FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary)

Bureau/Office

Division of Public Schools, Bureau of Exceptional Education and Student Services (BEESS)

TAPS Number

26C133 (K-12)

Program Name

School District Exceptional Student Evaluation Program

Specific Funding Authority(ies)

- 2025 General Appropriations Act (GAA), Line 112, Special Categories Grants and Aids - Exceptional Education
- Catalog of State Financial Assistance (CSFA) #48.149

Funding Purpose / Priorities

To support Florida school districts in meeting the requirements of section 1002.394(7)(b), Florida Statutes, the School District Exceptional Student Evaluation Program provides targeted funding for the review and development of Individual Educational Plans (IEPs) and/or matrices of services cost factors for students receiving the Family Empowerment Scholarship for Students with Unique Abilities (FES-UA). Districts may utilize existing IEP, or documentation from licensed professionals under Chapters 458 and 459, Florida Statutes, to assign cost factors without requiring full IEP reevaluations. This streamlined process is designed to reduce delays and administrative burden while ensuring timely and accurate support for eligible students. To receive funding, districts must report the number of IEPS and/or matrices of services documents developed or in progress for FES-UA students by December 15, 2025, for the 2025–2026 school year. Funding of up to $2,000 per reported plan will be disbursed by January 15, 2026, with prorated amounts applied if total requests exceed available funds.

Total Funding Amount

GAA – General Revenue: $1,000,000

Type of Award

Entitlement

Research and Development (R&D) ☐ Yes or ☒ No

Budget / Program Performance Period

July 1, 2025 – June 30, 2026

Target Population(s)

- K-12 – Students with disabilities ages 3 through 21

Eligible Applicant(s)

Florida school districts which provide educational programs and services to students with disabilities.

Application Due Date

September XX, 2025

The due date refers to the date of receipt in OGM.

For Federal programs, the project effective date will be the date that the application is received within meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

Matching Requirement

None

Contact Persons

Program Contact
Casey Grove
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Grants Management Contact
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Assurances

The Florida Department of Education (FDOE) has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

2 Code of Federal Regulations (C.F.R.) 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in Federal programs funded by the United States Education Department (USED); applicable regulations of other Federal agencies, and State regulations and laws pertaining to the expenditure of State funds.

In order to receive funding, **applicants must have on file with FDOE, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

School Districts, Community Colleges, Universities, and State Agencies
The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

Note: The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 C.F.R. Part 80), A-110 (former 34 C.F.R. Part 74), A-21, A-87, A-122, A-133, A-50. For FDOE, this means the requirements in the U. S. Department of Education General Administration Regulations, EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings are available at The Chief Financial Officers Council website at https://cfo.gov/cofar.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls.

Grants Management Training

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx. Access to the training requires users to input a valid email to log in via the Department's Single Sign-On portal.

Non-participation in the training program may result in termination of payment(s) until training is completed.

Funding Method:

Quarterly Advance to Public Entity

For quarterly advances of non-federal funding to state agencies and local educational agencies made in accordance with the General Appropriations Act, the initial advance will be applied to the quarter in which the Project Award Notification is issued, approved and signed. To receive the subsequent (or prior) quarterly payment, a detailed invoice or activity report with tasks performed or deliverables completed for the reporting period as stated in the approved project must be submitted. The recipient must provide a DOE 399 with their final payment request and attach a refund check for any funds received but not disbursed. The final DOE 399 must include the signature of the official who is authorized to legally bind the entity (the payment type will be S).

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nat re and reason for the line item cost.

All funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to, invoices with check numbers verifying payment, bank statements, time and effort logs for staff, and/or salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

To report expenditures, all project recipients must submit a completed DOE 399 form to the Comptroller's Office, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Financial Consequences

The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or toward the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the sub-recipient redo the work or terminate the grant.

The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties.

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable Federal and State laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will kept secure.

Unallowable Expenses:

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of FDOE, and shall promptly notify FDOE in the event that an agent, employee or representative of FDOE attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not a comprehensive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval

- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items or services already covered by indirect costs allocation

Costs not allowable for Federal programs per EDGAR, which may be found at https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6

Equipment Purchases

Any equipment purchased under this program must follow the UGG at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl and the Reference Guide for State Expenditures at https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6.

Any equipment purchases not listed on the original budget approved by FDOE require an amendment submission and approval prior to purchase by the agency awarding the funds.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf.

Administrative Costs including Indirect Costs:

School Districts

FDOE has been given the authority by USED to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by FDOE's Comptroller. **Indirect costs shall only apply to Federal programs.** Additional information and forms are available at www.fldoe.org/finance/comptroller/.

