

Ryan Petty, *Chair*
Esther Byrd, *Vice Chair*
Members
Grazie P. Christie
Layla Collins
Daniel P. Foganholi, Sr.
Kelly Garcia
MaryLynn Magar

MEMORANDUM

TO: Farmworker Career Development Program (FCDP) Sub-Recipients

FROM: Ashley Meros, Ph.D.

DATE: December 4, 2025

SUBJECT: **FCDP Policy Update for Funding Drawdowns in The Florida Grants System (FLAGS)**

Summary: This guidance aims to inform sub-recipients of the updated process to perform funding drawdowns in The Florida Grants System (FLAGS) to comply with the federal Executive Order (EO) 14222 – [Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative – The White House](#). New guidance from the U.S. Department of Labor states that sub-recipients must submit a “Defend the Spend” document outlining the costs of the expenditures requested for reimbursement.

Background for services providers: Cash management is a sub-recipient compliance item monitored by the FCDP state office. The FLAGS procedures for accessing project funding adhere to the Code of Federal Regulations, Title II, Subtitle A, Chapter II, Part 200. The links for the NFJP Guide, Core Monitoring Guide and the NFJP Supplement to the Core Monitoring Guide are available at the following FCDP link: <https://www.fldoe.org/academics/career-adult-edu/farmworker-jobs-edu-program/>.

The applicable citations and links are listed below:

- Financial Management §[200.302 \(a\)](#)
- Specific Conditions §[200.208 \(c\)](#)
- Federal Payment §[200.305 \(b\)](#)

The funding method for the FCDP as identified in the requests for applications and /or requests for proposals is Federal cash advance. Federal cash advances will be made by State warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For Federal-funded programs, requests for federal cash advance must be made through FDOE’s Florida Grants System (FLAGS). In accordance with the federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. Supporting documentation for expenditures should be kept on file at the program. 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.

Ashley Meros, Ph. D.
Chancellor of Career and Adult Education

Background for subrecipient FLAGS policy: The Florida Grants System (FLAGS) provides users a single access location for the management and tracking of grants and the distribution of funds. The functionality of the Cash Advance and Reporting of Disbursements System (CARDS) and the Grants Management System have been combined to facilitate communication between the Comptroller's Office, the Grants Management Office and the recipient agencies. The [FLAGS Agency User Guide](#) and access information is available on the following link: [Grants Management](#).

At this time, the sub-recipients must submit this document in the prescribed format.

1. Request drawdowns in FLAGS (as normal)
2. Immediately after drawdowns are requested in FLAGS, the requesting agency must submit an email with details about this request using this exact template:

SUBJECT LINE FOR THE EMAIL: [Insert Project Number]

BODY OF THE EMAIL:

We are requesting a payment of \$[Insert Dollar Amount] for the period of [insert time-period]. The requested funds will be allocated as follows: · Personnel: \$[Insert Amount] · Fringe Benefits: \$[Insert Amount] · Travel: \$[Insert Amount] · Equipment: \$[Insert Amount] · Supplies: \$[Insert Amount] · Contractual/Subawards: \$[Insert Amount] · Other: \$[Insert Amount] · Indirect Costs: \$[Insert Amount] We certify that all costs are allowable, allocable, reasonable and necessary in accordance with the terms and conditions of the Notice of Award.

NOTE: You may only include in your request those approved budget categories as reflected in your approved DOE 200 Award notice for the grant.

3. The request for payment as specified above must be emailed to PMSDraws@fldoe.org directly after the drawdown request is submitted to FLAGS.
4. The FDOE Comptroller's Office will submit approval in the federal system for the expenditures.
5. Once federal approval is received, FDOE staff will authorize payment in FLAGS and the drawdown will be available on FLAGS.

Additional information is available on the following link: [Farmworker Career Development Program](#)

If you have any questions or concerns, please do not hesitate to contact Julie Furlong, Program Specialist IV at Julie.Furlong@fldoe.org or 813-224-1923.

AM/cdf