



# CSP NEWS

NEWSLETTER OF THE FLORIDA CHARTER SCHOOLS GRANT PROGRAM

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FLORIDA DEPARTMENT OF EDUCATION

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OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

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For assistance, call 850-245-0502  
or email [Charterschools@fldoe.org](mailto:Charterschools@fldoe.org).

## SPECIAL POINTS OF INTEREST

### 2010—2013 Grants

- Your updated budget must be submitted in order for an award letter to be processed.
- Updated budgets are under review in order to process award letters to new grant recipients.
- Upon receipt of your award letter, contact your sponsor to arrange for your funds.

### 2009—2012 Grants

- Three-month no-cost extensions are now being processed for those schools that require them.
- If not yet in Implementation I, email your Grant Specialist for assistance.

### 2008—2011 Grants

- Time is running out. Spend down remaining funds. Document all purchases.
- Prepare your Itemized Expenditure Report (DOE 399).
- If not yet in Implementation II, email your Grant Specialist for assistance.
- If your grant has ended, contact your Grant Specialist immediately.

## Procurement Requirements

As you review your budget and plan for purchases, be aware that certain procurement procedures must be followed and documented, per 34 CFR 74.40-74.48. Site visit monitors will request a copy of your **Procurement Policy**, along with documentation for selected purchases. It is advised that your board review your Procurement Policy to ensure that it is in line with the following requirements.

**Procurement process:** For purchases of \$500 or more, perform a cost or price analysis by obtaining at least three bids or quotes. Ensure that the vendor selected or service purchased is the most reasonable and not solely based on price. Be able to justify and document any sole-source purchase of goods or services.

**Allowable expenses:** Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. In addition, all expenditures must be consistent with applicable state and federal laws, regulations and guidance.

**Prohibited expenses:** Project funds may not be used to supplant existing programs and/or funding and may not be used to benefit pre-K programs, with the exception of pre-K ESE. Federal regulations expressly prohibit use of funds for the acquisition of facilities and construction, or for expenditures which were encumbered prior to the effective date of the project award.

Items purchased must be included in Budget Narrative Form (DOE 101). Please contact your grant specialists with any questions.

## Conflict of Interest Policy

Your board's Policies and Procedures must include a **Conflict of Interest Policy** outlining the measures in place to ensure no conflict of interest occurs.

According to EDGAR, a conflict of interest exists when an "employee, officer, any member of his or her immediate family, his or her partner, or an organization which employs the parties indicated herein, has a financial or other interest in the firm selected for the award."

Your policy must include a provision that no board member or employee of the school may participate in the selection, award or administration process if a conflict of interest exists.

### **For more information, please review:**

- [2009 Legislative Changes Q&A](#) (Items 5 and 6)
- [Charter School Program Subgrantee Conflict of Interest Guidelines](#) (which also includes Procurement information).

## RESOURCES

### RtI Training for Charter Schools

Visit [Response to Intervention Regional Workshops](#) on our website to register. If you have questions, please contact Tera Teders: 850-245-0871 or [tera.teders@fldoe.org](mailto:tera.teders@fldoe.org).

### Summer Regional Institutes for College Success/Readiness in English and Mathematics

Twelve one-day regional [2010 SREB-Gates College Success Summer Institutes](#) are being offered to allow collaboration between district, high school, and Florida college leaders and instructors regarding successful teaching of the college readiness courses in English language arts or mathematics for academic year 2010-11.

### Summer Professional Development Science Workshops

Florida's Charter Schools Program has partnered with the Florida Department of Environmental Protection to sponsor free professional development workshops on K-12 environmental education. Visit the [Charter Schools](#) website and check **Announcements** for information on dates and registration.



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