State Agencies, Public Universities and State Colleges

FDOE will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient's rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of $50,000, stipends, tuition and related fees, and for items of equipment, alterations, renovations and flow-through funds ("pass through" to another entity) on programs issued by FDOE. This rate is intended to be all-encompassing of typical administrative and overhead costs, including, but not limited to, rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, FDOE will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs such as rental of office space when such costs can be directly and appropriately allocated to the program. **Indirect costs shall only apply to Federal programs**.

Section 1010.06 Florida Statute (F.S.) Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools (DPS) within FDOE may not be used to pay indirect costs to a university, state university, school district or any other entity.

Executive Order 11-116

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value: (a) the contractor will utilize the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the contract term, (b) require contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the State contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf. More information can be found at https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.pdf.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities, through contract or other agreement with the State, annually receive 50% or more of their budget from the State, or from a combination of State and Federal funds, shall provide to FDOE an annual report in the format required by FDOE. Email exorder@fldoe.org to obtain the form. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to exorder@fldoe.org. Executive Order 20-44 may be found at https://www.flgov.com/eog/news/executive-orders/2020-44.

Narrative Section

Scope of Work / Project Narrative

The purpose of the School District Exceptional Student Evaluation Program is to support Florida school districts in meeting statutory requirements under section 1002.394(7)(b), Florida Statutes, related to the Family Empowerment Scholarship for Students with Unique Abilities. Districts are required to ensure timely and accurate development of IEPs and/or matrices of services for students who are scholarship participants.

- Identifying and tracking students participating in the Family Empowerment Scholarship for Unique Abilities who require an IEP and/or matrix of services.
- Developing and finalizing IEPs that meet federal and state requirements.
- Completing the matrix of services consistent with state regulations.
- Establishing procedures for timely submission of required counts to the Department of Education.
- Implementing data verification and quality assurance measures to ensure accuracy of reporting.

Deliverables

Participating districts must provide the following deliverables:

1. Student IEP and Matrix of Services Counts
    - Submit to the Department of Education, by December 15, 2025, the total number of:
        - IEPs developed or in process of development for students on a

Family Empowerment Scholarship for Unique Abilities; and

- Matrices of services developed or in process of development for these students.

2. Documentation of IEPs and/or Matrix of Services Completion
    - Maintain records of all IEPs and matrices of services developed for scholarship students for monitoring and verification purposes.
3. District Summary Report
    - Provide a summary report to the Department, by December 15, 2025, describing the district's process for:
        - Tracking eligible scholarship students,
        - Assigning staff to complete evaluations, and
        - Ensuring compliance with required timelines.
4. Fiscal Documentation
    - Submit documentation supporting the number of IEPs and matrices of services reported to the Department for funding purposes.

Performance Expectations

- Districts must demonstrate that all reported IEPs and matrices of services are completed in accordance with state and federal requirements.
- Reports must be submitted by the established deadline to ensure timely funding allocation.
- Districts must cooperate with the Department in providing additional data or documentation upon request for audit or monitoring purposes.

Support for Reading/Strategic Imperatives

Describe how the project will incorporate one or more of the FDOE Goals included in the State Board of Education's K-20 Strategic Plan, outlined at http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml.

Conditions for Acceptance

- For applications to be considered review, the following requirements must be met:
    1. Submit application within the timeframe specified in the RFA.
    2. Include DOE 100A Project Application Form and DOE 101 Budget Narrative Form in the application.
    3. Include the assigned TAPs number in all required forms.

All required forms are signed by an authorized entity. (FDOE will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.) **Note**: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A form when the application is submitted.

- An "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
- FDOE will accept an electronic signature, a scanned signature, or a PDF of a hardcopy signature.
- FDOE will accept a typed signature if the document is uploaded by the individual signing the document.

4. The application must be submitted electronically to OGM via ShareFile.

Department of Financial Services

Division of Accounting and Auditing – Bureau of Auditing

FLORIDA SINGLE AUDIT ACT CHECKLIST FOR NONSTATE ORGANIZATIONS -

Fillable form. Click in the applicable Word table cells (shaded areas) to enter the requested information.

State agencies must use the Florida Single Audit Act State Project Determination Checklist (Form DFS-A2-PD) to evaluate the applicability of the Florida Single Audit Act (FSAA) to a state program (i.e., the program is a state project as defined in section 215.97(2), Florida Statutes (F.S.)). If the state agency has not completed the required Form DFS-A2-PD, complete it before beginning the recipient/subrecipient vs. vendor determination for the nonstate organization.

