



GRANT FUNDS PROCEDURES MANUAL

November 2022

GRANT FUNDS PROCEDURES (Federal, State, and Local)

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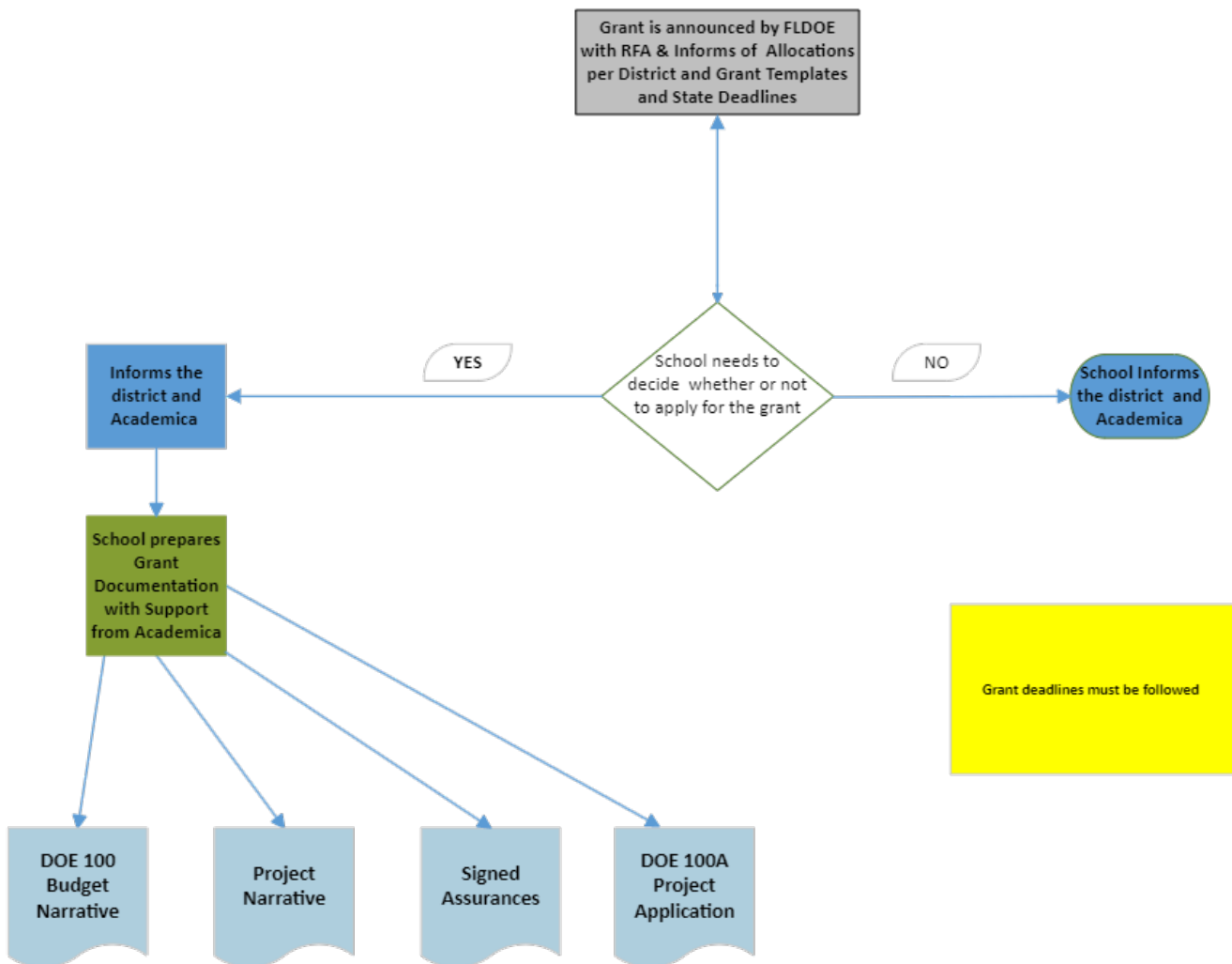
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GRANT FUNDS PROCEDURES (Federal, State, and Local)

1. Grant Development and Approval

Once a grant has been announced by a Federal, State or Local Agency, the first step is to see if the school meets all the eligibility requirements of the grant. If the school is eligible, the process for applying and getting a budget approved begins.

