

The Charter School Program Grant Amendment Process

Office of Independent Education and Parental Choice

October 2021





Budget Amendments

May be submitted to:

- Reallocate approved funding.
- Request remaining grant funds.

Forms:

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

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

Budget Amendments

 Form DOE 150, Project Amendment Request

Please return to:	A) Agency Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496		Date Received
B) Program Name:		Project Number (DOE Assigned)
TAPS Number:		
C) Amendment Type	D)	Amendment Request Contact Information
Amendment Number:	Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	E) Required Signat	ture and Certification
the false statement, false claims or programmatic requirements; and p	otherwise. Furthermore, all a rocedures for fiscal control a	rial fact may subject me to criminal, or administrative penalties applicable statutes, regulations, and procedures; administrative and maintenance of records will be implemented to ensure pro All records necessary to substantiate these recoincements will
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FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST



Budget Amendments

 Form DOE 151, Budget Amendment Narrative Form

Amendment Numb	er				
		DEPARTMENT OF			
	BUDGET AN	MENDMENT NARI	RATIVE FO	RM	
D) Total Project Amoun	t Currently Approved	E) Total Pro	jeet Amount resu	lting from this Bud	get Amendment
\$		_	\$		
) Line Item Descriptio				11/0/19/17	_
FUNCTION OBJE	CT ACCOUNT T	ILE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
I	1				
				Total	Total
					00000



Budget Amendment – Reallocation

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

A) Leke-Man	-	JDGETAMENDMENTNARRA		D-2002A-00	10 1/19	C079
District/Ager	icy Name	•	Project	Number/TAP	° S Nur	nber
C) <u>3</u> Amendment	Number	_				
		a mently Approved E) Total Project Amou	nt resulti	ng from this B	udget	Amendment
\$503,296	.00			\$ 503,296.0	0	
F) Line Item Der Function	object	Account Title and Narrative	FTE	Amount Increase		Amount Decrease
5100	642	Hexagon Desk Globe	0.00		\$	6,600.00
5100	642	PolypropyleneT op Portable Stage	0.00		\$	1,178.00
5100	642	Clover Activity Tables	0.00		s	4,6 50.00
5100	644	Printer (Wireless w/ Mobile Printing)	0.00		\$	3,0 00.00
6400	642	Atomio Clocks (Black)	0.00		\$	990.00
7300	642	Mesa Series L Shaped Desk	0.00		\$	2,0 88.00
5100	510	this paper will be used for student for ms, making oopies of in # duoloni materialis (since there are no fartbooks, and family communications; penelia and pen sfor students to use for instructional work 900 packs of penelis (\$84.66 each (\$8600.00); 100 pecks of markers tg \$84.66 each (\$8600.00)	0	\$ 9,253.0	0	
	510	Resource Mathefais Lupplies: Benefit Students by provid han dimit han di solence mamplusidives to assid learning oo nogit. These resources will be kept in the math and solence discoroms for both eth and 7th protect. Currently there are 413 Students:		\$ 9,253.0	0	
6300						
				\$ 18,506.0		

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

Budget Amendment – Increase Only

• Expending 90% of approved funds is required.

District/Age	ency reame	Project Number/TAPS Number			
	2	_			
Amendmen	t Number				
Total Project		FLORIDA DEPARTMENT OF EDUCAT BUDGET AMENDMENT NARRATIVE F urrently Approved E) Total Project Amount resulting from this 196,109.00 55	OR	M t Americament	
Line Item De	escription			Amount	Amount
Function	Object	Account Title & Narrative	FTE	Increase	Decrease
5100	369	Basic (FEFP K-12)Technology-Related Rentals (Orginal Budget \$5,075- \$2,764= \$2,311)		2,764.00	
5100	520	Basic (FEFP K-12)Textbooks (4-SubjectLanuage Arts \$14,864, Math \$6,706.45, PearsonCurriculum \$29,778.64) Did not use		51,349.09	
5100	643	Basic (FEFP K-12)Capitalized Computer Hardware (Orginal 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) Orginal 186 @ \$681=\$126,866, Actual 109@ \$669.07= \$72,929 differences \$53,737		\$ 53,737.00	
6400	310	Instructional Staff Training ServicesProfessional and Technical Services [OverageFinal cost under budget)- (Orginal \$1,500 -Actual \$1,350= \$150)]		\$ 150.00	
6500	319	Basic (FEFP K-12)Technology-Related Professional and Technical ServicesInstallation Interactive Whiteboards- (Overage- Final cost under budget) Orginal \$6,000 Actual \$5,874= \$126.00		\$ 126.00	
6400	319	Instructional Staff Training ServicesTechnology-Related Professional and Technical Services Training Interactive Whiteboards (OverageFinal cost under budget) Orginal \$2,000 - Actual \$1,875 = \$125		\$ 125.00	
7300	630	Camera - Security (Orginal \$50,398, Actual \$45,620 differece \$4,778)		\$ 4,778.00	
			-	\$ 117,050.09	\$
				0 117,000.09	
151 ed July 2015		Pam Stewart, Commissioner	1	FLORIDA DEPART	NEWT OF



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 name brands.
- Round to the nearest dollar for new line items
- Avoid grouping items by vendor/quote.
- Request only items needed during the grant period.
- Submit price quotes or justification, if requested.
- Ensure alignment to current student enrollment and be reasonable, necessary and allowable.



