



# FDOE GRANTS MANAGEMENT

FASFEP/ECTAC 2021-2022 Spring Forum

February 2, 2022



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

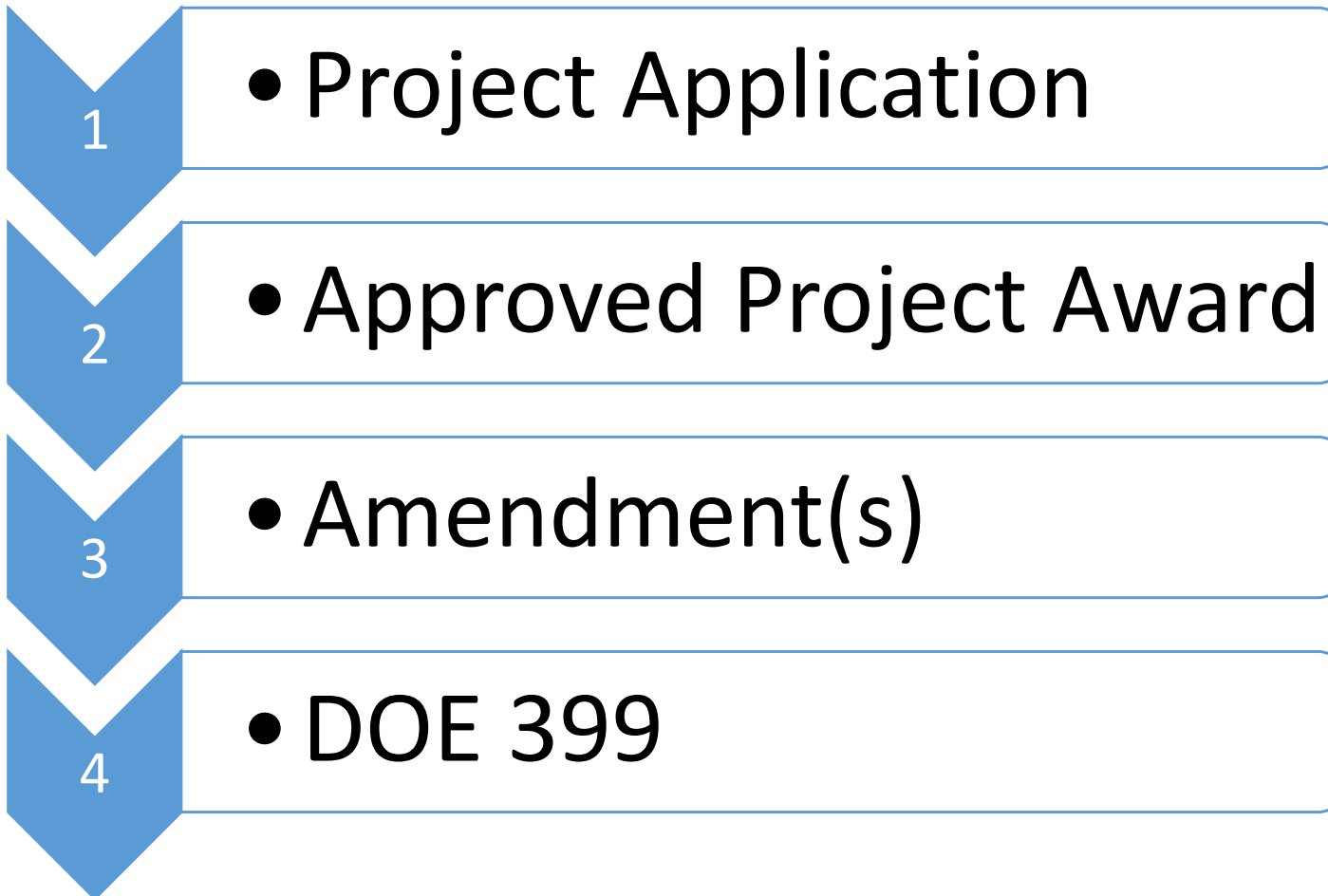
[www.FLDOE.org](http://www.FLDOE.org)



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Life Cycle of a Project Grant Award

## Major Steps of a Project



# Project Application

## What is the project application

- Resulted from the request for application, RFA or request for proposals, RFP
- DOE100A project application form
- DOE101 budget narrative
- Programmatic narrative and deliverables
- Program specific or other assurances

## Importance of Forms

- DOE100A project application form
- DOE101 budget narrative
- Programmatic narrative and deliverables
- Program specific or other assurances

# Submitting the Application

It's Electronic!

- SHAREFILE
- Dedicated email address
- Submit only once

# Application Review

It's Electronic!

- Receipt and Intake
- Florida Grants System, FLAGS
- TEAMS Trackers
- SHAREFILE
- It takes time

# Approved Project Award

It's Electronic!

