



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Charter School Program (CSP) Grant Funding

## 2023 Florida Charter School Conference

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Office of Independent Education and Parental Choice  
October 19, 2023

# Agenda

## Part I - Overview

- I. Brief CSP Grant Overview
- II. Future Applicants

## Part II – Current Subgrantees

- I. Expenditure and Inventory Reports
- II. Amendments

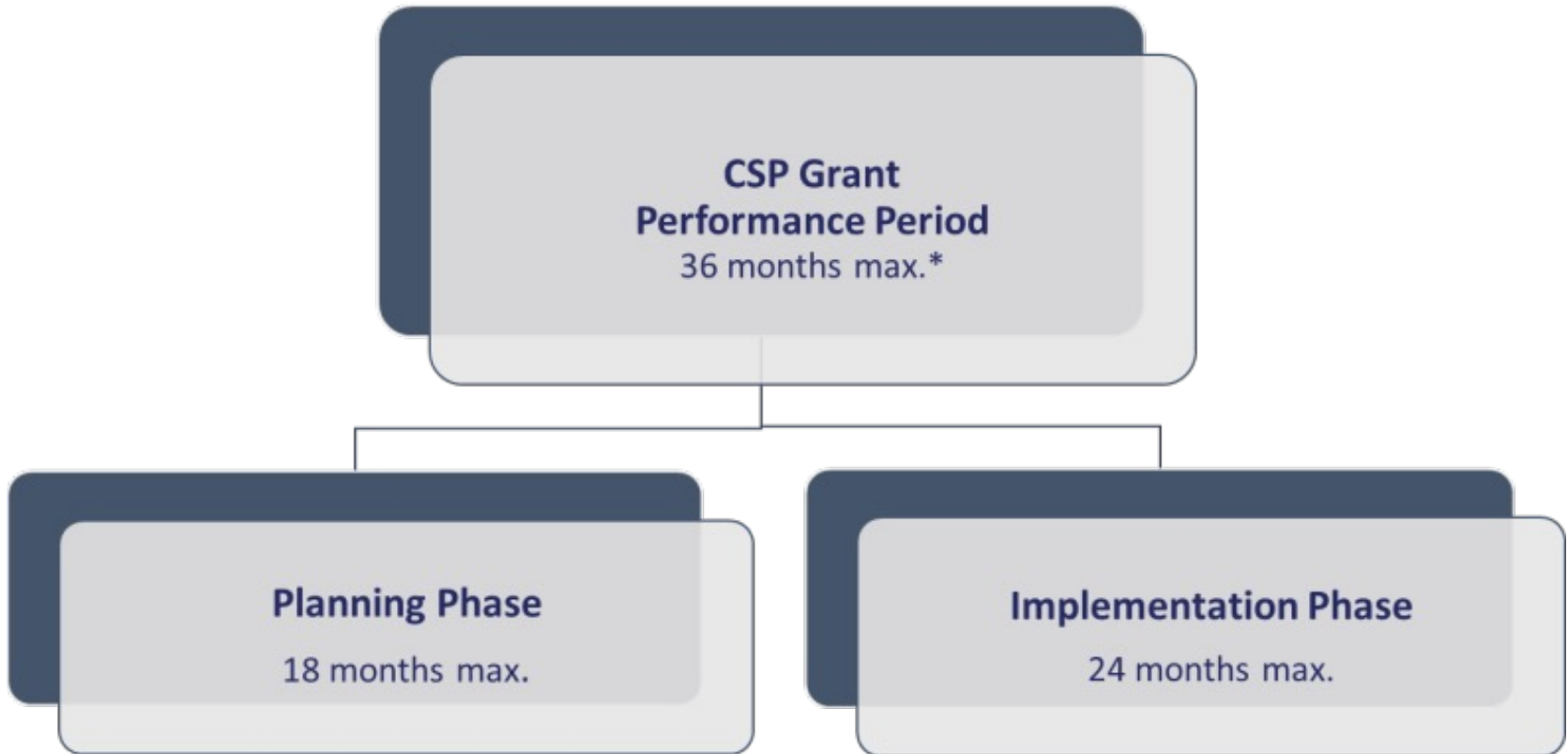


# Part 1 - Overview

## I. CSP Grant Overview

# CSP Grant Overview

- Funds may be utilized for **one-time start up costs** for the planning, program design, and initial implementation of new high-quality charter schools
- “New” refers to schools within the first 5 years of operation
- Total awards range from \$250,000 - \$700,000.





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## Part 1 - Overview

### II. Future Applicants

# Interested in Applying?

Review 2023 Request for Proposals (RFP) on our [website](#).



What are you looking for today?