Schools should inform their assigned Grant Team Member of all correspondence received from the district on all grants. Grant Team Members can assist with the development of the grant application. It is the school's responsibility to let Academics know of any grants that the school is awarded. This is vital as the books need to be kept up to date with Receivables and Payments as they occur.



GRANT FUNDS PROCEDURES (Federal, State, and Local)

Since there are many grants available at this time, it is important to keep track of all the grant applications in one place so that the same purchases/expenditures are not duplicated in multiple grants. TEAMS is the place where all grant documentation should be filed.

Schools should work with their designated Grant Team Member(s) when writing the applications. Once finalized, the grant applications must be submitted to the district for approval.

No purchases should be made, or reimbursements requested, until the district approves the grant application for the funds being used.

After receiving grant approval from the district, the purchasing of items under the grant can begin. When dealing with an emergency grant, such as ESSER I, purchases could have taken place before the approval of the grant (this is an exception). In general, all grant purchases must be made after the grant is approved.

What you need to prepare a Grant Application

Grant's RFA

Make sure you understand all the requirements the District will establish for approval

Needs assesment

Based on your student data and goals where would it be most beneficial to use the allocated amount.

Different Districts require differnt levels of reporting in this area.

Live Budget

The expenses that will be covered by the grant should allign with your Live Budget.

If in doubt please check with the Budget Departement

Payroll Data Lists

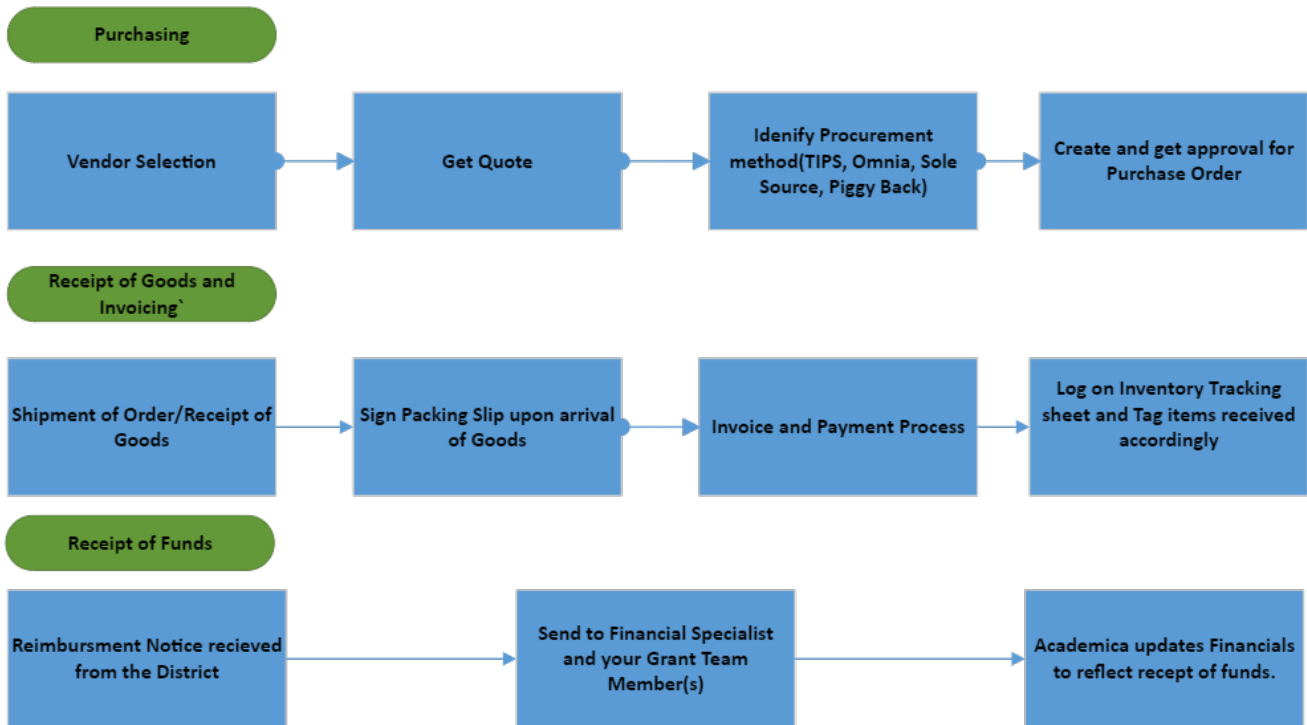
Make sure the personnel fo which you will request for reimbursement is coded correctly in ADP and that they are not used in two grants simultaneously.

