



**FLORIDA DEPARTMENT OF EDUCATION
Request for Proposal (RFP Discretionary)**

Bureau / Office

Office of Independent Education and Parental Choice (IEPC)

TAPS Number

25C121

Program Name

Public Charter School Program Grant (CSP) Planning, Program Design and Implementation (2025)

Specific Funding Authority(ies)

Federal Funds: CFDA # 84.282 P.L. 114-95, Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA), Title IV, Part C, Section 4303.

Funding Purpose / Priorities

The general purpose of the Charter School Grant Program (CSP) is to:

- Provide financial assistance for the initial implementation of high-quality charter schools; and,
- Expand the number of high-quality charter schools in Florida.

Total Funding Amount

The CSP grant is 100 percent funded by the United States Department of Education as part of an award totaling \$78,333,333. Approximately \$5,600,000.00 is available for project awards. All funding is dependent on availability of funds. Based upon availability of funds and the number and type of applications received the following is an example of how funds may be awarded to schools selected for funding.

Established Operators:

- Approximately 7 awards
- Approximately \$800,000.00 per grant award

Type of Award

Discretionary Competitive

Research and Development (R&D) ☐ Yes or ☒ No

Budget / Program Performance Period

The project effective date will be the date that the prioritized funding list (PFL) is approved by the Commissioner of the Florida Department of Education (Department). The Department anticipates a project effective date during the month of July 2025. The Department may approve, or allow reimbursement for, expenses on allowable items incurred no more than 90 days before the start of the project effective date. Such costs are defined as pre-award costs and are allowable only to the extent that they would have been allowable if

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incurred after the project effective date and are allowable only with the written approval of the Department. The Department's approval does not guarantee reimbursement; the sub-grant recipient should incur costs at their own risk, should the item later be determined to be unallowable, unreasonable, or unnecessary.

Multi-Year Implementation Project:

For charter schools that opened as of August 2021 or will open by August 2025 with a maximum program performance period of 12 months.

The maximum allowable program performance period is:

- Implementation (12 months) - may begin three months prior to school opening.

A charter school that reports fewer than 50 FTE in the most recent survey is subject to sub-grant termination. An ESE center charter school that reports less than 25 FTE in the most recent survey is subject to sub-grant termination.

The Department reserves the right to make final determination of all grant awards and funding. The award amounts above, and the types of grants awarded are examples and are not guaranteed. Individual school awards may vary based on projected or actual enrollment. The number of grants available to eligible Hope operators or to eligible applicants who locate in an Opportunity Zone may increase depending on the number of applications received, and on the amount of funds available. All sub-grant budgets must be justified in terms of projected and actual enrollment.

Target Population(s)

Charter schools, students, and families.

Eligible Applicant(s)

To be eligible to apply to and receive this grant, an applicant must meet the following conditions:

- Submitted a charter school application to Sponsoring Entities as defined in section 1002.33(5), Florida Statutes (F.S.), using the Department's model charter school application (Form IEPC-M1, effective February 2016 or later) as adopted in State Board of Education Rule 6A-6.0786, Florida Administrative Code (F.A.C.); and
 - Charter application has been approved by the Sponsoring Entity;
 - Charter application is denied and pending an appeal.

Only those charter schools that are approved by their Sponsor will be eligible to receive funds under this grant. Prior to approving the initial Project Award Notification (DOE 200) for each school selected for funding, the Department's Charter Schools Office will verify:

1. The CSP sub-recipient has *not* withdrawn its approved charter school application, and;
2. The CSP sub-recipient will open a charter school by August 2025.

An eligible applicant that does not intend to open a charter school by August 2025 should not apply for funding under this competition but should instead apply for future competitions.

Further, an eligible applicant must meet the federal definition of a charter school, as defined in section 4310(2), ESEA as amended by ESSA, and must meet the federal definition of a charter developer (section 4310 (5), ESEA as amended by ESSA).

Schools of Hope charter schools that have submitted a Notice of Intent to their Sponsoring Entity, are also eligible to apply to and receive this grant.

Definitions: The following definitions apply to this RFP.