For each nonstate organization receiving state project resources, the state agencies, recipients, and subrecipients disbursing such resources must complete this Florida Single Audit Act Checklist for Nonstate Organizations - Recipient/Subrecipient vs. Vendor Determination (Checklist). Completion of this Checklist assists state agencies, recipients, and subrecipients in evaluating the applicability of the FSAA to the nonstate organization and in determining whether the nonstate organization is a recipient or subrecipient or a vendor.

When a recipient or subrecipient relationship is determined to exist, state agencies, recipients, and subrecipients must include in the document that establishes the recipient or subrecipient relationship with the nonstate entity the applicable audit requirements referenced in Audit Requirements for Awards of State and Federal Financial Assistance, Form DFS-A2-CL, including Exhibit 1. State agency program personnel are responsible for notifying the state agency's finance and accounting office of awards to nonstate entities. Disbursements of state financial assistance to those nonstate entities must be coded in the Florida Accounting and Information Resource (FLAIR) system as object code 7510.

Name of Nonstate Organization	School District Exceptional Student Evaluation Program
Type of Nonstate Organization	…
Enter type as nonprofit, for-profit, or local government. If the nonstate organization is a local government, indicate the type of local government (e.g., municipality, county commission, constitutional officer, water management district).	
Awarding Agency	Florida Department of Education
Title of State Project	Florida School Districts, University Research Schools, and Other LEAs
Catalog of State Financial Assistance (CSFA) No.	…
Contract, Grant, or Agreement No.	26CXXX

Part A - Relationship and Applicability of the FSAA

For each state project identified for inclusion in the CSFA, analyze the state agency's relationship with **each** nonstate organization receiving program resources to determine the applicability of the FSAA.

Yes	No	*Enter "X" for all that apply.*
…	X	1. Is the nonstate organization a district school board; charter school; Florida College System institution or state university as defined in section 1000.21, F.S.; a governmental body outside the state of Florida; or a federal agency?
…	X	2. Is the relationship with the nonstate organization **only** to procure commodities (as defined in section 287.012(5), F.S.)?
…	X	3. Does the relationship with the nonstate organization consist of **only** federal resources, state matching resources, or local matching resources for federal programs?
…	X	4. Does the relationship with the nonstate organization consist of **only** state maintenance of effort (MOE) resources that meet **all** the following criteria (Questions A through C)? MOE refers to the federal maintenance of effort or level of effort requirements as discussed in 2 CFR 200 §306 and Appendix XI, Section 3.1-G.
…	X	A. The federal regulation specifies the requirements for the use of the state MOE resources **and** there are no additional state requirements?
…	X	B. The contract(s) contains language to identify the state MOE resources **and** the associated federal program?
…	X	C. The audit requirements of 2 CFR 200 §501 apply to the state MOE resources **and** the contract(s) stipulates that the resources must be tested in a 2 CFR §200.501 audit in accordance with federal program requirements?

If **any** of the answers to Part A, Questions 1 through 4, above is **Yes**, the FSAA **is not** applicable to this nonstate organization based on the state agency's relationship with the nonstate organization. However, agency responsibilities pursuant to section 215.971, F.S., and other guidelines for the management of contracts and agreements with the nonstate organization should be further evaluated by completing the recipient/subrecipient vs. vendor relationship analysis in Part B.

Part B - Recipient/Subrecipient vs. Vendor Relationship Analysis

For each state project identified for inclusion in the CSFA, analyze **each** nonstate organization receiving program resources to determine whether there is a recipient/subrecipient or vendor relationship.

Yes	No	*Enter "X" for all that apply.*
X	…	1. Does state law or legislative appropriation, including proviso, direct the nonstate organization to carry out this state project?
…	X	2. Is the nonstate organization required to provide matching resources not related to a federal program?
X	…	3. To receive state resources, is the nonstate organization required to comply with specified state project requirements? (State project requirements include laws, rules, or guidelines specific to the state project such as eligibility guidelines, specified types of jobs to be created, donation of specified assets, etc. Specified state project requirements do not include procurement standards, general guidelines, or general laws and rules.)
X	…	4. Is the nonstate organization required to make state project decisions which the state agency would otherwise make (e.g., determine eligibility, provide case management)?
X	…	5. Is the nonstate organization's performance measured against whether state project objectives are met (e.g., number of jobs to be created, number of patients to be seen, number of disadvantaged citizens to be transported)? The nonstate organization's performance measures may or may not be related to state performance-based budgeting.

