



March 2012

FLORIDA DEPARTMENT OF EDUCATION

Volume 2, Issue 10

OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

SPECIAL POINTS OF INTEREST

All Schools

- **Due March 1:** Quarterly Itemized Expenditure Report and updated inventory.

2011—2014 Grants

- **To move to Imp. II,** submit budget draft to grant specialist by May 1.
- **To move to Imp. I,** prepare Draft DOE 150/DOE 101S, and send to grant specialist by April 1.
- Send documentation for all Phase I or Phase II Attachment J objectives (depending on grant stage) to grant specialist for review by June 1, 2012, prior to mailing your signed project or budget amendments.

2010—2013 Grants

- Submit your draft DOE 150 (request for budget increase for Implementation II funds and any unused Planning dollars) and DOE 151 Budget Amendment Narrative to your grant specialist immediately if you began Implementation 1 4/12/2010—your 24 month project ends 4/11/2012.

2009—2012 Grants

- Grant ends June 30, 2012. Schools not yet in Imp. II should contact their grant specialist immediately.

CHARTER SCHOOL OFFICE

Charter Schools Director
Adam Miller

CSP Grant Manager
Helen Giraitis
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CSP Grant Specialists
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For assistance
850-245-0502 or
Charterschools@fldoe.org

RFP — Check details before submitting

- Grant applicants must follow the 2012-2015 PCSGP RFP** posted online at https://www.floridaschoolchoice.org/information/charter_schools/files/RFP_2012.pdf. All required forms and attachments are included as links here: https://www.floridaschoolchoice.org/information/charter_schools/Planning_Implementation_Grant.asp
- Do not use prior year instructions, templates, or forms.** The 2012-2015 RFP includes all instructions, forms, available data sources, and Frequently Asked Questions (FAQ's) that must be followed.
- Failure to use the proper **DOE 100A** form may disqualify your application.
- Follow all technical specifications on pages 19 and 20.**
- Your submission must have **original** Charter Head (Chairperson of the Governing Board) and Agency Head (Superintendent) signatures. **Photocopied signatures will not be accepted.**
- Ask your sponsor/school district the date by which they must receive your grant application** in order to obtain the superintendent signature. Make sure they receive it before spring break if they will be closed the week of March 12th.
- Request an authorization letter from your sponsor if another person signs on the superintendent's behalf.** This is required for a complete application. Contact Helen Giraitis/Adam Miller via e-mail if you cannot obtain the Agency Head's signature on the DOE 100A.
- Submit your application early if possible.** This may give you the necessary time to correct a missing signature. We must receive your complete application on or before **March 14, 2012** by the end of the business day.

Attention 2012-15 PCSGP Applicants:

It has come to our attention that the Table of Contents (Attachment A) does not include a space to identify the **Written Budget Narrative and Section 6** (Support for Strategic Plan). Please review your application to make sure it includes written responses for Section 6 and the Written Budget Narrative.

If you omitted one or both of these sections and you have already submitted your application to the Department, you may submit the following two documents via e-mail to Terese.Herring@fldoe.org.

- Section 6 Support For Strategic Plan (1 page maximum)
- Section 7b Written Budget Narrative (2 pages, maximum)

If you have omitted one or both of these sections and you have already submitted your proposal to your sponsor but not to the Department, please contact your sponsor immediately to determine how to submit the additional documents.

The RFP due date remains unchanged (March 14, 2012). All technical formatting requirements on pages 19 and 20 must be followed in the attachments you submit via e-mail. Be sure to clearly identify your application so we may match submitted documents with the application.

The RFP is the ruling document that outlines all application requirements, and includes a complete list on page 19.

Note Our New Address:

Florida Dept. of Education
Office of Independent Education
and Parental Choice
325 W. Gaines St., **Suite 1044**
Tallahassee, FL 32399-0400

Office staff continue to be available at their current phone numbers and