- **Operator:** An entity that operates a public charter school in Florida. For the purposes of this RFP, an operator may be the governing board of the charter school, or an education services provider as defined in the model charter school application.
- **Developer:** A term described in ESEA that means an individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which a charter school project will be carried out.
- **Established Operator:** An applicant that has opened five or more public charter schools in Florida. This includes all charter school opened, including those that subsequently closed. If the applicant will work with a management company/education services provider that has operated five or more charter schools in Florida, the applicant is considered an Established Operator.
- **Charter School Application:** The full and complete charter school application submitted to the Sponsoring Entity, including all attachments and addenda.
- **Schools of Hope:** Charter school applicants that are identified as Hope operators by the Florida State Board of Education, pursuant to section 1002.333, F.S.
- **Opportunity Zones:** An economically distressed zone identified by individual census tract.

Application Due Date

Stage I proposal is due by May 7, 2025 at 5:00 p.m. Eastern Standard Time (EST). The due date refers to the date and time the proposal must be fully submitted through the Florida Survey Monkey Apply online application system at <https://flcsp-apply.smapply.io/prog/2025EO>.

Stage II proposal (Invitation Only) is due July 8, 2025 at 5:00 p.m. EST. Applicants that are invited to submit a Stage II proposal will be notified via e-mail. The Department will use the e-mail address that is provided by the applicant in the Charter School Overview Form. The due date refers to the date the Stage II proposal must be received in the Department's Office of Grants Management in approvable form.

The due date refers to the date of receipt in OGM.

For Federal programs, the project effective date will be the date that the application is received within the OGM, meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

Matching Requirement

NONE

Contact Persons

Program Contact

Chasity Ingram
CSP Grant Director
850-245-0502
Chasity.Ingram@fldoe.org

Grants Management Contact

Paula Starling
Educational Policy Analyst Director
850-245-0711
Paula.Starling@fldoe.org

Assurances

The Department has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 Code of Federal Regulations (C.F.R.) 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in Federal programs funded by the United States Education Department (USED); applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of State funds.

In order to receive funding, **applicants must have on file with Department, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the Department Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in Federal or State law, or there are other changes in circumstances affecting a term, assurance or condition.

Private Colleges, Community-Based Organizations and Other Agencies

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

Note: The Uniform Grants Guidance (UGG) combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the Department this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

Governmental and Non-Governmental Entities must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found at <https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx>

Grants Management Training

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at <https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Non-participation in the training program may result in termination of payment(s) until training is completed.

Funding Method

Federal Cash Advance (Public Entities only as authorized by the Department)

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 Department's Florida Grants System (FLAGS). In accordance with 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.

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable Department reviewers to understand the nature and reason for the line item cost.

Funded programs and any amendments are subject to the procedures outlined in the Department Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to, invoices with check numbers verifying

payment, bank statements, time and effort logs for staff, and/or salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

To report expenditures, all project recipients must submit a completed DOE 399 form to the Comptroller's Office, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Unallowable Expenses:

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the Department program office with questions regarding allowable costs.

- Proposal preparation including the costs to develop, prepare or write the proposal
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without Department pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Promotional or marketing items (e.g., flags, banners)
- Land acquisition
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g. buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items or services already covered by indirect costs allocation
- Costs not allowable for Federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State

Expenditures, which may be found at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6

Equipment Purchases

Any equipment purchased under this program must follow the UGG at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl and the Reference Guide for State Expenditures at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6.

Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

<https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>.

Administrative Costs including Indirect Costs

School Districts

The Florida Department of Education has been given the authority by the U.S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by the Florida Department of Education's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at www.fldoe.org/finance/comptroller/.

State Agencies, Public Universities and State Colleges

The Florida Department of Education will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient's rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of \$25,000 and for items of equipment, alterations, renovations and flow-through funds ("pass through" to another entity) on programs issued by the department. This rate is intended to be all-encompassing of typical administrative and overhead costs, including but not limited to rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, the department will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs such as office space rental when such costs can be directly and appropriately allocated to the program.

Indirect costs shall only apply to federal programs.

Chapter 1010.06 F.S. Indirect cost limitation - State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in

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such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at: <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>. More information can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.pdf>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities, through contract or other agreement with the State, annually receive 50% or more of their budget from the State, or from a combination of State and Federal funds, shall provide to Department an annual report in the format required by Department. Email exorder@fldoe.org to obtain the form. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to exorder@fldoe.org. . Executive Order 20-44 may be found at <https://www.flgov.com/eog/news/executive-orders/2020-44>.

