

# FLORIDA DEPARTMENT OF EDUCATION



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Division of Career and Adult Education



June 25, 2012

## MEMORANDUM

**TO:** Recipients of FY 2011-2013 Race to the Top Improve and Expand Career and Professional Academies (CAPE) with an emphasis on Science, Technology, Engineering, and Mathematics (STEM) Funds

**FROM:** Rod Duckworth, Chancellor *RW*

**SUBJECT:** Request for FY 2012-2013 Revised CAPE and STEM Budget Information

The Division of Career and Adult Education (Division) received notification on June 14, 2012 from the Office of Grants Management that, as part of the Department's fiscal management requirements, each awarded recipient must submit a final financial Project Disbursement Report (DOE 399) each year to reflect all liquidated and final disbursement during the 2011-2012 Fiscal Year (FY).

In order to comply with the Department's requirements, all FY 2011-2012 Race to the Top (RTTT) awarded recipients must submit a close-out Project Disbursement Report (DOE 399) for the FY 2011-2012, and a new Project Award Notification (DOE 200) will be issued for FY 2012-2013.

Each RTTT awarded recipient must submit the following documents to ensure a seamless transition into FY 2012-2013:

1. Close-out FY 2011-2012 by submitting a final Project Disbursement Form (DOE 399) by June 30, 2012, to the Comptroller's office, Attention: Joe Russell.
2. Complete and submit a new Project Application Form (DOE 100A) and a new CAPE and STEM FY 2012-2013 Budget Narrative Form (DOE 101) to reflect ONLY the balance of the unspent funds which will be expended during FY 2012-2013.
  - a. The Revised CAPE and STEM FY 2012-2013 Allocations Chart is located on the Division's website:  
<http://www.fldoe.org/workforce/dwdgrants/default.asp>.

- b. Each awarded recipient should use the new assigned FY 2012-2013 Project Number located on the Revised CAPE and STEM FY 2012-2013 Allocations Chart (Column G).
- c. The original two (2) - year RTTT Total Allocation FY 2011-2013 amount (Column L) will remain the same.
- d. The FY 2011-2012 Cash Advanced amount (Column M) illustrates the amount disbursed as shown in the Cash Advance and Reporting of Disbursements System (CARDS) as of June 22, 2012.
- e. The FY 2012-2013 Proposed Available Balance (Column N) should be the amount reflected on the CAPE and STEM FY 2012-2013 Budget Narrative Form (DOE 101).

The Project Application Form (DOE 100A) and CAPE and STEM FY 2012-2013 Budget Narrative Form (DOE 101) must be e-mailed directly to Jodi Tillman at [Jodi.Tillman@fldoe.org](mailto:Jodi.Tillman@fldoe.org) by close of business June 30, 2012.

All FY 2012-2013 Project Award Notifications (DOE 200) will be issued indicating the revised allocated amounts. If you have questions or need assistance, please contact Jodi Tillman at (850) 245-9439 or via e-mail.

RD/gsb