GRANT MANAGEMENT
CHARTER SCHOOLS

CLAY COUNTY DISTRICT SCHOOLS
SCHOOL CHOICE DEPARTMENT

ISSUES WE WERE EXPERIENCING

SO MANY GRANTS

CARES/ESSER changed everything

LOST INFORMATION

Changes in staff
Lost in emails and numerous documents
Grant details
Plans
Reimbursements
Timelines

CUMBERSOME AND INCONSISTENT

Too many documents
Multiple grant managers=Multiple processes

TRACKING OF FUNDS

Allocated amounts
Reimbursed amounts
Remaining balances

It was clear that something needed to change!

ITEMS CREATED TO SUPPORT THE PROCESS

ALL GRANTS
Spreadsheet Workbook

- Table of Contents Sheet for "At A Glance" view of ALL Grants & Funds
- Reimbursement Sheet
- Individual Grant Sheets

Itemized Expenditure Report

- Personalized for District use
- Itemizes requests & payment evidence

Submission Folders

- FDOE required docs and signature pages
- Reimbursement Folders
  - Itemized Expenditure Report
  - Invoices & POs
  - Evidence of Payment
- FDOE required Data

Technical Assistance Guide

- Details process from beginning to end
- Details each stakeholder's responsibility
- Contact info for each grant

All Grants Spreadsheet

Table of Contents

- School Name and Contact Info

- ALL Grants listed

- Separated Annual from One Timers

- Linked to each Grant sheet

- Participation Status

- Awarded Amount

- Reimbursed Amount

- Remaining Funds

- Grant Closing Date

Fictional Charter Academy
Grants Management Workbook
School Contact for Grants:

Jane Doe, Principal: jane.doe@email
John Smith, Asst. Principal: john.smith@email

Annual Grants

Grant Table of Contents	Participation Status	Awarded Funds	Reimbursed Funds	Available Funds	Grant Closing Date
Title II	Participating in District Plan	approx 23300.55	N/A	N/A	Annually June 30
Title III	Participating in District Plan	N/A	N/A	N/A	
Title IV	Receiving Funds	$7,266.60	$1,098.00	$6,168.60	
IDEA (Annual)	Receiving Funds	$22,815.00	$5,413.68	$17,401.32	June 1, 2023
Reading	Rcv'd through monthly pym		N/A	N/A	
Mental Health	Rcv'd through monthly pym		N/A	N/A	
Safe Schools	Receiving Funds	$12,291.03	$0.00	$12,291.03	
EDFIRST-1/2 cent Sales Tax	Rcv'd through monthly pym	varies	N/A	N/A	

One Time Grant Opportunities

Grant Table of Contents	Participation Status	Awarded Funds	Reimbursed Funds	Available Funds	Grant Closing Date
ESSER II-Advance Lump Sum	Receiving Funds	$149,987.66	$142,025.01	$7,962.65	9/30/23
ESSER II-Non-Enrollment Assistance	Receiving Funds	$13,000.01	$13,000.01	$0.00	Grant Closed
ESSER II-Academic Assistance	Receiving Funds	$65,000.08	$0.00	$65,000.08	Grant Closed
ESSER II-Supplemental Programming	Receiving Funds	$65,000.08	$0.00	$65,000.08	9/30/23
ESSER II-Tech Assistance	Receiving Funds	$16,250.01	$16,250.01	$0.00	9/30/23
ESSER II-Lump Sum Balance	Receiving Funds	$80,762.60	$80,396.17	$366.43	9/30/23
ESSER II-Literacy Initiative Reading Tutoring K-3	Receiving Funds	$26,712.63	$0.00	$26,712.63	9/30/23
ESSER II Civic Literacy Excellence	Receiving Funds	$3,074.59	$0.00	$3,074.59	9/30/23
Florida Civics Seal of Excellence	State Reimbursement	NA	NA	NA	9/30/23
K-12 Civic Literacy Booklist	Receiving Funds	$1,027.00	$0.00	$1,027.00	Grant Closed
ESSER II-BEST High Quality Curriculum for Reading	Receiving Funds	$8,912.74	$8,966.78	-$54.04	Grant Closed
ESSER III/ARP	Receiving Funds	$757,349.05	$128,017.38	$629,331.67	9/30/24
ESSER III/ARP Supplemental Programming	Receiving Funds	$45,155.68	$0.00	$45,155.68	9/30/24
ARP-IDEA Part B	Receiving Funds	$24,890.40	$0.00	$24,890.40	9/30/23 (liquidated by 1/28/24)
ARP-Instructional Materials	Receiving Funds	$12,771.60	$0.00	$12,771.60	09/30/24
ARP-Targeted Mathematics Grants and STEM Experie	Receiving Funds	$11,714.64	$0.00	$11,714.64	09/30/24
ARP-Summer Learning Camp	Receiving Funds	$18,911.24	$0.00	$18,911.24	08/23/24
ARP-Intensive After School and Weekend Academies	Receiving Funds	$18,504.14	$0.00	$18,504.14	09/30/24
ESSER III High-Impact Reading Interventions and Targeted Supports (HIITS)	Receiving Funds	$18,859.26	$0.00	$18,859.26	9/30/24
Driving Choice Grant Program		$3,816.00	$0.00	$3,816.00	06/30/23