For Federal Programs - General Education Provisions Act (GEPA)

The agency head's certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements, incorporated herein by reference, to ensure equitable access to and participation of students, teachers and other program beneficiaries with special needs. GEPA requirements may be accessed at <https://www.govinfo.gov/content/pkg/USCODE-2020-title20/html/USCODE-2020-title20-chap31-subchapII-part2-sec1228a.htm>

For Federal Programs – Equitable Services for Private School Participation – If Applicable

In accordance with 20 U.S.C., Title IX, Part E Uniform Provisions, Subpart 1, Section 7881, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the LEAs service area. For details, refer to <https://www.govinfo.gov/content/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap70-subchapIX-partE-subpart1-sec7881.htm>.: <https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>.

Narrative Section

Scope of Work/Narrative Components and Scoring Criteria

Multi-Stage Competition Process

This RFP will be administered in two separate stages (Stage I and Stage II). The first stage (Stage I) is open to all applicants that meet the definition of eligible applicant on Page 2 and 3 of this RFP. Eligible applicants must submit an electronic Stage I proposal through the Department's Florida online application system (<https://flcsp-apply.smapply.io/prog/2025EO>). The deadline for submitting the Stage I application is 5:00 p.m. EST on May 7, 2025.

The second stage (Stage II) will be by invitation only. At the conclusion of the Stage I application review process, the Department will invite the highest scoring applicants to submit a Stage II proposal. Using the e-mail address that the applicant provided in Stage I's Overview Form, the Department will notify applicants that they are invited to submit a Stage II proposal.

Stage II proposals must be submitted electronically the Department's Office of Grants Management ShareFile system. Stage II proposals require signatures, but electronic signatures are acceptable. Please review the Stage II Required Documents for additional details. Note: An invitation to submit a Stage II proposal does not guarantee funding and **the Department reserves the right to make a final determination on awards and funding.**

The Deadline for submitting a Stage II proposal is July 8, 2025. This refers to the date of receipt in the Department's Office of Grants Management via the ShareFile system.

Proposal Components

As established in Florida's 2020 CSP Grant proposal submitted to the USED, the Department's CSP grant will serve as the core component of the state's strategy for increasing the number of high-quality charter schools and improving academic achievement. As such, the Department is requesting proposals from applicants that possess and can demonstrate the vision, plan and capacity to establish and operate a high-quality charter school.

An eligible applicant (as defined in page 2 and 3 of this RFP) may apply for a CSP sub-grant by submitting a CSP proposal in response to this RFP, which must include the entire and complete charter school application which was submitted to the Sponsoring Entity, including all attachments, appendices, and addendums. Failure to submit the entire and complete charter school application may result in disqualification. Please note, applicants may not make any changes to the charter school application that was submitted to and reviewed by the Sponsoring Entity. The charter school application submitted as part of this CSP proposal must be the exact application submitted to the Sponsoring Entity for its review and approval.

In addition to the full and complete charter school application, the CSP applicant must complete an eligibility form, overview form and attestation. Each of these forms is completed and submitted within the Department's online application system.

Proposal Submission

The CSP proposal required for Stage I must be submitted through the Department's online application system, which may be accessed at <https://flcsp-apply.smapply.io/prog/2025EO>.

Stage I Method of Review

As described in the Department's 2020 CSP Grant proposal to the USED, the Department will utilize separate and distinct review processes. One process is for established operators (operators who have opened at least five charter schools in Florida) and a separate process will be used for new operators (operators who have opened less than five charter schools in Florida).

Established Operators

Established Operators must submit a full and complete CSP Proposal, including the entire charter school application that was submitted to the local school district. The review process for established operators will be based upon the past academic and financial performance of the Applicant. Using the Applicant History Worksheet (Addendum DD) to identify the schools currently or previously operated by the Applicant, the Department will calculate a pre-final score using the formula below. If the applicant has an established governing board (operated at least five schools) and an established management company/education service provider, the score will be based upon the schools operated by the governing board. If the applicant's governing board has not operated at least five charter schools in Florida but will contract with a management company/education service provider that has, the score will be based upon the schools managed by the management company/education service provider. The Department reserves the right to consider established operator status for those operators that are eligible for high-performing charter school system status pursuant to section 1002.332, F.S.