Vendor List Report available in Nexus or MRI

All invoices that are to be submitted by reimbursement should have gone through the Procurement Process for the Grant in Question

GRANT FUNDS PROCEDURES (Federal, State, and Local)

2. Grant Timeline



As it relates to purchases with grant funds, the duties of the school include, but are not limited to, the following:

- Ensuring that all school personnel involved in the purchasing process receive appropriate training in the implementation of the procurement procedures for grant funds.
- Ensuring that all steps in the procurement process are followed in sequential order (quote, purchase order, getting tip letter or sole source letter if applicable, invoice).
- Ensuring that **only items and services** authorized in the grant are purchased.
- Managing contracts and purchase orders to ensure that vendors provide goods or services in accordance with contract terms and supplies, materials, and equipment are received, tagged, and inventoried, in a timely manner, as appropriate.

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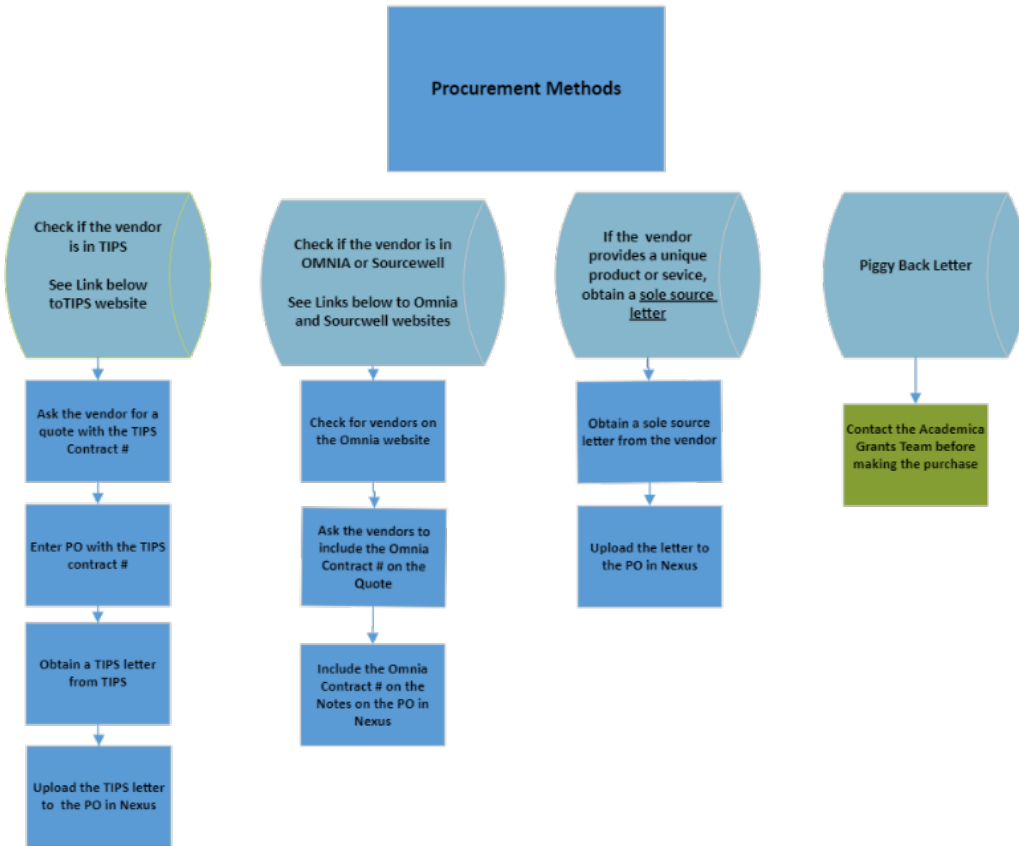
3. Finding an Approved Vendor

For ALL grant purchases, schools must utilize only vendors that appear on an approved vendors list. Only these vendors have been awarded contracts through formal competitive bids, either through the district, state, national TIPS (The Inter-Local Purchasing System), OMNIA or any other purchasing system.

- The grant purchasing process begins with the school's acquisition of an appropriate vendor quote(s).
- Vendor quotes, TIPs confirmation letter, sole source letter, or piggybacking letter (when applicable) must be attached to vendor POs at the time of the PO's creation in Nexus
- If you cannot show proof of procurement being followed you cannot use those purchases for federal grants. Please review the following sections walking you through procurement procedures and reach out to your grant team if you have any questions.

