2021
Inventory Report	7/11/2021



Complete Inventory Reporting for Grant

Inventory Reporting on FLCSP, continued

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Inventory Report for 7/11/2021

Inventory Reports Export

Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052001	BB Building Room 001	In Use	Graphing Calculator
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052002	BB Building Room 001	In Use	Graphing Calculator
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052003	BB Building Room 001	In Use	Graphing Calculator
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052461	TS-BB 006	In Use	Laminates top for each individual bookcas... [More]
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052462	TS-BB 006	In Use	Laminates top for each individual bookcas... [More]
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052404	TS-BB 001	In Use	Individual bookcases. AMD#1
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052405	TS-BB 001	In Use	Individual bookcases. AMD#1
5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	2019-568-00000052406	TS-BB 001	In Use	Individual bookcases. AMD#1

Unique Tag Numbers

Status Updated

Specific Location Reported



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Useful Links

FLCSP

<https://www.flcsp.org/Auth/SignIn>

- Include the “www” before flcsp.org. (It will not allow access to site otherwise.)
- Contact Information MUST be current for authorized users during the grant period.
 - Primary Contact should be a representative at school.
 - Primary Contact and School Board Chair Contact cannot be the same person.



The screenshot shows a dark blue background with a white arrow pointing to the right. The text "Charter Schools Project Tracking" is displayed in white. Below this is a white "Sign In" form with a gold header. The form contains two input fields: "Username:" and "Password:". Below the password field is a blue link for "Forgot Password?" and a white "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".

CSP Grant Team

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