DIVISIONS ▾

EXPLORE ▾

FEATURED TOPICS ▾

## Charter Schools

[Home](#) | [Schools](#) | [School Choice](#) | [Charter Schools](#) | [Charter School Program Grant](#)

CSP Grant Subrecipient  
Resources

Training

## CHARTER SCHOOL PROGRAM GRANT

The Federal Charter Schools Program Grant (CSP) allows Florida to drive system-wide improvements to one of the most significant charter school landscapes of any state. Florida utilizes the CSP to reform the very building blocks of the Charter School space and ensure that all students, regardless of income or ZIP code, have access to a high-quality public school. As such Florida's CSP grant program serves as the core component in the fulfillment of the Florida State Board of Education's Strategic Plan, which calls for heightened "access to high-quality Charter Schools" to improve academic achievement.

- **Planning & Implementation:** The Florida Department of Education administers the Charter Schools Program (CSP) Planning and Implementation grant through a request for proposals (RFP) process each year. The general purpose of this grant is to provide financial assistance for the planning, program design, and initial implementation of charter schools and to expand the number of high quality charter schools in Florida.
- [2023 RFP for the Public Charter Schools Program Grant for Planning and Implementation](#)
- [2022 RFP for the Public Charter Schools Program Grant for Planning and Implementation](#)
- [2021 RFP for the Public Charter Schools Program Grant for Planning and Implementation](#)
- [2020 Public Charter Schools Program \(CSP\) Grant for Remote Learning and Access Due to COVID-19](#)

# Application Process

- RFP is published
- Stage I application submitted
- FDOE invites to Stage II
- Stage II application submitted

## Planning

- Application documents
- 100A- Project Application Form
- 101S- Budget Narrative Form

## Implementation

- Application documents
- 100A- Project Application Form
- Itemized budget (2-year budget in Excel tool)
- 101S- Budget Narrative Form (2-year budget)





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## Part 2 - Current Subgrantees

### I. Expenditure and Inventory Reports

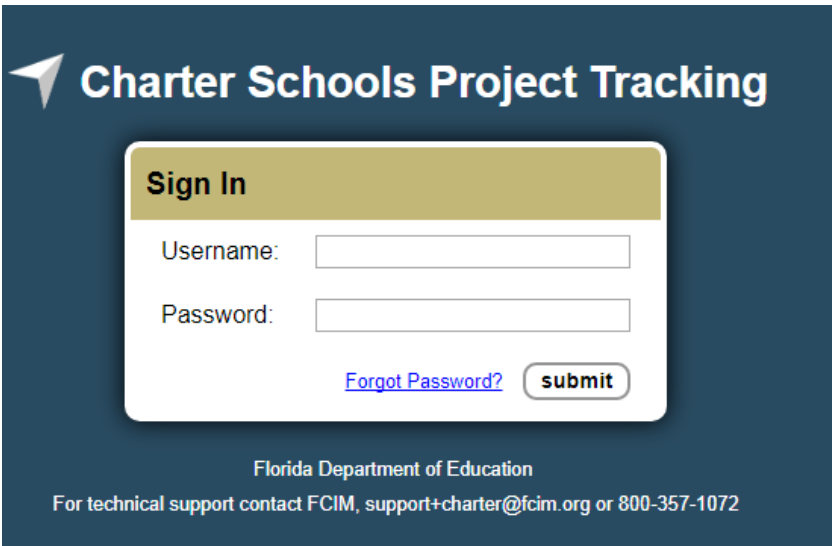
## Expenditure Reports

- Itemized Expenditure Reports (IER) are required to be submitted at the end of each month via the Charter Schools Project Tracking System (also known as FLCSP).
- Report of all itemized expenditures made utilizing CSP Grant Funds. IER reports are reported monthly by the end of the month.

## Inventory Reports

- These reports are required to be submitted semi-annually (January and July) via the Charter Schools Project Tracking System (also known as FLCSP).
- Inventory Reports are an itemized record of all CSP purchased equipment and property with 600 object codes acquired through the grant.