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4. Steps to follow under the different Procurement Options.



If a TIPS vendor is used (<https://www.tips-usa.com/allvendors.cfm>), the TIPS process must be followed:

- Related TIPS contract # must be provided to vendor to be included in the quote.
- School must email quote, along with approved Nexus purchase order, in one PDF to TIPSPO@tips-usa.com. TIPS processes requests within 24-48 hours. TIPS directly sends PO to the vendor upon approval. They will also send you a confirmation letter once approved.
- Please upload the TIPS Confirmation letter to the PO in Nexus. As part of the documentation process, the TIPS letter must be dated before the creation and approval of the PO. A letter that is dated after the fact is considered a finding by an auditor.
- If TIPS rejects, a revised quote and PO will need to be created based on comments provided by TIPS and re-submitted to TIPS.

GRANT FUNDS PROCEDURES (Federal, State, and Local)

➤ **Other Purchasing Systems**

If any other purchasing system (Omnia, Sourcewell, etc.) vendor is used, no vendor confirmation letter is needed but contract number must be on the quote (the school must be registered to the purchasing system to use their approved vendors)

- <https://www.omniapartners.com/publicsector/who-we-serve/k-12-education-procurement-services>
- <https://www.sourcewell-mn.gov/k-12-education>

Save/Print vendor contract documents for all TIPS and any other purchasing system vendors.

Please refer to Appendix A - Tips Letter Directions and Appendix B – Omnia Directions for a more detailed description on these procurement options.

➤ **Sole Source Vendor**

A sole source item is defined as product or service that is only sold by a particular brand or "make". In other words, only one source is known for a specialized item of equipment or material or only one contractor can provide the required service. Examples are Curriculum Associates for iReady, Apple, for their unique products, but not IT SAVVY for a computer.

If a sole source vendor is selected, request the sole source letter from the vendor stating that this vendor is a sole source publisher, distributor, or supplier within the USA for the specific product. Sole source letter needs to be requested every time an order is placed, regardless of the previous one requested since the produce/service might change.

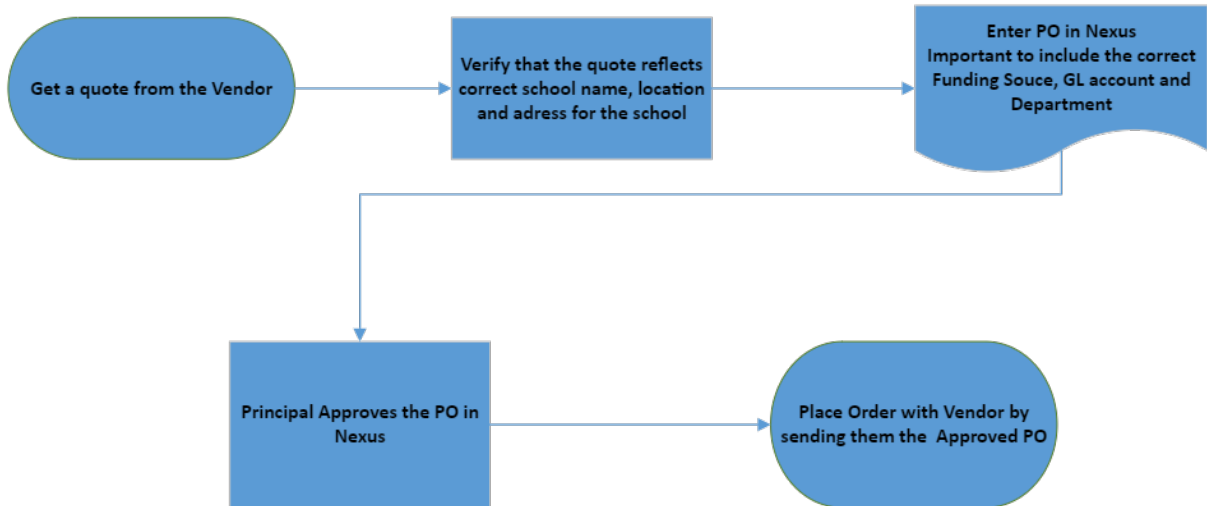
The sole source letter must be attached, along with the quote, onto the purchase order in Nexus.

