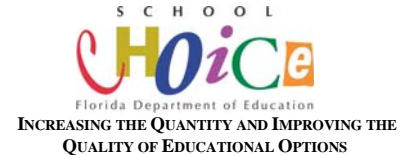


# FLORIDA DEPARTMENT OF EDUCATION



John L. Winn  
Commissioner of Education



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February 6, 2006

## MEMORANDUM

**TO:** District School Superintendents  
Charter School Directors

**FROM:** Steven Adams, Director  
Charter, Virtual and Home Education

**SUBJECT:** **Technical Assistance Paper, Charter School Program Subgrantee Conflict of Interest Guidelines**

We are pleased to provide this technical assistance paper (TAP) designed to provide guidance to charter school administrators in avoiding conflicts of interest when administering Federal grants. It outlines the administrative and fiscal responsibilities of subgrantees and summarizes procurement standards designed to ensure that equipment and services purchased with Federal funds are in compliance with Federal statutes and State requirements.

If you have questions or need additional information concerning this TAP, please contact Karen Hines-Henry at 850-245-0502 or [karen.hines@fldoe.org](mailto:karen.hines@fldoe.org).

SA/jh

cc: District Finance Officers

VIRGINIA GENTLES  
Executive Director  
*Office of Independent Education and Parental Choice*