# Charter Schools Project Tracking System: [www.FLCSP.org](http://www.FLCSP.org)



**Charter Schools Project Tracking**

**Sign In**

Username:

Password:

[Forgot Password?](#)

Florida Department of Education  
For technical support contact FCIM, [support+charter@fcim.org](mailto:support+charter@fcim.org) or 800-357-1072

- Used to monitor and maintain oversight over the grant, and
- For schools to track and submit grant related expenditures once a month.
- Contains a school's most current budget and expenditures information

# Charter Schools Project Tracking System: [www.FLCSP.org](http://www.FLCSP.org)

Home | Contact Information | Documents | Resources | **Budgets** | Tickets | Reports

## Home

Task	Status
1. Contact Information	Complete
2. Required Documents	8/8 uploaded, 8/8 approved
3. Budgets	Implementation budget is approved.
4. Expenditure Reports	No report is due for Implementation phase
5. Inventory Reports	Next inventory report is due on 1/1/2024
6. Site Visit	

# Budget Items

**Function Code:** 5100 -- Basic (FEFP K-12)  
**Object Code:** 642 -- Noncapitalized Furniture, Fixtures, and Equipment  
**Total Amount:** \$33,500.00

Quantity/FTE	Title	Narrative	Amount/Per
1	Noncapitalized Furniture, Fixtures, and Equipment	Teacher Chair	48
10	Noncapitalized Furniture, Fixtures, and Equipment	Classroom printers	185
10	Noncapitalized Furniture, Fixtures, and Equipment	Document cameras	525
200	Noncapitalized Furniture, Fixtures, and Equipment	Student chairs	32
172	Noncapitalized Furniture, Fixtures, and Equipment	Student desks	116

## Budget Totals

**Projected Amount: \$100,000.00**

**Available Amount: \$0.00**

# Managing Expenditures and Inventory

<b>Function Code:</b> 5100-Basic (FEFP K-12)	<b>Price per item:</b> \$32.00	<b>Budget amount:</b> \$6,400.00
<b>Object Code:</b> 642-Noncapitalized Furniture, Fixtures, and Equipment	<b>Quantity:</b> 200	
<b>Narrative:</b> Student chairs		<b>Remaining balance:</b> \$6,400.00
<b>Quantity Purchased:</b> 0	<b>Expended Amount Per Item:</b> \$0.00	<b>Current expenditure:</b> \$0.00

**Comments:**

**Inventory for Current Expenditure:**

Item	Status	Location	Tag Number
------	--------	----------	------------

[Report expenditure & inventory](#)

## Budget Totals

Released: \$100,000.00

Reported: \$25,375.00

# Managing Expenditures and Inventory

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

## Manage Expenditure and Inventory

<b>Function Code:</b> 5100-Basic (FEFP K-12)	<b>Price per item:</b> \$48.00	<b>Budget amount:</b> \$48.00
<b>Object Code:</b> 642-Noncapitalized Furniture, Fixtures, and Equipment	<b>Quantity:</b> 1	
<b>Narrative:</b> Teacher Chair		<b>Remaining balance:</b> \$48.00
<b>Quantity Purchased:</b> 0	<b>Expended Amount Per Item:</b> \$0	<b>Current expenditure:</b> \$0.00

**Comments:**

**Inventory for Current Expenditure:**  Need System Generated Tag Number (format: CSP\_ID+primary key)?

Item	Status	Location	Tag Number	Delete
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

**Inventory for Previous Expenditures**

Item	Status	Location	Tag Number
------	--------	----------	------------



# Managing Expenditures and Inventory

**Function Code:**  
5100-Basic (FEFP K-12)

**Object Code:**  
642-Noncapitalized Furniture, Fixtures, and Equipment

**Narrative:**  
Classroom printers

**Quantity Purchased:**  
3

**Comments:**  
Purchase 3 at lower cost of \$100.

**Price per item:**  
\$185.00

**Budget amount:**  
\$1,850.00

**Quantity:**  
10

**Expended Amount Per Item:**  
\$100.00

**Remaining balance:**  
\$1,550.00

**Current expenditure:**  
\$300.00

Approved Budget Section

School Expended - Quantity and Price

**Budget Totals**

Released: \$100,000.00

---

Reported: \$37,400.00

**Inventory for Current Expenditure:**

Item	Status	Location	Tag Number
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000004804
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000004805
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000004806

Report expenditure & inventory

# Managing Expenditures and Inventory

**Function Code:** 5100-Basic (FEFP K-12)      **Price per item:** \$48.00      **Budget amount:** \$48.00

**Object Code:** 642-Noncapitalized Furniture, Fixtures, and Equipment      **Quantity:** 1

**Narrative:** Teacher Chair

**Quantity Purchased:** 1      **Expended Amount Per Item:** \$75.00      **Remaining balance:** \$-27.00

**Current expenditure:** \$75.00

**Comments:**

**Inventory for Current Expenditure:**

Item	Status	Location	Tag Number
642-Noncapitalized Furi	Ordered ▼	To be specified when in	2013-061-0000006070

Report expenditure & inventory

## Budget Totals

Released: \$100,000.00

Reported: \$37,475.00

School expended over budget by \$27.00. 56% Non Compliant.