All Grants Spreadsheet

Reimbursement Sheet

- Grant title links to individual grant pages

- Itemizes each request for reimbursement

  - Date of Request

  - Date of Reimbursement

  - Amount Requested

  - Amount Reimbursed

  - Details

  - Remaining funds

- Each request links to a folder that houses

  - Itemization Expenditure Report

  - Invoices and POs

  - Evidence of Payment

All Grants Reimbursement Sheet					
Grant Reimbursement Details	Date of Request	Date of Reimbursement	Requested Amount	Reimbursed Amount	Remaining Grant Balance
TITLE II					$23,300.55
*Participating in CCDS Plan. No reimbursements will be provided.					
				$0.00	$23,300.55
TITLE IV					$7,266.60 Closes 7/31/23
Camera for Photography Art	11/02/2022	11/14/22	$1,098.00	$1,098.00	
				$1,098.00	$6,168.60
IDEA (Annual)					$22,815.00
ESE Secretary	11/4/22	11/17/22	$5,413.68	$5,413.68	
				$5,413.68	$17,401.32
Reading					$0.00
Funds will be distributed in the monthly payments made to the school through the categorical section					
Mental Health					$0.00
Funds will be distributed in the monthly payments made to the school through the categorical section					
Safe Schools Grant 21A097					$12,849.64
Fencing	11/8/22		$12,849.64		
					$12,849.64
Safe Schools Grant 221A97					$12,291.03 12/202
Remaining balance of Fence purchased under Grant 221A097	11/8/22		$339.46		
				$0.00	$12,291.03

All Grants Spreadsheet
Individual Grant Sheets

Grant Name
District Grant Manager(s) with contact info
General Grant Details (links)
- RFA
- FDOE memos
- Linked template for Itemized Expenditure Report
- Link back to Reimbursement spreadsheet

School Specific Info and links
- Required submitted forms
- Assurances
- Accountability Form
- Link to Grant specific Submission Folder
- Allocated funds
- Date Certain
- Enrollment Count
- PPA amount

Projected Plan
- Item/Service to be purchased
- Narrative/Rationale
- Projected Amount

Request for Amendment
- Explanation of change
- Amount of increase
- Amount of decrease
- Date of revision

Each sheet is color coded to indicate status or process

ARP: ESSER III Supplemental Programming

Contact person/people and submit plans to
James Jones (District grant manager): j.jones@email
Katie Kat (Charter office): K.kate@email

Grant Details

Grant Closing Date: 9/30/24

Itemized Expenditure Report Template

FLDOE Guidance

Use of Funds: Funds may be used for all allowable purposes under Part B of IDEA and are subject to all requirements and provisions that apply to IDEA funds, including requirements and provisions under IDEA, EDGAR, and the OMB Uniform Guidance.

RFA (Grant details)
All Grants-Reimbursements (link back to tab)

Links to School Forms	Details
Submissions for Reimbursement	
Allocation Determination	
Date Certain	2/18
Enrollment Count	149
PPA amount	$61.52
Allocated Amount	$9,166.48

School's Projected Plan (Budget Narrative)

Item/Service to be Purchased	Narrative/Rationale	AMOUNT
Teacher stipend (Summer 2023 & 2024) Orientation for rising 9th graders.	Orientation for students as they navigate from middle to high school	2,400.00
Teacher stipend (Summer 2023 & 2024) ACT/SAT Prep	Increase SAT/ACT preparedness	$2,400.00
Teacher stipend (Summer 2023 & 2024) ASD Club and Parent Support	Support Parents and Students in the Spectrum through guest speakers	$1,100.00
Teacher stipend (Summer 2023) EOC Prep	Prepare students entering an EOC course through introduction to content and provide foundational skills needed to pass the test.	$3,200.00
	Projected Total	9,100.00

| | ESSER II Civic Literacy Excellence ▾ | Florida Civics Seal of Excellence ▾ | ESSER III/ARP ▾ | ESSER III/ARP Supp |

ITEMIZED EXPENDITURE REPORT

Itemized Expenditure Report

This form is required to be submitted as a **REQUEST FOR REIMBURSEMENT**. Each accompanying invoice and evidence of payment should be itemized on this page.