Evaluation Formula

TEACHER EFFECTIVENESS INDEX+ SCHOOL GRADE SCORE + HIGH NEED SCORE - STABILITY SCORE – FINANCIAL PERFORMANCE SCORE = PREFINAL SCORE

TEACHER EFFECTIVENESS INDEX: The TEI score is derived by awarding or deducting points based on the difference between the percentage of teachers receiving VAM scores (at the applicant's schools) whose scores were rated as Highly Effective and the percentage of teachers receiving VAM scores whose scores were rated as Unsatisfactory according to the methodology outlined in SBE Rule 6A-5.0411. Schools where this difference is greater than 0, meaning the percentage of teachers with Highly Effective VAM scores is greater than the percentage of teachers with an Unsatisfactory VAM scores will receive points equal to the difference. Schools where this difference is 0 will not receive any points on this measure. Schools where this difference is negative, meaning the percentage of teachers with Unsatisfactory VAM scores is greater than the percentage of teachers with Highly Effective VAM scores will have points equal to the difference deducted from their score.

Example:

- 18% Highly Effective and 12% Unsatisfactory
- VAM Score: 6

SCHOOL GRADE SCORE: The school grade score is derived by subtracting the percentage of schools operated by the applicant that received a grade of D or F from the percentage of schools operated by the applicant that received a grade of A or B, over the last five years. The denominator is the sum of the total number of schools operated each of the last five years, as reported on the applicant history worksheet, for which a school grade or school improvement rating is available. For example, if the applicant operated 10, 9, 7, 4 and 3 schools each of the last five years, the denominator would be 33. The numerator is the sum of the total number of schools operated each of the last five years that received a grade of A or B or D or F. If the applicant is an alternative school that receives a school improvement rating (SIR), the score will be derived by subtracting the percentage of schools operated by the applicant that received the lowest SIR rating from the percentage of schools operated by the applicant that received the highest SIR rating, over the last five years.

Example:

- 65% of schools received a grade of A or B
- 3% of schools received a grade of D or F
- $65 - 3 = 62$
- School grade score = 62

HIGH NEED SCORE: The high-need score is derived by calculating the percentage of the schools operated by the applicant that were Title I schools in the previous school year, calculating the percentage of schools operated by the applicant that served a student population that was at least ten (10) percent students with disabilities (as reported in the most recent FTE survey), adding those percentages together and dividing by 10.

Example:

- 50% of the applicants schools were Title I last year
- 30 % of the applicants schools served as student population that was 10% or greater students with disabilities
- $(50 + 30) / 10 = 8$
- High need score = 8

STABILITY SCORE: The stability score is derived by calculating the percentage of schools operated by the applicant and associated Management Company/Education Service Provider, if applicable, that have closed within the last five years.

Example:

- Applicant operated 15 schools over last five years
- 3 schools closed
- Management company/Education Service Provider operates 50 schools
- 7 schools closed
- 15.4% of the applicant's schools closed (65 schools total, with 10 closed)
- Stability score = 15.4

FINANCIAL PERFORMANCE SCORE: The financial performance index is derived by calculating the percentage of total annual financial audits completed for schools operated by the applicant that reported a deficit fund balance.

Example:

- Applicant operated 15 schools over last five years
- Each of the schools has 5 audits (total of 75 audits)
- 8 of the audits reported a deficit fund balance (as reported on the Applicant History Worksheet)
- 10.7 % of the audits reported a deficit fund balance (8/75)
- Financial performance score = 10.7

Using the examples above, the pre-final score for the applicant would be:

$$\text{VAM (6) + SCHOOL GRADE (62) + HIGH NEED (8) – STABILITY (15.4) – FINANCIAL (10.7) = 49.9}$$

The Department will sum the scores to arrive at a pre-final score. The Department will then evaluate the application to determine if the school is eligible for preference points (described below in Preference Points Section). After applicable preference points are added, the Department will rank order the CSP proposals from high to low and select up to the highest scoring applications for established operators to be invited to Stage II. Applicants with a pre-final score below 25 are not eligible for funding.

