



# Bureau of Exceptional Education and Student Services

2022-23 Annual Discretionary Projects Meeting (Fiscal Agents)  
Part 3

June, 2022





# Project Implementation



# Amendments

- Download or request up-to-date form(s).
  - [Project Amendment Request \(DOE 150\)](#) (Word)
  - [Budget Amendment Narrative Form \(DOE 151\)](#) (Excel)
  - Amended Schedule of Deliverables Template
- Projects should immediately submit any proposed amendments to the OGM ShareFile for official intake.
- Do not delay the amendment effective date by discussing proposed changes with project liaison via a preliminary review.

# Types of Amendments

- Programmatic - If changes are only being made to project activities or Schedule of Deliverables (SOD), and do not require a reallocation of funds.
- Budgetary - If a project is making changes to the budget only.
- Both - If changes are being made to both the budget and Schedule of Deliverables (SOD).

# Common Types of Amendments

Reason for Amendment	Required of Applicant			Response from DOE
	DOE 150	DOE 151	Written Request	Amendment DOE 200
Change in scope, goals, or objectives	X	X	-	X
Change in project evaluation scope	X	X	-	X
Change in deliverables	X	X	-	X
Change in work task	X	X	-	X
Change in key or types of personnel	X	X	-	X
Disengagement of project director	X	X	-	X
Obtaining services of third party	X	X	-	X
Budget revision to implement program amendment	X	X	-	X
Increase project amount	X	X	-	X
Revise project period	-	-	X	X
Change reporting dates (program or fiscal)	-	-	X	X
Decrease allocation	-	-	X	X
Terminate program	-	-	X	X



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# Project Tracking System and Contract Summary Forms



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# Project Tracking System (PTS)

- All projects must submit the SOD Quarterly Review Report and Activity Report via the PTS at <http://pts.florida-ese.org/>.
  - Due! - At least quarterly, by the 15th day following the end of each project quarter.
- Project liaison reviews the reports and provides feedback to the project.
  - Due! - At least 45 days following the end of each project quarter.
- State projects should submit ROI reports via the PTS
  - Due! – 30 days following the end of each project quarter
- Download user guide from the PTS under “About PTS.”

## For State Programs Only

# Quarterly Return on Investment (ROI) Reports

- Provide quarterly ROI program activities reports.
- Describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement (summarize results - quarterly and cumulative).
- No standard template provided.
- Due! - within 30 days after the end of each quarter.
- Should be submitted via the Project Tracking System (PTS).



# Project Performance Accountability (PPA), Deliverables, and Financial Consequences

## Chapter 215, F.S., Financial Matters: General Provisions

### 215.971 Agreements funded with federal or state assistance.—

- (1) An agency agreement that provides state financial assistance to a recipient or subrecipient, as those terms are defined in s. [215.97](#), or that provides federal financial assistance to a subrecipient, as defined by applicable United States Office of Management and Budget circulars, must include all of the following:
  - (a) A provision specifying a scope of work that clearly establishes the tasks that the recipient or subrecipient is required to perform.
  - (b) A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

# Project Performance Accountability (PPA), Deliverables, and Financial Consequences

- (c) A provision specifying the financial consequences that apply if the recipient or subrecipient fails to perform the minimum level of service required by the agreement. The provision can be excluded from the agreement only if financial consequences are prohibited by the federal agency awarding the grant. Funds refunded to a state agency from a recipient or subrecipient for failure to perform as required under the agreement may be expended only in direct support of the program from which the agreement originated.
- (d) A provision specifying that a recipient or subrecipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
- (e) A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the state agency.
- (f) A provision specifying that any funds paid in excess of the amount to which the recipient or subrecipient is entitled under the terms and conditions of the agreement must be refunded to the state agency.
- (g) Any additional information required pursuant to s. [215.97](#), F.S.

# Payments: State-Funded and Federally Reimbursed Projects

The Comptroller Office sends the following to the Department of Financial Services for payment:

- DOE 200/project award
- Summary of Contractual Service Agreement
- The SOD Quarterly Review Report
- Activity Report

# Resources

- **Application Toolkit**

- [IDEA Discretionary Grant Project Descriptions](#)
- [Online Grant System How-to Guide](#) (PDF)
- [Project Tracking System User Guide](#) (PDF)
- [Acronyms and Abbreviations](#) (PDF)

- **Federal Register 2004 IDEA** (regulations begin on page 46756)

<https://www.gpo.gov/fdsys/pkg/FR-2006-08-14/pdf/06-6656.pdf>

- **IDEA Regulations: 34 C.F.R. Parts 300**

<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-300>

# Resources

- **Uniform Grant Guidance: 2 C.F.R. Part 200**  
[https://www.eC.F.R..gov/cgi-bin/text-idx?tpl=/eC.F.R.browse/Title02/2C.F.R.200\\_main\\_02.tpl](https://www.eC.F.R..gov/cgi-bin/text-idx?tpl=/eC.F.R.browse/Title02/2C.F.R.200_main_02.tpl)
- **Red Book**  
<http://www.fldoe.org/finance/fl-edu-finance-program-fefp/financial-program-cost-accounting-repo.stml>
- **Green Book**  
<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>
- **State Expenditure Reference Guide**  
<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>

# Questions?

Contact

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