Charter School Name	
School ID	
Contact Name	
Contact email	

Name of the Grant from which funds will be reimbursed	
Charter School's Plan for Grant Funds has been submitted and approved by CCDS	(Yes or No)
Approved Budget Amount	

			Charter School's Payment to Vendor Details				
Vendor	Description Items ordered on the invoice	Total Cost for Item(s) Invoiced Amount	Payment Date	Check Number or Payment ID	Payment Amount	Invoice Date(s)	Invoice Number

- Linked in the Technical Assistance Guide (forces a copy)
- Similar to FDOE's but personalized for district needs

SUBMISSION FOLDERS

Charter School Initials_ Name of Grant

- Reimbursement Folder
- FDOE Required Documents
- Grant required data

*This folder may house a folder for each year for recurring grants

Charter School Initials_ Name of Grant_Reimbursements

This will house each submission for reimbursement folder.

Charter School Initials_ Name of Grant_Amount of Request_Date

This will house:
- Itemized Expenditure Report
- Invoices and POs
- Evidence of Payment
- Any relevant documents that support the request

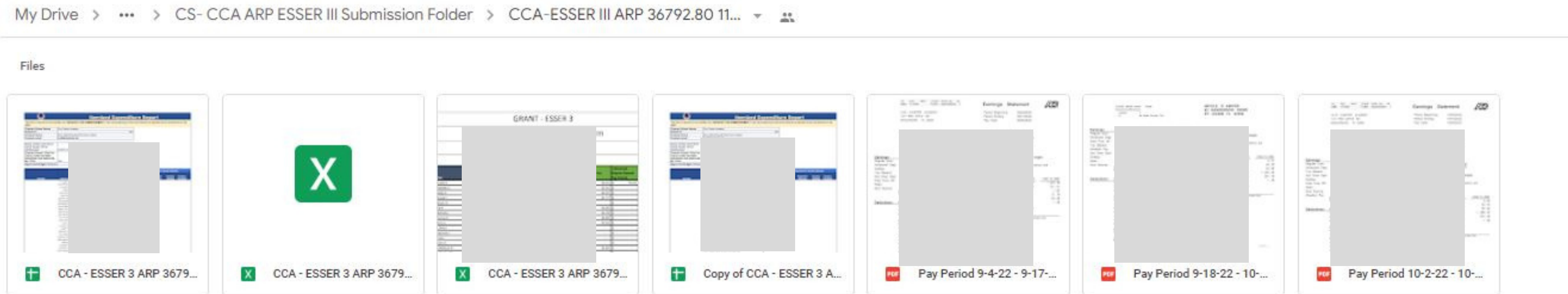**A new one is created by the Charter School for each request for reimbursement**

Now both the school and the district are covered if there is an audit!

Charter School Initials_Local, State, and Federal Funds

Charter School Name

SUBMISSION FOLDERS

Inside a submission folder

Requestor directly link a submission folder in an email without attaching all of the documentation. Now, NO documents are getting lost in emails!!!!