Preference Points

All eligible applicants may receive preference points. Preference points will be provided as follows.

OPPORTUNITY ZONES and SCHOOLS OF HOPE: If the applicant will open a charter school in any of Florida's 427 Opportunity Zones, or will open a Schools of Hope charter school, it will be awarded five (5) preference points.

GROWTH FUND: If the applicant is not a School of Hope operator but has received funding from the National Fund of the Charter School Growth Fund, it will be awarded five (5) preference points.

RURAL: If the applicant will open a charter school in any of Florida's Rural and Low-Income School districts (RLIS) the applicant will be awarded four (4) preference points.

SERVICE AREA: If the applicant applied to operate a charter school in an LEA that received a grade of "C" or lower in each of the last two years for which data is available, the applicant will be awarded three (3) preference points.

Final Score: Each applicant's final score will be the sum of the pre-final score and any awarded preference points. All applicants will receive written notification, via email, of their final score and whether they have been invited to Stage II. Please note, invitation to Stage II does not guarantee funding.

Stage I Proposal Requirements for Eligible Applicants

A Stage I proposal includes the following required documents to be submitted through the Department's online application system:

1. Eligibility Form (including an assurance that the applicant has the autonomy and flexibility of a charter school defined by federal statute)
2. Overview Form (including whether the applicant plans to open in any of Florida's 427 Opportunity Zones)
3. Charter School Application (Uploaded)
4. Attachments A-Z from the model charter school application, as applicable (Uploaded)
5. Addenda AA-FF from the model charter school application, as applicable (Uploaded)
6. Attestation

Stage II Proposal Requirements for Invited Participants

This stage of the competition is for applicants that are invited to submit a Stage II proposal based on the final score of their Stage I proposal. Invitation to submit a Stage II proposal does not guarantee funding. The Department will contact the participants that are invited to submit a Stage II proposal.

These Stage II proposals will be submitted electronically to the ShareFile system of the Department's Office of Grants Management.

A complete proposal must include all of the following elements in the order listed below. The applicant must submit the original application submitted during Stage I when indicated below.

1. Eligibility Form (from Stage I proposal)
2. Charter School Overview Form (from Stage I proposal)
3. Signed DOE 100A Project Application Form
4. Executive Summary (from Stage I Charter School Application)
5. DOE 101S Budget Narrative Form
 - a. Applicants will be notified of the funding amount
 - b. Budgets must identify whether applicant will be requesting funds for implementation
 - c. Applicants must justify activities in their budget, and provide additional justification upon request from the Charter Schools Office
6. Project Performance Accountability Form (CSP itemized budget template will be provided)
7. Signed Assurances page (**2 pages**).
8. Signed ED 80-0013 - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements form (**3 pages**).
9. General Education Provisions Act (GEPA) Plan (**1 page**).
10. Voluntary Agreement for Indirect Costs, if applicable.

Technical Assistance Webinars

The Department's Charter Schools Office will conduct a technical assistance (TA) webinar on April 28, 2025, at 2:00 PM EST. A recording will be posted on the Department's website after this date and time for those unable to attend the webinar. The purpose of the webinar is to provide information related to the technical requirements of the grant and application process.

Registration to participate in the CSP TA Webinars is required. Visit the following link to register: <https://attendee.gotowebinar.com/register/1332367746628898908>. After registering, an e-mail confirmation will be forwarded containing the webinar link and instructions on how to join the webinar.

Support for Strategic Imperatives

The CSP grant incorporates the goal of the State Board of Education's K-20 Strategic Plan of Higher Student Achievement by expanding the number of high-quality charter schools in Florida

<http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

Method of Answering Frequently Asked Questions or Providing Changes

Questions pertaining to application process should be e-mailed to charterschoolgrant@fldoe.org with "CSP Question" in the subject header. **Questions must be received by close of business on April 30, 2025.** Answers will be posted at <https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/> by May 2, 2025.

Reporting Outcomes

This section only applies to schools selected for funding. Do not submit these documents with your application (with the exception of the GEPA plan). However, we recommend that all schools work on gathering these materials together so they will be readily available.

Prior to receiving funding, in addition to the required budget forms, each CSP sub-recipient must submit the following documents to the Department for review and approval.