- SHAREFILE
- Award notification, DOE200
- Project application form, DOE100A
- Budget narrative, DOE101
- Programmatic narrative and assurances
- Goals, objectives, tasks, deliverables



# Timelines and Special Conditions

## 9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 06/30/2022
- Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2022
- Last date for receipt of proposed budget and program amendments: 05/31/2022
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
  
- Date(s) for program reports:
- Federal Award Date : 07/01/2021

## 11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.
- **Other: Only 25% of the “Current Approved Budget” in block 7 is authorized for obligating or expending during the first quarter period of July 1, 2021 through September 30, 2021. The balance of the allocation (75%) and any unexpended funds from the first quarter will be available October 1, 2021 through June 30, 2022.**

## Amendments

- Submit amendment on/before the last date indicated in Section 9 on the DOE 200.

<b>9</b>	<b>TIMELINES</b>	
	• Last date for incurring expenditures and issuing purchase orders:	<u>06/30/2022</u>
	• Date that all obligations are to be liquidated and final disbursement reports submitted:	<u>08/20/2022</u>
	• Last date for receipt of proposed budget and program amendments:	<u>05/31/2022</u>
	• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:	
	• Date(s) for program reports:	
	• Federal Award Date :	<u>07/01/2021</u>

- Amendments and written approvals are in sequence to the original award.

# Amendment Forms

It's Electronic!

- SHAREFILE
- DOE150
- DOE151
- Revised deliverables
- Communication is key

# Reporting Expenditures

- Expenditures are reported in FLAGS
- Funds are drawn through FLAGS
- Limited to immediate cash requirement only

## Project Close Out and DOE 399

- Prepare final DOE399 at the end of the project period
- Final expenditures tie back to the original budget or amended budgets
- Watch for variances
- Cash draw must agree with the final DOE399

## DOE 399

Please remember to:

- make sure your Capital Outlay is clearly identified;
- make sure all your expenditures are reported in FLAGS before submitting the DOE 399; and
- Complete the top of the form

## Common Issues

- No notation for currency (commas, decimals) on project applications and amendment budgets.
- Agency's claim for Indirect Costs exceeds maximum allowed
- Use of Cents "pennies" in Requested Amounts and Estimated Roll Forward in project applications
- Vague, general language - "etc.", "to include but not limited to", "other" used in project narratives and budget descriptions
- Incorrect or missing program name, project & TAPS numbers on Amendment forms DOE 150 & DOE 151
- Line items in FLDOE final Project Disbursement Report (DOE 399) not matching line items found in approved project application & amendments



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Grants Management ShareFile



## Identify the Correct Folder

- Folders are titled using the TAPS number and naming methodology

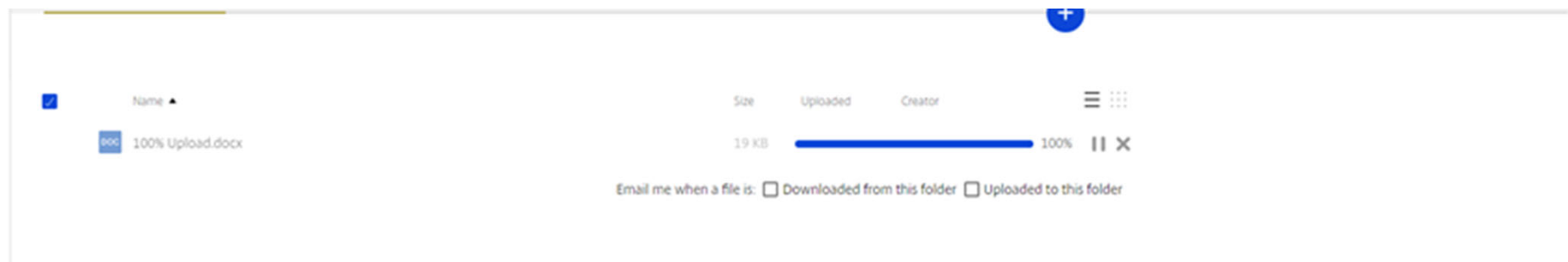
 1\_TitlePartA\_xxA001

 7\_Notif\_TitlePartA\_212xx\_xxA001

- LEAs only have access to folder 1 and folder 7
  - Folder 1 = submitting applications and amendments
  - Folder 7 = retrieving awarded projects and amendments

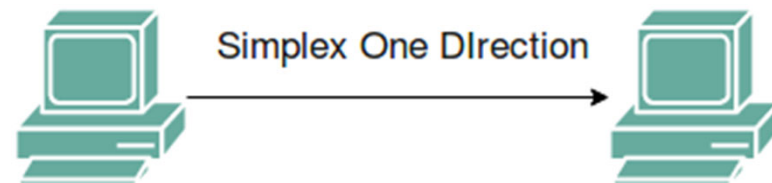
## How can I verify if my documents were transmitted properly?

- Email sent to everyone with permissions to the project folder when documents are received
- Originator who uploaded the files does not receive a confirmation. This individual's verification occurs when the 100% data load is complete in the folder.



