The Charter School Program
Grant Closure Process

Office of Independent Education and Parental Choice

October 2021
**Award Notification Letter (DOE200)**

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### Award Notification Letter

#### 1. Project Recipient
- Miami-Dade County School District

#### 2. Project Number
- DOE200

#### 3. Project/Program Title
- Charter Schools Program (CSP) - Planning, Program Design and Implementation

#### 4. Authority
- Title X, Section 1118 of the Elementary and Secondary Education Act of 2001

#### 5. Amendment Information
- Amendment Number: 1
  - Type of Amendment: No Cost Extension
  - Effective Date: 9/1/2020

#### 6. Project Periods
- Budget Period: 04/01/2018 - 04/01/2020

#### 7. Amended Funding
- Current Amendment: 1
- Current Amended Budget: $522,708.00
- Estimated Roll Forward: $0
- Certified Roll Forward: $0
- Total Project Amount: $522,708.00

#### 8. Timeline
- Last date for incoming expenditures and closing dates:
  - Funding Period: 04/01/2018 - 04/01/2020
  - Final Disbursement: 04/30/2020

#### 9. Federal Award Date
- 08/03/2018

#### 10. DOE Contacts
- Program: Title I
  - Contact: Vicky Fry
  - Phone: (850) 245-0401
  - Email: Vicky.Fry@fl DOE.org

#### 11. Terms and Special Conditions
- The project is subject to the terms and conditions outlined in the Project Application and Amendment Procedures for Federal and State Programs and the General Assurances and Restrictions in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application.

#### 12. Approver
- Name: [Signature]
- Date: 9/11/19

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**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 communications. Projects with multiple project numbers will have a separate DOE-200 for each project number.
3. Project Description: Title of program and/or project. T AIP #: Departmental tracking number.
5. Amendment Information: Amendment number (consecutive numerically), type (programmatic, budgeting, data collection or other) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (FFS).
6. Effective Date: Effective date of the amendment.
7. Authorized Funding: Current approved project (total dollar value including any amendments); Amendment Amount: (total amount of increase or decrease to project funding); Estimated Roll Forward to forward funds which have been estimated into this project; Total Project Amount (total dollars awarded for this project).
9. Technical Assistance: For questions regarding the terms of the grant, contact the OSEP Federal Officer or the State Education Agency.
10. DOE Contacts: Program contact for program areas, Grants Management Unit for processing issues, and Comptrollers Office.

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**Annex**

- [Project Application and Amendment Procedures for Federal and State Programs](https://www.FLDOE.org)

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

www.FLDOE.org
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.
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

Creating a new expenditure report.

(Multiple reports cannot be submitted.)

Status for reports pending program office review.
Expenditure Reporting on FLCSP, continued

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenditure Report</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2020</td>
<td>Expenditure Report</td>
<td>Approved</td>
</tr>
<tr>
<td>2/1/2020</td>
<td>Expenditure Report</td>
<td>Approved</td>
</tr>
<tr>
<td>3/1/2020</td>
<td>Expenditure Report</td>
<td>Approved</td>
</tr>
<tr>
<td>4/1/2020</td>
<td>Expenditure Report</td>
<td>Approved</td>
</tr>
<tr>
<td>5/1/2020</td>
<td>Expenditure Report</td>
<td>Approved</td>
</tr>
<tr>
<td>6/1/2020</td>
<td>Expenditure Report</td>
<td>Approved</td>
</tr>
<tr>
<td>7/1/2020</td>
<td>Expenditure Report</td>
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</tr>
<tr>
<td>8/1/2020</td>
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Complete Budget Reporting for Grant

www.FLDOE.org
Expenditure Reporting on FLCSP, continued

Creating an Itemized Expenditure Report

www.FLDOE.org
Using FLCSP for Final Inventory Reporting
Inventory Reporting on FLCSP

Accessing Reports

Complete Inventory Reporting for Grant

www.FLDOE.org
### Inventory Reporting on FLCSP, continued

**Unique Tag Numbers**

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Object Code</th>
<th>Tag Number</th>
<th>Location</th>
<th>Status</th>
<th>Budget Narrative</th>
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<tbody>
<tr>
<td>5100-Basic (FEFP K-12)</td>
<td>642-Noncapitalized Furniture, Fixtures, and Equipment</td>
<td>2019-568-000000S52001</td>
<td>BB Building Room 001</td>
<td>In Use</td>
<td>Graphing Calculator</td>
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<td>Individual bookcases AMD#1</td>
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<td>In Use</td>
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</table>

**Status Updated**

**Specific Location Reported**
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.
CSP Grant Team

Adam Emerson, Charter Director
Adam.Emerson@fldoe.org

Vicki Pineda, CSP Grant Director
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