➤ **All other Vendors**

If a vendor is not sole source and is not on any of the purchasing systems, please contact the Grant Team for guidance and required documentation for potential piggybacking off an awarded contract.

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5. How to process a Purchase Order under a Grant



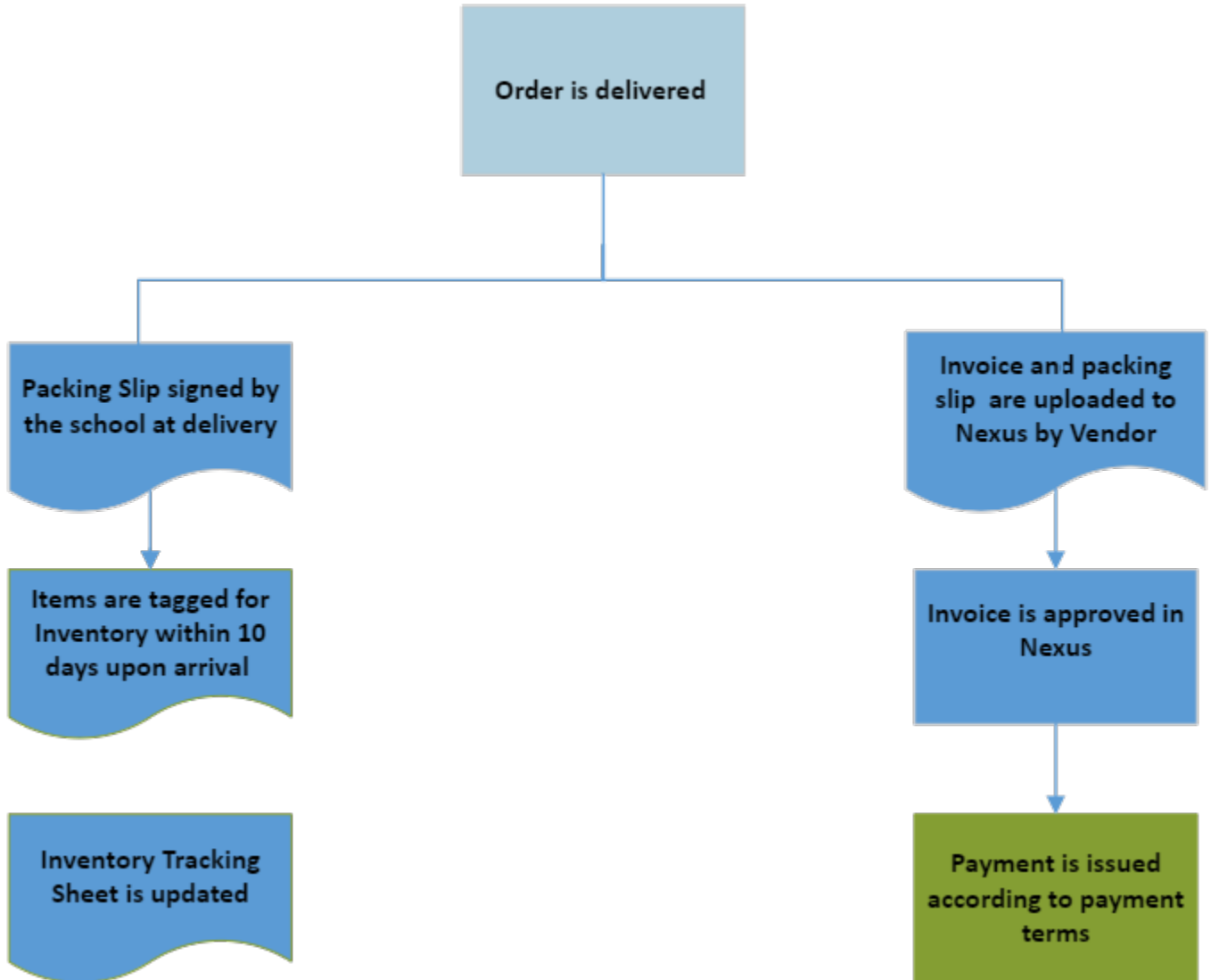
- Purchase orders are created in Nexus by schools. Make sure the correct funding source (e.g., Title I/ESSER, CSP, CMO) and GL account and Grant department must be selected.
- The school must verify that the vendors quote reflects the correct name, location, and address for the school. A collocated school must choose which campus will be funding the purchase. The delivery address of the materials must match the campus address.
- **The TIPS Contract Number or other procurement documents must be uploaded with the PO into Nexus. If they are uploaded into Nexus, you do not have to upload them in Teams.**
- Prior to the Principals approval, the principal should review the alignment of the quote with the TIPS/ Omnia/ Sole Source letter and that these are dated correctly before the approval of the PO. After this process is verified, the Principal must approve the PO in Nexus prior to submission to vendors for orders.
- Only a Nexus Purchase Order, electronically approved by the school Principal, may be submitted to vendors for placing of orders. **No other PO version is acceptable.**

