

# FLORIDA DEPARTMENT OF EDUCATION



**CHARLIE CRIST**  
Commissioner

## MEMORANDUM

**TO:** Safe and Drug Free Schools Project Coordinators

**FROM:** Martha K. Asbury, Chief, Bureau of Grants Management  
Bernardo A. Garcia, Chief, Bureau of Equity,  
Safety and School Support

**DATE:** April 26, 2002

**SUBJECT:** *Procedural Changes For Safe and Drug-Free Schools (SDFS) Projects*

As the current year funding for the Safe and Drug-Free Schools (SDFS) projects (authorized under the 1994 Elementary and Secondary Education Act) comes to a close on June 30, 2002, and the No Child Left Behind Act becomes effective, several significant changes in procedure have become necessary. During the past few months, it has become increasingly clear that tracking and accounting for funds in this grant are extremely difficult because several different projects, encompassing more than a single federal grant year, are open in districts at the same time. These different projects (Entitlement, Set-aside, and Enhancement) often have different closing dates and have been extended from time to time beyond the end of the fiscal year.

In order to establish accounting control and fiscal accountability, it is essential that the changes outlined below be implemented immediately:

- (1) Beginning July 1, 2002, the Safe and Drug-Free Schools district grants will be treated as true entitlement grants. As required by federal statute, 93% of the funds available to the state will be distributed by formula to school districts.
- (2) In the past, SDFS grantees were allowed no-cost extensions on Entitlement projects for summer activities. No such extensions shall be granted henceforth. These projects must be closed out June 30, 2002. All summer activities taking place after June 30, 2002, will need to be included in the July 1, 2002-June 30, 2003, Entitlement grant application.
- (3) Enhancement projects have been approved through September 30, 2002. It is essential that these projects close out on time and final expenditure reports be submitted by the due date.

- (4) There will be no Enhancement grants awarded in 2002-2003. Instead, districts will be allowed to roll forward up to 25% of any unused funds at the end of 2003 into their 2003-2004 projects. Details regarding procedures for this will be provided to you in the next few months.
- (5) There will be no new Set-Aside projects after the current year. This is no longer part of the federal authorization. Districts currently implementing the first year of their two-year set-aside projects must close out the current project by June 30, 2002, but may submit an application by July 1, 2002, to implement the final year of set-aside activities using any funds which have not been expended.
- (6) The DOE 100A Project Application (cover page) has been revised to eliminate any mention of governing board approval. While this does not remove the requirement for an applicant to follow local procedures and policies regarding submission of applications, the submission of the application is not dependent on such approval. Neither is it necessary to provide the date of board approval. These are internal operational issues for which the applicant is responsible, but which do not require the prior approval of the state.

We hope these procedural changes may be implemented without causing undue hardship on behalf of applicant agencies and school districts. Implementation of them will result in better fiscal accountability and will insure that carryover funds may be certified in a timely and accurate manner, allowing you the full use of the funds for the purposes for which they are intended.

If you have any questions regarding this, please contact Martha Asbury at 850/487-2604 or the SDFS program office at 850/410-1667.

MA/BAG/pd

cc: School District Superintendent  
District Finance Officer  
Lorraine Allen  
Penny Detscher  
Lou Marsh  
Margaret Jones