# Managing Expenditures and Inventory

**Function Code:** 5100-Basic (FEFP K-12)      **Price per item:** \$32.00      **Budget amount:** \$6,400.00

**Object Code:** 642-Noncapitalized Furniture, Fixtures, and Equipment      **Quantity:** 200

**Narrative:** Student chairs      **Remaining balance:** \$-1,100.00

**Quantity Purchased:** 300      **Expended Amount Per Item:** \$25.00      **Current expenditure:** \$7,500.00

**Comments:**  
Purchased more at lower price per item. [School's comment]

## Inventory for Current Expenditure:

Item	Status	Location	Tag Number
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000006957
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000006958
642-Noncapitalized Fur	Ordered ▼	To be specified when in	2013-061-0000006959

## Budget Totals

Released: \$100,000.00

Reported: \$32,875.00

School purchased more than approved quantity. Non-Compliant.

# Managing Expenditures and Inventory

www.flcsp.org says:  
This expenditure exceeds 10% projected budget amount: \$100,000.00

Charter Schools Project

Sample Charter School | Sign out

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

## Manage Expenditure and Inventory

<b>Function Code:</b> 5100-Basic (FEFP K-12)	<b>Price per item:</b> \$116.00	<b>Budget amount:</b> \$19,952.00
<b>Object Code:</b> 642-Noncapitalized Furniture, Fixtures, and Equipment	<b>Quantity:</b> 172	
<b>Narrative:</b> Student desks		<b>Remaining balance:</b> \$16,168.00
<b>Quantity Purchased:</b> 344	<b>Expended Amount Per Item:</b> \$116	<b>Current expenditure:</b> \$3,784.00
<b>Comments:</b> <input type="text"/>		

**Inventory for Current Expenditure:**  Need System Generated Tag Number (format: CSP\_ID+primary key)?

Item	Status	Location	Tag Number	Delete
642-Noncapitalized Furniture,	Ordered ▾		TobeGeneratedBySystem	✖
642-Noncapitalized Furniture,	Ordered ▾		TobeGeneratedBySystem	✖

# Managing Expenditures and Inventory

**Function Code:**  
5100-Basic (FEFP K-12)

**Price per item:**  
\$50,000.00

**Budget amount:**  
\$50,000.00

**Object Code:**  
520-Textbooks

**Narrative:**  
Textbooks: Student Language Arts, Science, Math & Social Studies textbooks (4 subjects) for \$125.00 X 100 students = \$50,000.

**Remaining balance:**  
\$50,000.00  
**Current expenditure:**  
\$0.00

**Expended Amount:**  
\$0.00

**Comments:**

Report expenditure

## Budget Totals

Released: \$100,000.00

Reported: \$37,475.00

# Managing Expenditures and Inventory

## Manage Expenditure and Inventory

<b>Function Code:</b> 5100-Basic (FEFP K-12)	<b>Price per item:</b> \$50,000.00	<b>Budget amount:</b> \$50,000.00
<b>Object Code:</b> 520-Textbooks		
<b>Narrative:</b> Textbooks: Student Language Arts, Science, Math & Social Studies textbooks (4 subjects) for \$125.00 X 100 students = \$50,000.		<b>Remaining balance:</b> \$37,500.00
	<b>Expended Amount:</b> \$ 12500	<b>Current expenditure:</b> \$12,500.00
<b>Comments:</b> Language Arts books purchased at \$12,500.		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

School only expends \$12,500 of the \$50,000 maximum and inserts note. Additional expenditures can be reported in a future report.

# Managing Expenditures and Inventory

## Manage Expenditure and Inventory

[Back to List](#)

Note - any current expenditures that are above 10% of the total for all of the same function and object codes are displayed in red.

Report Date: 4/1/2017

Mark as Final

Submit for review

Export Inventory Label

<b>Function Code:</b> 5100-Basic (FEFP K-12)	<b>Price per item:</b> \$50.00	<b>Budget amount:</b> \$2,000.00
<b>Object Code:</b> 642-Noncapitalized Furniture, Fixtures, and Equipment	<b>Quantity:</b> 40	
<b>Narrative:</b> Non-Capitalized Furniture, Fixtures and Equipment Cases for student tables.	<b>Remaining balance:</b> \$0.00	
<b>Quantity Purchased:</b> 15	<b>Expended Amount Per Item:</b> 50	<b>Current expenditure:</b> \$750.00

**Comments:**

**Inventory for Current Expenditure:**

Item	Status	Location	Tag Number
642-Noncapitalized Fun	In Use ▾	Classroom 1	2013-061-0000002317
642-Noncapitalized Fun	In Use ▾	classroom 2	2013-061-0000002318
642-Noncapitalized Fun	Ordered ▾	To be specified when in	2013-061-0000002319
642-Noncapitalized Fun	Ordered ▾	To be specified when in	2013-061-0000002320

### Budget Totals

Released: \$225,000.00

Reported: \$225,000.00

# Managing Expenditures and Inventory

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

## Manage Expenditure and Inventory

Back to List

Note - any current expenditures that are above 10% of the total for all of the same function and object codes are displayed in red.