To receive Implementation funds:

- A. Proof of Non-profit status
- B. GEPA Plan
- C. Management Company/Education Service Provider Contract, if applicable
- D. Executed Charter Contract
- E. Signed and Executed Facility Lease
- F. Governing Board Bylaws
- G. Board-approved Policy Manual (policies must be school-specific and approved by the affiliated Governing Board, and include process for procurement, lottery/admissions, conflict of interest, segregation of financial duties, and inventory control)
- H. Implementation Budget (DOE100A and DOE101S)

Financial Consequences

All CSP grant sub-recipients must enter their budget expenditures via the Budget Tab through the Charter Schools Project Tracking System on www.FLCSP.org. Timely monthly reporting of expenditures is a compliance requirement. 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. The Charter Office may request additional reporting requirements. Desk audits and site visits will be conducted as part of the compliance and review process.

Receipt of required expenditures reporting is one of the factors that will be used to determine whether the charter school will be awarded funding for subsequent budget periods.

DOE 905D February 2025

As public schools, charter schools are required to report student performance achievement data, including the information required for the annual school report and the education accountability system governed by Sections 1008.31 and 1008.345, F.S. Further, it is the policy of the DOE to support and use a paperless communication system to the greatest extent possible.

Technical Assistance Training

The program office provides face-to-face technical assistance training at the annual Florida Charter School Conference (FCSC). CSP grant sub-recipients that attend the conference and CSP specific instructional sessions may include funding for conference expenses (including travel) in each budget period.

Stage II Conditions for Acceptance

For applications to be considered review, the following requirements must be met:

- 1) Submit application within the timeframe specified in the RFP.
- 2) Include DOE 100A Project Application Form and DOE 101S Budget Narrative Form in the application.
- 3) Include the assigned TAPs number in all required forms.
- 4) All required forms are signed by an authorized entity. (Department will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.)
 - Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A form when the application is submitted.
 - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
 - The department will accept an electronic signature, a scanned signature or PDF of a hardcopy signature.
 - The department will accept a typed signature if the document is uploaded by the individual signing the document.
- 5) The application must be submitted electronically to OGM via ShareFile, established email or electronic method.

Project Performance Accountability Information, Instructions, and Forms

NOTE: The following pages are included in the RFP (DOE 905D) template and are to be completed by the applicant.

The Department has a standardized process for preparing applications for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

Department’s project managers will:

- track each project’s performance based on the information provided and the stated criteria for successful performance, and
- verify the receipt of required deliverables prior to payment.
- For projects funded via Cash Advance, Department’s project managers will verify the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations on a quarterly basis.

The Scope of Work/ Project Narrative must include the specific tasks that the grantee is required to perform.

Deliverables must:

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
- identify the minimum level of service to be performed
- be quantifiable, measurable and verifiable. (I.e., *How many, how often, duration, etc.*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof the activity took place. (E.g., *Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project, training & technical assistance and the method of provision, number of clients or individuals served, the method of providing the service and frequency*). *Criteria for acceptance may vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.*

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

Project Performance Accountability Form

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost (optional)

Note: Add additional lines if necessary

Division of Finance and Operation Requirements

In addition to adhering to the requirements in the Request for Application, eligible applicants must have a valid W-9 on file with the Division of Financial Services to receive state or federal funds.

Agency Registrations

Depending on the funding source, agencies must complete registrations with the following entities:

State and Federal Funding

1. My Florida Market Place (MFMP)

- Website: [My Florida Market Place](#)
- For questions about submitting the application, contact the My Florida Market Place Customer Service Desk at 1-866-352-3776 or visit the Vendor Information Portal.

2. W-9 Information

- Additional information can be found at the [Florida Department of Financial Services Vendor Management](#).
- For questions about submitting the W-9, contact the DFS Vendor Management Services Customer Service Desk at (850) 413-5519 or email FLW9@myfloridacfo.com.

3. Sunbiz

- Website: [Sunbiz](#)
- For questions about submitting the application, contact the Florida Department of State at (850) 245-6000.
- **Note:** Florida public government agencies are not required to register with Sunbiz. All other entities must register with the Division of Corporations.

Federal Funding

In addition to the above registrations, agencies receiving federal funds must register in SAM.gov to receive a Unique Entity Identifier.

