

Charter School Program (CSP) Grant Subrecipient Guide for Transitioning from Planning to Implementation

To transition from the planning phase of the Charter School Program (CSP) Grant to the implementation phase, CSP grant subrecipients must complete all tasks listed below. It is important to note that the Department retains authority to terminate a CSP project that does not demonstrate progress toward opening and operating a high-quality charter school.

1. EXPEND ALL PLANNING FUNDS.

Planning funds must be expended prior to transitioning to the implementation phase of the CSP grant. Please notify the CSP Grant Director if only a portion of the approved planning budget will be expended or if planning funds will not be expended. (Note: If only a portion of the approved planning budget will be expended, the remaining balance may be transferred to the Implementation phase.)

2. REPORT PLANNING EXPENDITURES IN THE CSP GRANT TRACKING SYSTEM.

All expenses incurred during the planning phase must be reported in the CSP Grant Tracking System, www.flcsp.org (FLCSP). After entering the expenditures, select the Mark as Final button to notify the program office that there are no additional planning expenditures to report. The program office will review the grant tracking system periodically to monitor a subrecipient's progress and to determine if a school is eligible to move into implementation.

3. SUBMIT REIMBURSEMENT REQUEST(S) TO THE LOCAL SCHOOL DISTRICT.

Submit all expenses incurred during the planning phase to the local school district to request reimbursement.

4. VERIFY REIMBURSEMENT OF PLANNING EXPENDITURES.

Verify all planning expenditures are approved and reimbursed by the district. If the reimbursement amount is different than the amount initially reported by the school in the CSP Tracking System, contact the CSP program office to request access to edit the expenditures reported.

The program office will review the CSP grant tracking system to verify the district reimbursement amount matches the expenditure amount reported by the school. If the amounts do not match, the school will be required to correct the amount initially reported.

5. REQUEST APPROVAL TO TRANSITION TO THE IMPLEMENTATION PHASE.

The four forms listed below are required and necessary to request approval from the local school district and Florida Department of Education (FDOE) to begin the implementation phase of the grant.

1. [Project Amendment Request \(DOE150\)](#): This form must be completed and signed by both the charter school's governing board chair and district superintendent. Incomplete forms are not accepted by the Department's Office of Grants Management. Note: There is more than one

version of the DOE150. Use the charter-specific form requiring two signatures (governing board chair and district superintendent).

2. [CSP Two-Year Budget Tool \(Excel file\)](#): The two-year budget tool is an Excel file template that is formula driven to calculate and generate a simplified Budget Narrative Form (DOE101S) based on the budget items entered by the school. The budget tool is required and will be used for the programmatic review of the initial proposed implementation budget.

Instructions for using the two-year budget tool are included in the Excel file on the first tab. Be sure to read the instructions carefully and refer to the [CSP Allowable Cost Guide](#) for general information regarding allowable and unallowable implementation expenses.

3. [Budget Narrative Form \(DOE101S\)](#): The DOE101S is generated by entering the school's proposed budget into the CSP two-year budget tool (Excel file). Refer to the first tab of the two-year budget tool for instructions.
4. [CSP Funding Distribution Agreement](#): This agreement allows for the full release of implementation funds to the local school district without requiring an additional amendment from the school when beginning the last year of the CSP grant.

6. SUBMIT THE DOE150, DOE101S, CSP FUNDING DISTRIBUTION AGREEMENT AND A COPY OF TWO-YEAR BUDGET TO THE LOCAL SCHOOL DISTRICT FOR APPROVAL.

Forward the completed forms to the school district for approval and superintendent signature. Forms submitted to the DOE's Office of Grants Management without the district superintendent's signature will not be processed.

7. SUBMIT THE DOE150, DOE101S, AND TWO-YEAR BUDGET TO THE DEPARTMENT OF EDUCATION.

Please submit an electronic copy of the original forms to the Office of Grants Management via ShareFile. Contact the CSP Grant Director for instructions.

8. UPLOAD ADDITIONAL REQUIRED DOCUMENTS IN THE CSP GRANT TRACKING SYSTEM.

In addition to submitting the required budget forms, all documents listed below must be uploaded in the CSP Tracking system (www.flcsp.org). Refer to the [Review Standards for CSP Documents](#) (PDF) for the minimum standards required for approval.

- Executed charter contract
- Executed lease
- Completed co-location questionnaire
- Governing board by-laws
- Board-approved policies and procedures

Additionally, please provide a revised copy of the forms listed below if they were updated since beginning the planning phase.

- Nonprofit documentation
- General Education Provisions Act (GEPA) plan
- Completed management company questionnaire

9. SUBMIT DOCUMENTATION TO THE SCHOOL'S GRANT SPECIALIST VIA EMAIL.

Submit the items listed below to the school's grant specialist via email. Please be sure to include the school name and CSP-ID number on all email correspondence.

- CSP Two-Year Budget Tool (Excel file)
- A summary report from the school's application/enrollment system for the upcoming school year.

10. COMPLETE ADDITIONAL FOLLOW-UP WITH CSP PROGRAM OFFICE.

After receiving all required documentation, the Grant Specialist will begin the initial programmatic review. The approval process consists of a multi-layer review process involving the program office and the Office of Grants Management. Additional supporting documentation, clarification, justification or revisions may be required throughout the review process. A Project Award Notification (DOE200) will be issued after all reviews have been finalized.