Comment from FDOE: **School needs to update.**

Report Date: 5/1/2017 Mark as Final Submit for review Export Inventory Label

**Function Code:**  
5100-Basic (FEFP K-12)

**Object Code:**  
510-Supplies

**Narrative:**  
Supplies for PE Class: 4 Flag F  
cones)

**Comments:**

Report expenditure

### Budget Totals

Released: \$100,000.00

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Reported: \$49,975.00

### Confirm request

Are you sure you want to submit the report?

Yes No



# Budgets and Reports

## Manage Budgets and Reports

### Planning (4/8/2016 - 10/7/2017)

#### Budget

Created: 1/19/2017, Projected Amount: **\$4,600.00**, Type: **Initial**, Status: **Approved**

Export

3/1/2017 Final Report	Approved
4/1/2017 Final Report	Approved
5/1/2017 Final Report	Approved

### Implementation (10/8/2017 - 4/9/2019)

#### Budget

Created: 1/31/2017, Projected Amount: **\$225,000.00**, Type: **Initial**, Status: **Approved**

Export

3/1/2017 Expenditure Report	Approved
4/1/2017 Expenditure Report	Approved
5/1/2017 Expenditure Report	Approved

#### Current Budget

Created: 2/3/2017, Projected Amount: **\$100,000.00**, Type: **AMD #1**, Status: **Approved**

Export

4/1/2017 Expenditure Report	Approved
5/1/2017 Expenditure Report	Not Submitted



School has opened report or entered expenditures but has not submitted for review.

# Budgets and Reports

## Manage Budgets and Reports

### Planning (4/8/2016 - 10/7/2017)

<b>Budget</b>		<b>Export</b>
Created: 1/19/2017, Projected Amount: \$4,600.00, Type: Initial, Status: Approved		
3/1/2017 Final Report		Approved
4/1/2017 Final Report		Approved
5/1/2017 Final Report		Approved

### Implementation (10/8/2017 - 4/9/2019)

<b>Budget</b>		<b>Export</b>
Created: 1/31/2017, Projected Amount: \$225,000.00, Type: Initial, Status: Approved		
3/1/2017 Expenditure Report		Approved
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Approved

<b>Current Budget</b>		
Created: 2/3/2017, Projected Amount: \$100,000.00, Type: AMD #1, Status: Not Submitted		
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Submitted

School has submitted expenditures for review.

# Budget and Reports

Home | Contact Information | Documents | Resources | Budgets | Tickets | Reports | Implementation Timeline

## Manage Budgets and Reports

### Planning (4/8/2016 - 10/7/2017)

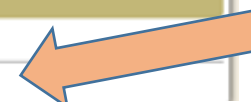
Budget		Export
Created: 1/19/2017, Projected Amount: \$4,600.00, Type: Initial, Status: Approved		
3/1/2017 Final Report		Approved
4/1/2017 Final Report		Approved
5/1/2017 Final Report		Approved

### Implementation (10/8/2017 - 4/9/2019)

Budget		Export
Created: 1/31/2017, Projected Amount: \$225,000.00, Type: Initial, Status: Approved		
3/1/2017 Expenditure Report		Approved
4/1/2017 Expenditure Report		Approved
5/1/2017 Expenditure Report		Approved

Current Budget	
Created: 2/3/2017, Projected Amount: \$100,000.00, Type: AMD #1, Status: Not Submitted	
4/1/2017 Expenditure Report	Approved
5/1/2017 Expenditure Report	Not Approved

If the school's expenditure report is not approved, then it should make necessary corrections or updates.



# Accessing Reports

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

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

## Reports

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

# Accessing Reports

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## Export Expenditure or Inventory Data

### Export Expenditure or Inventory Data:

Phase:

Export Type:

Data to Include:



# Exported IER

Florida Department of Education Itemized Expenditure Report												
Charter School Name: [REDACTED]			District: Bay				School CSP ID: [REDACTED]					
Contact Name: [REDACTED]		Phone Number: [REDACTED]		E-Mail Address: [REDACTED]								
Approved Budget Amount: \$415,907.00			Project Number: [REDACTED]		TAPS Number: [REDACTED]							
Project Start Date: [REDACTED]		Project Ending Date: [REDACTED]		Report Date: [REDACTED]			Report #:					
Project Phase: Implementation												
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 Amount	Expenditure Report Date
5100	360	[REDACTED]	Rentals	Software license, 3 years. Curriculum supplementary materials package for Math, Science, English, and Social Studies. 50 licenses X \$55 each for 2 years (prorated).				\$5,362.50			\$5,500.00	12/1/2016
5100	360	[REDACTED]	Rentals	Software license, 3 years. Curriculum package for primary learning system. (Online program. 100 licenses X \$125 each for 2 years (prorated).				\$23,750.00			\$25,000.00	12/1/2016
5100	642	[REDACTED]	Noncapitalized Furniture, Fixtures, and Equipment	Folding chair cart for testing [AMD#4]	2			\$550.00			\$550.00	4/7/2018
5100	642	[REDACTED]	Noncapitalized Furniture, Fixtures, and Equipment	Student center tables [AMD#4]	7			\$5,418.00			\$5,418.00	4/7/2018
5100	642	[REDACTED]	Noncapitalized Furniture, Fixtures, and Equipment	Padded folding chairs for testing [AMD#4]	60			\$1,818.60			\$2,400.00	4/7/2018
7200	790	[REDACTED]	Miscellaneous	Indirect Cost Bay County Schools 3.6%				\$1,909.00			\$1,909.00	4/7/2018
7300	330	[REDACTED]	Travel	attend = \$1431.00 [AMD #4 \$1431 - \$1291 (cost reduction) = \$140.00				\$140.00			\$140.00	4/7/2018
<b>Total:</b>											\$459,983.21	

## Helpful Tips

- Report expenditures no later than the 1<sup>st</sup> day of each month via the Budget Tool on [www.flcsp.org](http://www.flcsp.org).
- Avoid reporting \$0.00.
- Expenditure reports must be up-to-date for amendments to be processed.
- Do not edit column headings in Inventory Reports.
  - Editing this will cause an error when importing the report to FLCSP.









# Inventory Report



Submit

Export

Import

	Function Code	Object Code	Tag Number	Location	Status	Budget Narrative
	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	CSP21-0010	Room 702	In Use	Collaborative Triangular Mobile Desks- with whiteboard top (8 per Lower elementary classroom)
	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	CSP21-0015	Room 707	In Use	Collaborative Triangular Mobile Desks- with whiteboard top (8 per Lower elementary classroom)
	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	CSP21-0026	Room 704	In Use	Collaborative Triangular Mobile Desks- with whiteboard top (8 per Lower elementary classroom)
	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	CSP21-0033	Room 705	In Use	Collaborative Triangular Mobile Desks- with whiteboard top (8 per Lower elementary classroom)
	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	CSP21-0098	Room 705	In Use	Collaborative Triangular Mobile Desks- with whiteboard top (8 per Lower elementary classroom)
	5100-Basic (FEFP K-12)	642-Noncapitalized Furniture, Fixtures, and Equipment	CSP21-0157	Room 722	In Use	Collaborative Triangular Mobile Desks- with whiteboard top (8 per Lower elementary classroom)





FLORIDA DEPARTMENT OF  
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## Part 2 - Current Subgrantees

### II. Amendments

## Budget Amendments

May be submitted to:

- Reallocate approved funding.
- Request remaining grant funds.

Forms:

- DOE150, Project Amendment Request
- DOE151, Budget Amendment Narrative Form

*Forms are located on our [CSP Resources webpage](#).*



# Budget Amendments

- Form DOE 150,  
Project Amendment  
Request

FLORIDA DEPARTMENT OF EDUCATION  
**PROJECT AMENDMENT REQUEST**

<b>Please return to:</b> Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735		<b>A) Agency Name:</b>		<b>DOE USE ONLY</b> Date Received <input type="text"/>	
<b>B) Program Name:</b> TAPS Number: _____				<b>Project Number (DOE Assigned)</b>	
<b>C) Amendment Type</b> <input type="checkbox"/> Program <input type="checkbox"/> Budget Amendment Number: _____		<b>D) Amendment Request Contact Information</b>			
		Contact Name: _____		Telephone Numbers: _____	
		Mailing Address: _____		E-mail Addresses: _____	
<b>E) Required Signature and Certification</b>					
<p>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.</p> <p>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.</p>					
Signature of Agency Head		Title		Date	
Signature of Charter Head		Title		Date	
<b>F) Narrative</b>					

# Budget Amendments

- Form DOE 151,  
Budget Amendment  
Narrative Form

## FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

A) \_\_\_\_\_ B) \_\_\_\_\_ / \_\_\_\_\_  
District/Agency Name Project Number/TAPS Number

C) \_\_\_\_\_  
Amendment Number

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
<b>Total</b>			\$	-	\$ -

DOE 151  
Revised July 2022

# Budget Amendment – Reallocation

- Reallocate funds for unused budget items.
- Identify any quantities already purchased (provide price per item, quantity, and total).

## FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

A) [REDACTED] District/Agency Name

B) [REDACTED] 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 Function	Description 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	Atomik Cloaks (Black)	0.00		\$ 950.00
7300	642	Mesa Series L Shaped Desk	0.00		\$ 2,088.00
510	510	Instructional Supplies - 200 cases of copy paper multiple colors @ \$9.99 per carton (\$1998.00) - 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 @ \$9.00 each (\$900.00); 100 packs of markers @ \$9.66 each (\$966.00)	0	\$ 9,253.00	
5100	510	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 6th and 7th grades. Currently there are 412 students - 30 education math stacks integers @ \$9.96 each (\$299.80); 14 hands-on equation kits @ \$19.96 each (\$279.30); 12 star right math triangle flash cards @ \$11.99 each (\$143.88); 10 education geometric folding shapes @ \$27.96 each (\$279.60); 20 periscope tables @ \$12.26 each (\$245.20); 24 dissection kits @ \$10.40 each (\$249.60); 2 sphere ball @ \$149.99 each (\$299.98); 416 calculators @ \$12.38 each (\$5148.36); 100 containers of clay @ \$18.99 each (\$1899.00); 20 wire cutters @ \$12.69 each (\$253.80)		\$ 9,253.00	
6300					
<b>Totals</b>				<b>\$ 18,506.00</b>	<b>\$ 18,506.00</b>

DOE 151  
Revised January 2017

# Budget Amendment – Increase Only

- Expending 90% of approved funds is required.

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= \$6,9780 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=\$126,066, 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	
				<b>\$ 117,050.09</b>	\$ -

## Tips for Developing a Proposed Budget Amendment

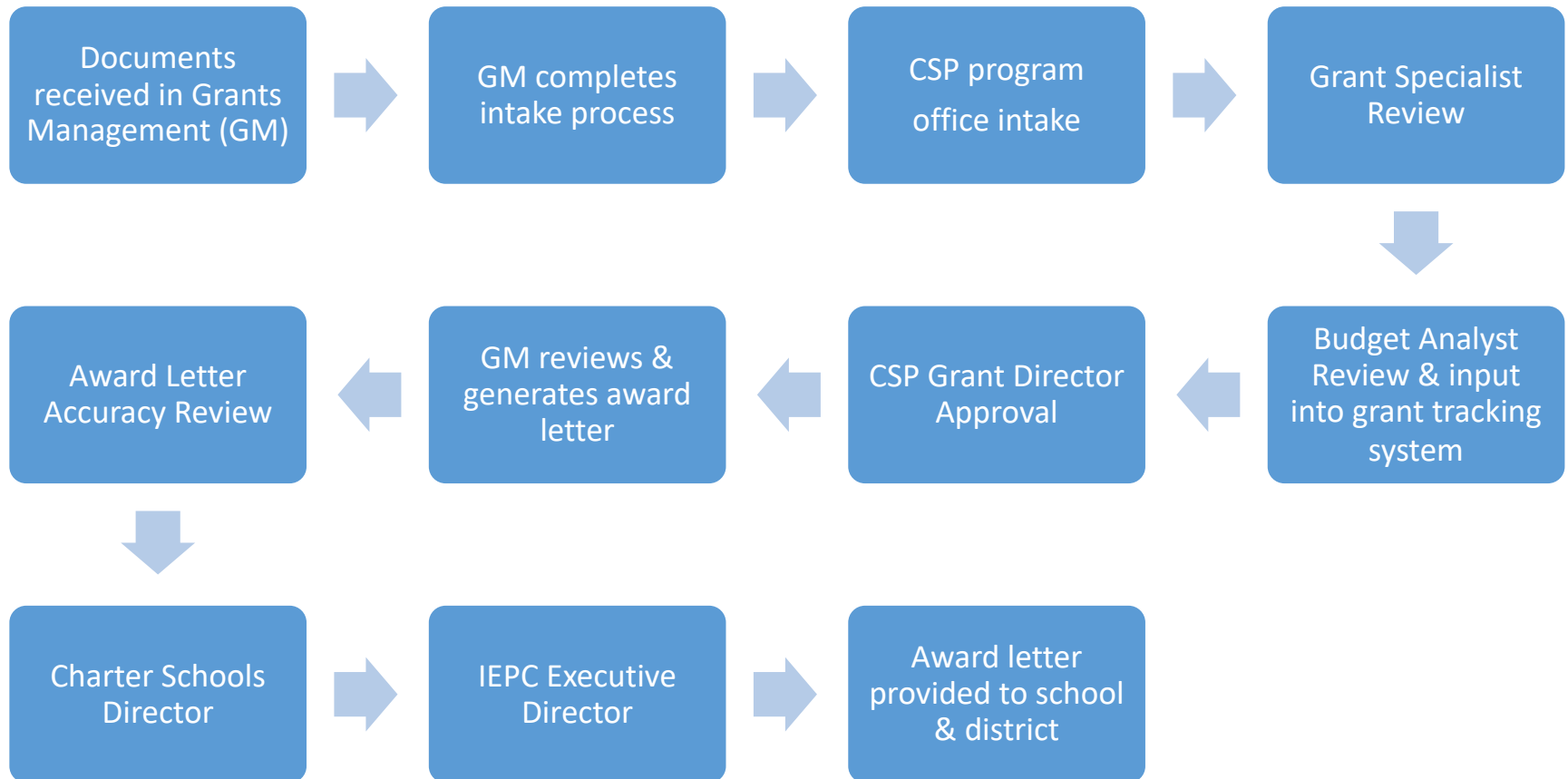
- Refer to the [CSP Allowable Costs Guide](#).
- Describe each item – (who, what, when, where, how) but do not include the brand name of items being requested.
- Round to the nearest dollar for new line items.
- Avoid grouping items by vendor or quote.
- Request only items needed during the grant period.
- Submit price quotes or justification, if requested.
- Ensure alignment to current student enrollment.
- Requests must be reasonable, necessary and allowable.