1. SAM.gov

- Website: [SAM.gov](#)
- For questions about submitting the application, contact the Florida Department of State at 1-866-606-8220 or email IAEO outreach@gsa.gov.

Risk Analysis

1. DOE 610 Risk Analysis Form (Local and Charter Educational Agencies Only)

This form should be updated and emailed to FDOERiskAnalysis@fldoe.org in the following situations:

- A change in the management of the Superintendent or Chief Financial Officer.
- An update to the Green Book.

2. DOE 620 Risk Analysis Form

- Form: [DOE 620 Risk Analysis Form](#)

- For questions about submitting the form, email FDOERiskAnalysis@fldoe.org. Submit the signed form and required attachments to the same email address.

3. **Department General Assurances, Terms, and Conditions**

- Page two of section D in the Department General Assurances, Terms, and Conditions for Participating in Federal and State Programs form should be submitted with the application. This form is located at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>.
- For questions about submitting General Assurances, contact Dwayne Gordon at Dwayne.Gordon1@fldoe.org or Katrina Wilson at Katrina.Wilson@fldoe.org or call (850) 245-9220.

FLORIDA DEPARTMENT OF EDUCATION

PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0735	A) Program Name: 2025 Charter Schools Grant Program (CSP) Planning, Program Design and Implementation TAPS NUMBER: 25C121	DOE USE ONLY Date Received										
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)										
C) Total Funds Requested: <hr style="border: 1px solid black;"/> <div style="text-align: center;"> DOE USE ONLY Total Approved Project: \$ </div>	D) Applicant Contact & Business Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contact Name:</td> <td style="width: 40%;">Telephone Numbers:</td> </tr> <tr> <td>Fiscal Contact Name:</td> <td></td> </tr> <tr> <td>Mailing Address:</td> <td>E-mail Addresses:</td> </tr> <tr> <td>Physical/Facility Address:</td> <td>UEI number:</td> </tr> <tr> <td></td> <td>FEIN number:</td> </tr> </table>		Contact Name:	Telephone Numbers:	Fiscal Contact Name:		Mailing Address:	E-mail Addresses:	Physical/Facility Address:	UEI number:		FEIN number:
Contact Name:	Telephone Numbers:											
Fiscal Contact Name:												
Mailing Address:	E-mail Addresses:											
Physical/Facility Address:	UEI number:											
	FEIN number:											
CERTIFICATION <p>I, _____, <i>(Please Type Name)</i> 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 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.</p>												
E) <table style="width: 100%;"> <tr> <td style="width: 40%; text-align: center;"> _____ Signature of Agency Head </td> <td style="width: 30%; text-align: center;"> _____ Title </td> <td style="width: 30%; text-align: center;"> _____ Date </td> </tr> <tr> <td style="text-align: center;"> _____ Signature of Charter Head </td> <td style="text-align: center;"> _____ Title </td> <td style="text-align: center;"> _____ Date </td> </tr> </table>			_____ Signature of Agency Head	_____ Title	_____ Date	_____ Signature of Charter Head	_____ Title	_____ Date				
_____ Signature of Agency Head	_____ Title	_____ Date										
_____ Signature of Charter Head	_____ Title	_____ Date										


Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Unique Entity Identifier (UEI) requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their UEI registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
 - **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM 101S**

A) Name of Eligible Recipient/Fiscal Agent:	
B) DOE Assigned Project Number:	
C) TAPS Number:	25C121

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
D) TOTAL				\$ -	0%

<p>DOE ATTESTATION (Program and Grants Management)</p> <p>The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.</p>	 <p>FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small></p> <p>April 2022 DOE 101S</p>
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Budget Narrative Form Instructions

A) Enter Name of Eligible Recipient/Fiscal Agent

B) Enter DOE Assigned Project Number

C) Enter TAPS Number

D) Enter the Total Amount for column (5)

(1) Function Code – *For School Districts Only* – Enter the Function Code, as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*, which best classifies the overall purpose or objective of the goods or services budgeted.

(2) Object Code – Enter the Object Code which best classifies the goods or services budgeted. *School Districts* - Use the three-digit Object Code as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*; *Colleges and Universities* - Use the first three digits of the Object Codes listed in the *Florida Accounting Information Resource Manual*; *Non-public entities* – Use the Object Codes that are used in the respective entity's/agency's chart of accounts.