GRANT FUNDS PROCEDURES (Federal, State, and Local)

- At no time should a vendor's invoice be attached to a PO in Nexus, as the purchase must always be completed prior to the delivery of items and the receipt of an invoice.
- POs issued after the invoice date are not acceptable. Expenditures incurred not following procurement procedures for grant funds must be paid out from the school operating budget or the items must be returned to the vendors and the school will be responsible for all shipping charges.
- Purchase Order Audit Trail: most districts require electronic date, time stamp, and initiator and approver on the PO. This is generated on Nexus by clicking on the purchase order, clicking the print icon on the left-hand action bar, **selecting your school logo under templates**, and selecting "history log." Then, click print and save the PDF.
- **Orders for two different charter schools nested in the same campus must have separate POs created for submission to vendor.** The school purchasing and using the items must be listed on the PO as the only school. If the PO has the incorrect name of the school, or general campus name, it may cause the reimbursement to be disallowed.
- **Purchase Orders with grant funds may not also include items to be funded by the operating account.** They must be limited to the order for that particular grant/school – not campus.

GRANT FUNDS PROCEDURES (Federal, State, and Local)

6. Invoices



- Invoices should be uploaded into Nexus by the vendor.
- Payment will be made by the Academics Accounting team according to the terms on the invoices which need to be 30 days term. The 30 days terms will start counting on the date that the invoice is uploaded into Nexus.
- Depending on the amount of the invoice, the payment will require second signature.

GRANT FUNDS PROCEDURES (Federal, State, and Local)

- If the invoice is over \$10,000.00 but below \$25,000.00, then second signature is required from a second authorized signer.
 - If the payment is over \$25,000.00, then second signature must be the network board chair.
- Payment is then made via ACH if the accounting department has the vendor's ACH information entered and verified by the fraud prevention team. ACH payments are reflected in the vendor's bank account in 24-48 hours.
- If the accounting department does not have the vendor's ACH information, then a check is sent from the Academics address to the vendor's address that the vendor provided on their W9.

7. Payment Process

- Accounts Payable Representative receives the invoice. Invoices can be received through Nexus, email, school upload onto Nexus, or snail mail.
- AP processes invoice if there is an approved purchase order available.
- Invoice is then sent to the principal for review and approval
- Once the invoice is approved by the principal, the invoice is sent to the financial specialist which reviews that the GL codes, Department and Funding Source are correct.
- Once the invoice is approved by the FS, the invoice is transferred to MRI for payment

GRANT FUNDS PROCEDURES (Federal, State, and Local)

8. Packing Slips

All Grant Purchases must have the following documentation available in case an auditor asks for them.

- **Packing Slips:** All goods received must include a packing slip or other support documentation confirming delivery and must be kept on file at the school for 5 years.
 - If the order does not have a packing slip, first reach out to the vendor. If the vendor cannot provide this document, the CMO Grant Team will assist with alternatives. These alternatives include:
 - A reprinted copy of the packing slip or
 - Individual digital pictures of the items received.
 - These documents must be kept on file and scanned into its respective file

9. Inventory

- **Inventory:** Upon receipt of **federal, non-consumable purchased items**, each item must be logged into the inventory tracking spreadsheet within 10 workdays of receipt of merchandise. The inventory tracking spreadsheet must include the following separate fields:
 - School number
 - School name
 - Funding Source (grant name)
 - Funding Source (grant number)
 - Date of Purchase
 - Item Cost
 - Serial number
 - Inventory ID Tag Number
 - Description of Item
 - Physical Location of Item
 - Purpose (what is its use)
 - Disposition Date
 - Reason for Disposition

GRANT FUNDS PROCEDURES (Federal, State, and Local)