## Tips for Developing a Proposed Budget Amendment, continued

- Ensure all items needed are included in the budget proposal submitted to the Department.
- Revising approvable budget line items after the initial programmatic review is completed (quantities, cost per item, etc.) delays the approval process.
- For reallocations, exclude line items with < \$1.00 in remaining balances.
- Reallocations should focus on making important adjustments and not revising entire budgets.



# Approval Process





# Award Notification Letter (DOE200)

Florida Department of Education  
Project Award Notification

<b>1 PROJECT RECIPIENT</b> [Redacted]	<b>2 PROJECT NUMBER</b> [Redacted]
<b>3 PROJECT/PROGRAM TITLE</b> 2022-2025 Public Charter School Program (CSP) Planning, Program Design and Implementation	<b>4 AUTHORITY</b> 84.282A Title IV, Part C ESSA 2015 20 USC 7221j -7221j USDE or Appropriate Agency [Redacted]
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment:	<b>6 PROJECT PERIODS</b> Budget Period: 09/07/2022 - 03/06/2024 Program Period: 09/07/2022 - 03/06/2024
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$1,000.00 Amendment Amount: Estimated Roll Forward: Total Budget Amount: \$1,000.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: <u>03/06/2024</u></li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: <u>04/20/2024</u></li> <li>Last date for receipt of proposed budget and program amendments: <u>02/06/2024</u></li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turilmington Building, Tallahassee, Florida 32399-0400:</li> <li>Date(s) for program reports: 10/01/2023</li> </ul>	
<b>10 DOE CONTACTS</b> Program: Vicki Pineda Phone: (850) 245-0871 Email: <a href="mailto:Vicki.Pineda@fldoe.org">Vicki.Pineda@fldoe.org</a> Grants Management: Unit C (850) 245-0735	Comptroller Office Phone: (850) 245-0401 Sep 22, 2023 UEI#: [Redacted] FEIN#: [Redacted]
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>The Department's approval of this contract/grant does not excuse compliance with any law.</li> <li>Other: See page 2, #11 for Terms and Special Conditions.</li> </ul>	
<b>12 APPROVED:</b> <u>Adam J. Emerson</u> Adam J. Emerson (Sep 22, 2023 14:43 EDT) Authorized Official on behalf of the Commissioner of Education	

DOE-200  
Revised 07/15

**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 and program 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.

DOE-200  
Revised 07/15

# Questions?



# CSP Grant Team

- Email questions to:
  - Nicolle Leider - [Nicolle.Leider1@fldoe.org](mailto:Nicolle.Leider1@fldoe.org)
  - Horace Taylor - [Horace.Taylor@fldoe.org](mailto:Horace.Taylor@fldoe.org)
  - Chasity Ingram - [Chasity.Ingram@fldoe.org](mailto:Chasity.Ingram@fldoe.org)
  - Latonia Artis - [Latonia.Artis@fldoe.org](mailto:Latonia.Artis@fldoe.org)
  - Rodney Jordan- [Rodney.Jordan@fldoe.org](mailto:Rodney.Jordan@fldoe.org)



[www.FLDOE.org](http://www.FLDOE.org)