(3) Account Title and Narrative - Provide the Account Title that applies to the Object Code listed in (2) and a detailed Narrative that includes a description of each good or service budgeted and its purpose or use. For example:

Salaries – Describe the type(s) of position(s) requested and the major responsibilities/duties of each position(s). Use a separate line to describe each type of position.

Other Personal Services – Describe the type of service(s), its purpose or use, and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.

Professional/Technical Services – Describe the services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.

Contractual Services and/or *Inter-agency agreements* – Describe the services to be rendered and the type of entity or agency (name, if available).

Travel – Describe each type of travel to be supported with project funds, such as conference(s), local travel, in- or out-of-district, and out-of-state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.

Materials and Supplies - Describe the type of item to be purchased and its purpose or use.

Capital Outlay - Describe the type of item/equipment to be purchased and its purpose or use.

Indirect Cost - Refer to the *DOE Project Application and Amendment Procedures for Federal and State Programs (Green Book)* for additional guidance regarding indirect cost.

- *School Districts Only* - Provide the percentage rate from the district's Approved Indirect Cost Plan.

- *Colleges and Universities Only* – Provide the percentage rate (maximum of 5%) approved by the DOE.

(4) FTE - (Only applicable for items classified as *Salaries and Other Personal Services (Refer to (2) Object Code.)* Enter the total number of positions (as FTEs*) that will be supported with these funds. *Full-Time Equivalent (FTE based on the standard workweek for the type of position) is the number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

(5) Amount - Enter the total amount budgeted for each line item.

(6) Percent Allocated – For each line item, enter the appropriate percentage that is allocated or applicable to this project (see pages 3-4 for examples).

(6) PERCENT ALLOCATED If the cost entered in (5) for each service/commodity listed in (3) is not the total cost of this service/commodity, enter the appropriate percentage in (6) that is applicable to this project. If the cost entered in (5) for each service/commodity listed in (3) is the total cost for this service/commodity and is applicable to this project, enter 100% in (6).

Example A

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE & NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
6200	110	Salaries - Provides for supervision of all project activities; specific areas for supervision/coordination are listed by position below. Supervisor /Grant Administration/National Instructional Materials Accessibility Standards Coordinator /Professional Development and Training	2	\$120,000	100%	The total cost for the two positions listed in (5), a Supervisor and a Coordinator (2.0 FTE), are charged to this project. Therefore, the percent of the cost for Salaries and Benefits allocated to this project is 100%.
6200	210	Retirement (9.85%)		\$11,820	100%	
6200	220	FICA (6.20%)		\$7,440	100%	
6200	223	Medicare (1.45%)		\$1,740	100%	
6200	231 / 232	Health / Life (11.90%)		\$14,280	100%	
6200	240	Worker's Comp. (1.26%)		\$1,512	100%	
TOTAL				\$156,792		

Example B

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE & NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
7900	430	Utilities - Electricity, water and sewage charges for the facility where this project is housed.		\$10,000	50%	The total cost for utilities for the facility where this project is housed is \$20,000 annually. However, this project only occupies 50% of the facility. Therefore, the percent of the cost for Utilities allocated to this project is 50%.
TOTAL				\$10,000		

(6) PERCENT ALLOCATED (continued)

Example C

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE & NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
6300	331	In County Travel - Travel cost for staff to and from agency headquarters to designated program sites for the purpose of performing activities related to the administration and supervision of project.		\$1,980	100%	The mileage estimated for travel for district staff to and from the county office to the program sites was estimated to be 4,500 miles annually @ \$0.44/mile. Therefore, the percent of the cost for In County Travel allocated to this project is 100%.
TOTAL				\$1,980		

Example D

(1)	(2)	(3)	(4)	(5)	(6)	EXPLANATION
FUNCTION	OBJECT	ACCOUNT TITLE & NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	
NA for Private Entities	350	Purchased Services - Contract with ABC Company for the repair/ maintenance of the office equipment; one laser printer and copier.		\$1,250	25%	The total cost for the maintenance contract for this equipment is \$5,000. It has been determined that this project only uses this equipment 25% of the time. Therefore, the percent of the cost for Purchased Services allocated to this project is 25%.
TOTAL				\$1,250		