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FLORIDA DEPARTMENT OF EDUCATION

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OFFICE OF INDEPENDENT EDUCATION AND PARENTAL CHOICE

## SPECIAL POINTS OF INTEREST

### 2011—2014 Grants

- Do not commit grant funds until you have received your award letter (DOE 200). Only items and services purchased within the project period shown on the DOE 200 may be paid for with grant funds.

### 2010—2013 Grants

- If still in Planning, contact your Grant Specialist. You should be in Imp. I at this point.
- If preparing to enter Imp. II, complete the Itemized Expenditure Report and Inventory Report, and update Attachment J. Draft a Budget Amendment to request remaining Implementation funds (and Planning funds if you bypassed Planning).

### 2009—2012 Grants

- If you took the 24-month option, send your [Itemized Expenditure Report](#) to your grant specialist by June 30, 2011.
- If you took the 36-month option, you should be in Imp. II. If still in Imp. I, contact your Grant Specialist.

## 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 written bids or quotes. These may be obtained from the vendors, their Web sites, ads or other sources. Ensure that the vendor selected or service purchased is the most reasonable and not solely based on price, and document your cost analysis, per EDGAR ss.74.45-74.46. Be able to justify and document any sole-source purchase of goods or services as well. This documentation may be requested at any time, and must be available for review during monitoring visits.

**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, unless the Pre-K program serves only ESE students. 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 Specialist with any questions.

## CHARTER SCHOOL OFFICE

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### For assistance

850-245-0502 or

[Charterschools@fldoe.org](mailto:Charterschools@fldoe.org)

## TRAINING / RESOURCES

### DOE-Sponsored CSP Trainings

- **ESP/EMO Webinar** — July 7.
- **Monitoring Visit Webinar** — September 20 & 21.
- **Budget Amendments & Detailed Documents Webinar** — TBA.



### Florida Charter School Conference

— November 14-16 in Orlando. CSP recipients are required to attend.

For more information, go to [www.charterschoolconference.com/](http://www.charterschoolconference.com/).

### Other Opportunities



- **2011 NACSA Leadership Conference** — October 24-27, Amelia Island FL. For more information, go to

[www.qualitycharters.org/events/2011-annual-leadership-conference](http://www.qualitycharters.org/events/2011-annual-leadership-conference).