Now both the school and the district are covered if there is an audit!
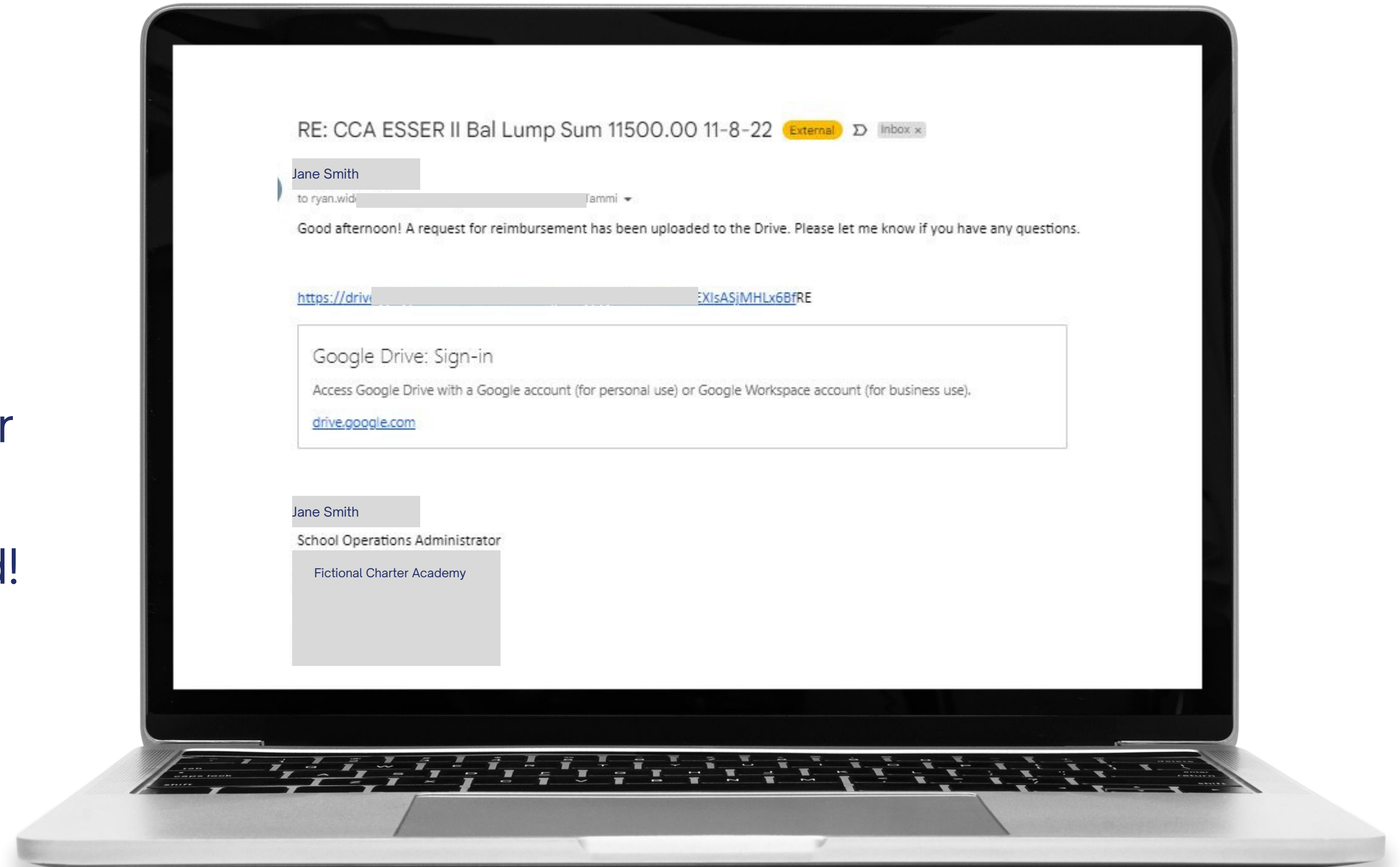
EMAIL REQUEST

Subject:

Name of the Grant

Contents:

Amount Requested

Link to Submission Folder

*NO documents attached!

RE: CCA ESSER II Bal Lump Sum 11500.00 11-8-22 External Inbox ×

Jane Smith

to ryan.wid...   Tammi ▾

Good afternoon! A request for reimbursement has been uploaded to the Drive. Please let me know if you have any questions.

https://driv...   EXIsASjMHLx6BfRE

Google Drive: Sign-in

Access Google Drive with a Google account (for personal use) or Google Workspace account (for business use).

drive.google.com

Jane Smith

School Operations Administrator

Fictional Charter Academy

PROCESS

Charter School 2

Create plan for usage of funds in the spreadsheet

Request approval of plan via email to stakeholders
Or refuse

Charter School 4

Purchase/spend funds according to approved plan

Request Reimbursement
- Create a submission folder (each submission gets it's own)
  Naming convention: School Initials_Grant Name Requested_Amt_Date
- Insert all docs

- Email stakeholders

District 1

Share Grant Details
- Timeline
- Allocated amount
- Required docs
- Spreadsheet (red tab)

Create grant folder for each Charter School

District 3

Approve plan via email to stakeholders

*Change color of spreadsheet tab to green

District 5

1. Charter Dept
   a. Ensure request mirrors plan
   b. Itemization matches invoices
   c. Checks math
   d. Checks employees, if used for payroll
   e. Confirms with grant manager(s)
2. Grant manager submits for transfer of funds and communicates back to school
3. Charter Dept. adjusts the spreadsheet to show reimbursed funds and remaining balance

TECHNICAL ASSISTANCE GUIDE

Technical Assistance Guide for Charter Schools

REIMBURSEMENT FOR ALLOCATED GRANT FUNDS

Table of Contents

This has been a process that has worked for our district due to the use of Google that allows for living, shared documents.

CONTINUED CHALLENGES

STAKEHOLDER ACCESS

Documents and folders that are linked in the spreadsheet, sometimes block the requestor.

FOLLOWING PROTOCOL

Guiding them back to the process vs "letting it slide"

We are constantly working to improve the process for both Charter School staff and District staff.