Tips for Developing a Proposed Budget Amendment, continued

- Ensure <u>all</u> items needed are included in the budget proposal submitted to the DOE.
- 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)

PROJECT/PROCEAN TITLE Public Charter School Program (CSP) Planning, Program Design and Implementation AMENDMENT INFORMATION Amendment Number: 3 Type of Amendment: No Cost Extension Efficitive Date: 9006/2019 Current Approved Budget: S522,708.00 AUTHORIZED FUNDING Current Approved Budget: S522,708.00 S522,708.00 Section 16 for incurring expenditures and issuing purchase orders: 04/02/2020 OKOMOUSE - 04/02/2020 SCALENT OF INFO Current Approved Budget: S522,708.00 S522,708.00 Section 16 for incurring expenditures and issuing purchase orders: 04/02/2020 OKOMOUSE S522,708.00 Date that all obligations are to be liquidated and final disbursement reports submitted: 05/20/2020 OKOMOUSE S522,708.00 Date that all obligations are to be liquidated and final disbursement reports submitted: 05/20/2020 Date (hor program Period: 04/03/2018 - 04/02/2020 SCALENT OF TION Date of the for incurring expenditures and issuing purchase orders: 04/02/2020 Date that all obligations are to be liquidated and final disbursement reports submitted: Date(h) for program reports: Pederal Award Date: Date (h) for program reports: Proderal Award Date: 1001/2016 Dec CONTACTS Program: Vicki Pineda Program: Vicki Pineda Program: Vicki Pineda Informating (Green Book) and the General Assurances for Participation in Pederal and State Programs the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by refer For foderal and state regregation of the set order or the property of the propring (Green Book) and the General Assurances for Cash transaction requests table initial award het in the Project Application and Amendment Proceed Approved and be timed with the actual, immediate cash requirements to carry out the purpose of the approved projec Approved and be timed with the actual, immediate cash requirements to carry out the purpo	1	PROJECT RECIPIENT	2 PROJECT NUMBER	
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Page 1 of 2	DE	and operating a high-quality charter school (see page APPROVED: Authorized Official on behalf of Richard Corcoran Commissioner of Education 200	9-11-19	

	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 communication. (Projects
3	with multiple project numbers will have a separate DOE-200 for each project number).
4	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.
5	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.
5	Project Periods: The periods for which the project budget and program are in effect.
7	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).
1	Reimburgement Options:
2	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
	both contactor Program content for program issues, crams management out for processing issues, and Comptroller's Office
	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:
	o Actual enrollment below 75 percent of projected enrollment.
	o Failure of a sub-recipient charter school to timely submit required expenditures, and inventory reports through FLCSP.org.
	o Purchases made outside of the approved budget, and/or
	o Corrective action required following a monitoring site visit.
	Approved: Approval signature from the Florida Department of Education and the date signature was affixed.
	200
	d 07/15
	Page 2 of 2





Using FLCSP for Amendment Requests



FLORIDA DEPARTMENT OF EDUCATION fldoe.org

Expenditure Reporting on FLCSP

- Use the Show/Hide Expenditures feature to ensure accurate reallocation requests.
- Report approved quantities and unit costs – expenditure overages should not be included on reporting without program office approval.

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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.



Useful Links





Amendment Forms

https://www.fldoe.org/schools/school-choice/charter-schools/charter-schoolprogram-grant/grant-forms.stml



Home | Schools | School Choice | Charter Schools | Charter Schools Program Grant | CSP Grant Forms

CHARTER SCHOOLS PROGRAM GRANT

CSP Grant Forms

Training

CSP Grant Forms

- DOE 150 Project Amendment Request (Word)
- DOE 151 Budget Amendment Narrative Form (Excel)
- Itemized Expenditure Report Template (Excel)
- <u>Site Visit Monitoring Rubric</u> (PDF)
- <u>CSP 2-year Budget Development Tool Instructions</u> (PDF)
- <u>CSP 2-year Budget Development Tool</u> (Excel)
- <u>CMO Questionnaire</u> (PDF)
- CO-Location Questionnaire (PDF)

Technical Assistance

- Memorandum: Additional Guidance to CSP Budget (PDF)
- 2014 Non-regulatory Guidance (PDF)
- Review Standards for CSP Documents (PDF) Revised January 2020



Sharefile and Submitting Amendments

https://fldoe.sharefile.com/Authentication/Login

- For optimal performance, use Google Chrome.
- Only contacts identified by FDOE have access.
- For technical assistance, email the Office of Grants Management at <u>OGM@fldoe.org</u>
- All amendments must be submitted via ShareFile – emailed forms will not be accepted.





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