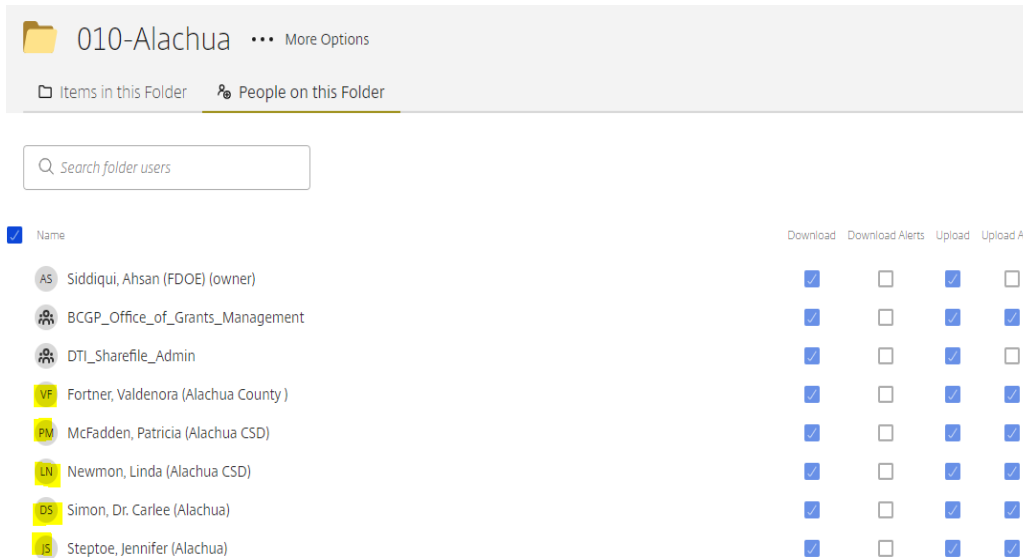
# Help, My Documents Disappeared!

- Folder 1 – is like regular mail
- OGM downloads and is no longer visible in this folder



# People on this Folder

- Access Management
  - End-Users identified as “People on this Folder” may view documents in the 1-Folder (uploaded project applications/amendments and 7-Notifications (retrieve awards)).



010-Alachua More Options

Items in this Folder **People on this Folder**



Search folder users

Name	Download	Download Alerts	Upload	Upload Alerts
AS Siddiqui, Ahsan (FDOE) (owner)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BCGP_Office_of_Grants_Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DTI_Sharefile_Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VF Fortner, Valdenora (Alachua County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PM McFadden, Patricia (Alachua CSD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LN Newmon, Linda (Alachua CSD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DS Simon, Dr. Carlee (Alachua)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JS Steptoe, Jennifer (Alachua)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## ShareFile Email Confirmations

- There are numerous anomalies that may hamper end-users receipt of emails from ShareFile
- These are a few remedies that may assist you.
  - Check your junk/spam email mailbox.
    - Allow emails from [mail@sf-notifications.com](mailto:mail@sf-notifications.com)
      - Select “Never Block Sender” and/or “Never Block Sender’s Domain.”
- End-users may whitelist the following email domains.
  - sf-notifications.com
  - noreply@sf-notifications.com
  - mail@sf-notifications.com
  - \*.sf-notifications.com

## Common Submission Errors

- There are over 200 projects in the Grants Management ShareFile
  - End-Users should make sure to upload projects/amendments in the correct folder by referencing the TAPS Number and Program Name.
  - If you do not see a file path, such as the one indicated below for Title I, Part A, then you do not have access to upload a project/amendment for a specific program.
    - Upload projects/amendment –  1\_TitlePartA\_xxA001
    - Download awards –  7\_Notif\_TitlePartA\_212xx\_xxA001

## Insightful Things To Know About ShareFile

- Not a repository for awards
- Not to be used for audit purposes
- Download the awards in the 7-Notifications folder, print and/or save them for record keeping.
  - The Office of Grants Management will be removing awards from the 2020-2021 fiscal year from this folder later in the fall.

# Access Management

## ADD/REMOVE ACCESS

- Please send an email to [OGM@fldoe.org](mailto:OGM@fldoe.org) to gain access to a project.
  - Provide your business email address
  - TAPS Number
  - Program Name
- Access to ShareFile is based on the email address.
  - End-users must access ShareFile using the email address currently on file. If your agency's domain name changes, please update your profile by sending an email to the [OGM@fldoe.org](mailto:OGM@fldoe.org) mailbox.



QUESTIONS?

## CONTACTS

Janice Brown  
Assistant Deputy Commissioner, Finance and Operations  
[Janice.Brown@fldoe.org](mailto:Janice.Brown@fldoe.org)  
850-245-0819

Felicia Williams-Taylor  
Director, Office of Grants Management  
[Felicia.Williams-Taylor@fldoe.org](mailto:Felicia.Williams-Taylor@fldoe.org)  
850-245-0717



[www.FLDOE.org](http://www.FLDOE.org)



[www.FLDOE.org](http://www.FLDOE.org)