If **any** of the answers to Part B, Questions 1 through 5, above is **Yes**, there is a **recipient/subrecipient relationship** and the state agency **must** comply with section 215.971, F.S., and other guidelines for the management of contracts and agreements with the nonstate organization. Also, the nonstate organization **is** a nonstate entity subject to the FSAA, unless the FSAA has been determined as not applicable in Part A above.

If **all** the answers to Part B, Questions 1 through 5, above are **No**, the nonstate organization is a **vendor** and **is not** subject to the FSAA. Characteristics indicative of a procurement relationship between the state agency and a vendor are when the nonstate organization: (a) provides the goods and services within normal business operations; (b) provides similar goods or services to many different purchasers; (c) normally operates in a competitive environment; (d) provides goods or services that are ancillary to the operation of the state project; and (e) is not subject to compliance requirements of the state project as a result of the contract or agreement, though similar requirements may apply for other reasons.

Part C - Conclusion

Based on analysis of the responses in Parts A and B above, and through discussions with state program personnel, state your conclusion regarding the relationship with, and the applicability of the FSAA to, the nonstate organization.

Name of Nonstate Organization	School District Exceptional Student Evaluation Program		
Enter "X" to indicate the Recipient/Subrecipient vs. Vendor Relationship and Applicability of the FSAA.			
···	**Recipient/Subrecipient: FSAA Applicable**	···	**Vendor: FSAA Not Applicable**
Comments	···		
Name	Casey Grove	**Phone**	(850) 245-0475
Title	Program Specialist IV	**Email**	Casey.Grove@fldoe.org
Signature	···	**Date**	09/04/2025

For questions regarding the evaluation of a nonstate organization or if it has been determined that the nonstate organization is a recipient or subrecipient subject to the FSAA and a CSFA number has not been assigned, contact your FSAA state agency liaison or the Department of Financial Services, Bureau of Auditing, at FSAA@MyFloridaCFO.com or (850) 413-3060.

Note: Rule Chapter 69I-5, Florida Administrative Code (F.A.C.), State Financial Assistance, incorporates this form as well as the regulations cited therein by reference in Rule 69I-5.006, F.A.C. Rule 69I-5.001, F.A.C., incorporates 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including Subpart F - Audit Requirements, 2018 Edition, and its related Appendix XI, Compliance Supplement, April 2017 and April 2018. The form and regulations can be accessed via the Department of Financial Services' website at https://apps.fldfs.com/fsaa/.

Division of Finance and Operation Requirements

In addition to adhering to the requirements in the Request for Application, eligible applicants must have a valid W-9 on file with the Division of Financial Services to receive state or federal funds.

Agency Registrations

Depending on the funding source, agencies must complete registrations with the following entities:

State and Federal Funding

1. **My Florida Market Place (MFMP)**
    - Website: My Florida Market Place
    - For questions about submitting the application, contact the My Florida Market Place Customer Service Desk at 1-866-352-3776 or visit the Vendor Information Portal.
2. **W-9 Information**
    - Additional information can be found at the Florida Department of Financial Services Vendor Management.
    - For questions about submitting the W-9, contact the DFS Vendor Management Services Customer Service Desk at (850) 413-5519 or email FLW9@myfloridacfo.com.
3. **Sunbiz**
    - Website: Sunbiz
    - For questions about submitting the application, contact the Florida Department of State at (850) 245-6000.
    - **Note:** Florida public government agencies are not required to register with Sunbiz. All other entities must register with the Division of Corporations.

Federal Funding

In addition to the above registrations, agencies receiving federal funds must register in SAM.gov to receive a Unique Entity Identifier.

1. **SAM.gov**
    - Website: SAM.gov
    - For questions about submitting the application, contact the Florida Department of State at 1-866-606-8220 or email IAEOutreach@gsa.gov.

Risk Analysis

1. **DOE 610 Risk Analysis Form (Local and Charter Educational Agencies Only)**

This form should be updated and emailed to FDOERiskAnalysis@fldoe.org in the following situations:

- A change in the management of the Superintendent or Chief Financial Officer.
- An update to the Green Book.

2. **DOE 620 Risk Analysis Form**

- Form: DOE 620 Risk Analysis Form
- For questions about submitting the form, email FDOERiskAnalysis@fldoe.org. Submit the signed form and required attachments to the same email address.

3. **FDOE General Assurances, Terms, and Conditions**

- Page two of section D in the FDOE General Assurances, Terms, and Conditions for Participating in Federal and State Programs form should be submitted with the application. This form is located at https://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc.
- For questions about submitting General Assurances, contact Dwayne Gordon at Dwayne.Gordon1@fldoe.org or Katrina Wilson at Katrina.Wilson@fldoe.org or call (850) 245-9220.