



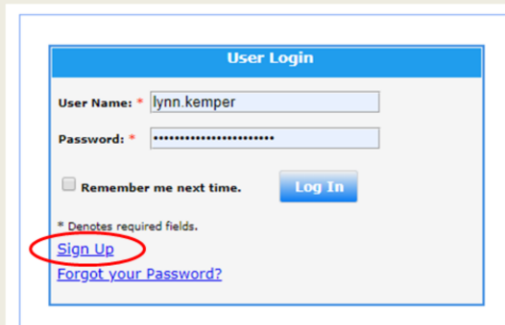
## Title II, Part A: *Supporting Effective Instruction*

### How to Check the Status of Your Grants!



## Checking the Status of Grant Documents

<https://flags.fldoe.org/>

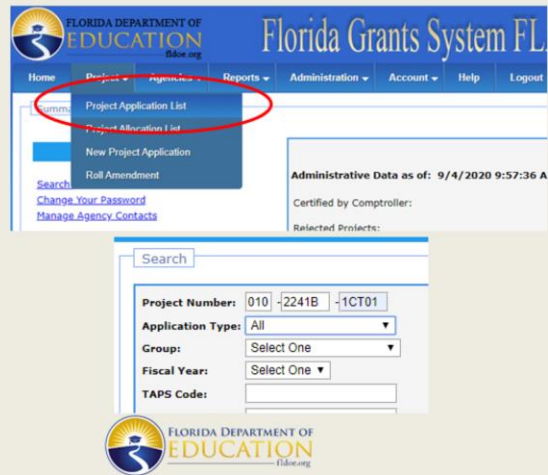


When going to FLAGS dot FLDOE dot ORG, you will need a username and password to log in. The finance officer at your LEA already has a username and password set up in order to access FLAGS. However, if you would like your own username, you can request one by clicking on “sign up.” Keep in mind – whatever name/email you sign up with, you are stuck with forever (as evidenced by my own username, which is my old married name).

The Office of Grants Management maintains users for FLAGS. Lynn and Staci (in the program office) do not have administrator rights to FLAGS, so they cannot help you with obtaining usernames or resetting passwords.

# Checking the Status of Grant Documents

<https://flags.fldoe.org/>



Once you are in FLAGS, click on the “project” tab, and then the “project application list” option from the drop down menu. This will take you to a new page, where you can enter in the project number for the grant you wish to look up.

This works for ALL of your grants – federal and state – not just Title II, Part A!

## Checking the Status of Grant Documents

Search Results

Project No.	DOE 200	Project Title	A#	Identifier
<u>010-2241B-1CT01</u>	PR	Title II, Part A: Supporting Effective Instruction		

Recap Section

Date Received in DOE: 05/19/2020  
Intake Completed: 05/20/2020  
Forwarded to PO for PR: 05/20/2020  
PR Signed by PO: 06/12/2020  
PO Returned PR: 06/12/2020

Budget Review: Shaunita - SP 06/12/2020  
Ready for DOE200: Yes No  
Generated DOE200: Shaunita - SP 07/08/2020  
Comptroller Certified Accuracy: samantha.mccray 07/17/2020  
Bureau Chief Final: Melissa Ramsey - Active 07/24/2020  
CHF Assigned To: Shaunita - SP 07/24/2020  
Copy/Mail/File: Shaunita - SP 07/24/2020  
Comptroller: Shaunita - SP 07/24/2020

PO = Program Office  
PR = Program Review



The search results will bring up a list of matching grant numbers. Applications and amendments are listed as separate items in your search list. For this example, I searched Alachua's Title II grant documents for the 20-21 school year, which only includes their application at this time. You will want to click on the underlined project number, as seen in the red circle in the first screenshot.

Once you click on this link, you will be taken to a details page. If you scroll down to the "recap section," you can see the dates this particular grant document was processed through each department. The list reads from top to bottom, and then left to right. "PO" means program office, and "PR" means program review. Each grant document must go through all 13 levels of approval before the final award is complete.

## Checking the Status of Grant Documents

**Recap Section**

Date Received in DOE: <span style="color: red;">*</span> 05/26/2020	Budget Review: <span style="border: 1px solid #ccc; padding: 2px;">Select One</span>	
Intake Completed: <span style="color: red;">*</span> 05/29/2020	Ready for DOE200: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Forwarded to PO for PR: 05/29/2020	Generated DOE200: <span style="border: 1px solid #ccc; padding: 2px;">Select One</span>	
PR Signed by PO: <span style="border: 1px solid #ccc; padding: 2px;"></span>	Comptroller Certified Accuracy: <span style="border: 1px solid #ccc; padding: 2px;"></span>	
PO Returned PR: <span style="border: 1px solid #ccc; padding: 2px;"></span>	Bureau Chief Final: <span style="border: 1px solid #ccc; padding: 2px;">Select One</span>	
	CMF Assigned To: <span style="border: 1px solid #ccc; padding: 2px;">Select One</span>	
	Copy/Mail/File: <span style="border: 1px solid #ccc; padding: 2px;">Select One</span>	
	Comptroller: <span style="border: 1px solid #ccc; padding: 2px;">Select One</span>	


**Dis-Approve Section**

Dis-Approve: Select One

**Comments**

Notes/Comments:	Date Entered	Entered By	Comment
	6/24/2020 11:18:03 AM	Lynn.Kemper	First program review feedback sent to the LEA via email.
	8/13/2020 3:15:12 PM	Lynn.Kemper	Second program review feedback provided to the LEA via email.

Notes/Comments:



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If the items in the “recap section” list have a date listed, it means that step has been completed. Items without dates have not yet been completed.

In this example, you can see the documents are still in the program office for review. However, if you scroll down to the bottom of the page, the notes section lets the FLAGS users know that the program office has provided feedback to the LEA and is waiting on updated documents.

For Title II, I try to add notes in FLAGS any time something is completed. Some programs use the notes feature and some do not.

## Checking the Status of Grant Documents

Recap Section

Date Received in DOE: *	06/01/2020	Budget Review:	Shaunita - SP	08/28/2020
Intake Completed: *	06/02/2020	Ready for DOE200:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Forwarded to PO for PR:	06/02/2020	Generated DOE200:	Shaunita - SP	08/28/2020
PR Signed by PO:	08/28/2020	Comptroller Certified Accuracy:	samantha.mccray	09/01/2020
PO Returned PR:	08/28/2020	Bureau Chief Final:	Select One	
		CMF Assigned To:	Select One	
		Copy/Mail/File :	Select One	
		Comptroller:	Select One	



In this example, the documents are with the bureau chief for approval because this is the most recent step in the list that is blank.

## Program Office Contacts



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If you have any additional questions, please reach out to Lynn or Staci via email.