10. Tagging

- **Tagging:** Upon receipt of **federal, non-consumable purchased items**, each item must be tagged with the required information. Tag must include the following: Each grant has a specific threshold that will require a recorded asset tag. Instructions for those amounts will be determined and communicated by the grants team.
 - Property of [Insert School District Name]
 - Grant Recipient [Insert Charter School Name]
 - Purchased with [Insert Grant Name] Grant Funds
 - Grant Number
 - Inventory ID Tag Number

Items are logged and tagged for inventory within 10 days upon approval

11. Personnel Considerations

When including Personnel on a Grant the following considerations must be made:

- Employment letter
- When applicable a detailed Job Description
- If an employee is going to be funded through a grant it is critical that all the documentation for that employee aligns with what is in the Grant Application.
- The employee must be coded in ADP with the position that is referenced in the grant application and according to the title and location assigned in the district system.
- Time sheets must be recorded. Employee must use every day the time clock to clock in & out for accuracy. If the employee receives a percentage of their salary from the grant, a monthly time log must be submitted. (Example: An employee receiving 50% of their salary paid for by the grant, must reflect the 50% of their activity related to grant related events.)
- Time and Effort Form documentation must be always kept.
- Measurable outcomes could be requested by the district.
- District may also ask for a signed agreement from the employee making them aware that their position is a funded by a grant and valid only during the grant period.

GRANT FUNDS PROCEDURES (Federal, State, and Local)

12. Preparing the Reimbursement Package

Send list of Invoices to Account Payables Department to request Proof of Payment,

Reimbursement Packages need to include the Itemized Expenditure Report with a list of all expenditures that are being requested for Reimbursement as a cover sheet for all the documentation that is being submitted. Please see below documentation that is needed for requesting reimbursements.

Reimbursement Documentation for Invoices

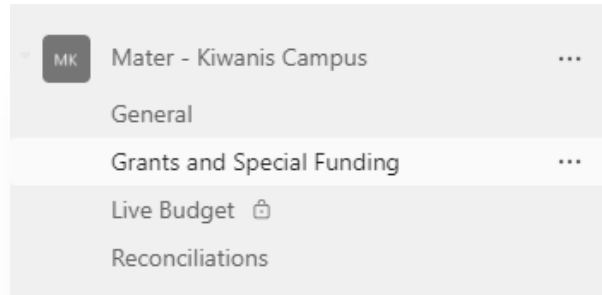
- Quote
- Purchase order
- Proof of Procurement Process
 - Vendor Contract or Sole Source Letter
 - TIPS Confirmation Letter, if applicable
- Packing Slip
- Invoice
- ACH Report
- Regions Payment Detail Report (Broward County Only)
- Bank Statements

Reimbursement Documentation for Payroll

- Payroll Stubs
- Payroll Rollups
- Time Sheets
- Monthly Activity Log when applicable
- Time and Effort documentation
- Some districts will request Measurable Outcome reports.

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13. Record Keeping in Teams



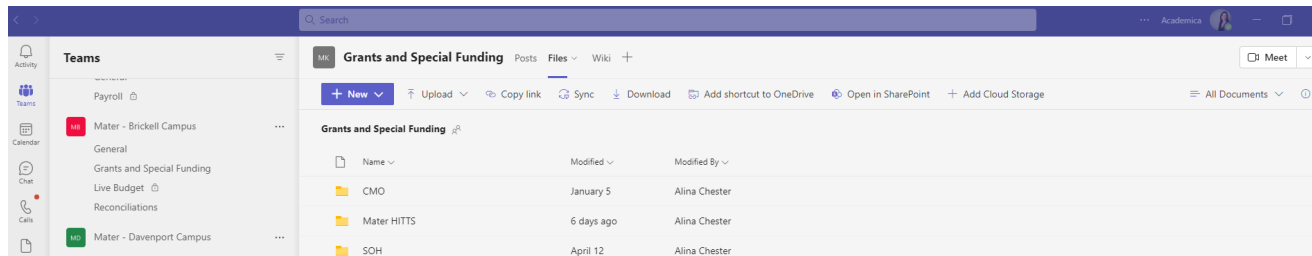
Organize in each school TEAMS – Grants and Special Funding

Budgets

Reimbursements

Submissions

District Payments / Payment Advice



The entire grant team, Marlene and Alina have access to this folder. Teams has proven to cut down on emails and being able to have everyone that needs to access to Grant Documentation.

If you do not have access or need training, please contact your grant team.

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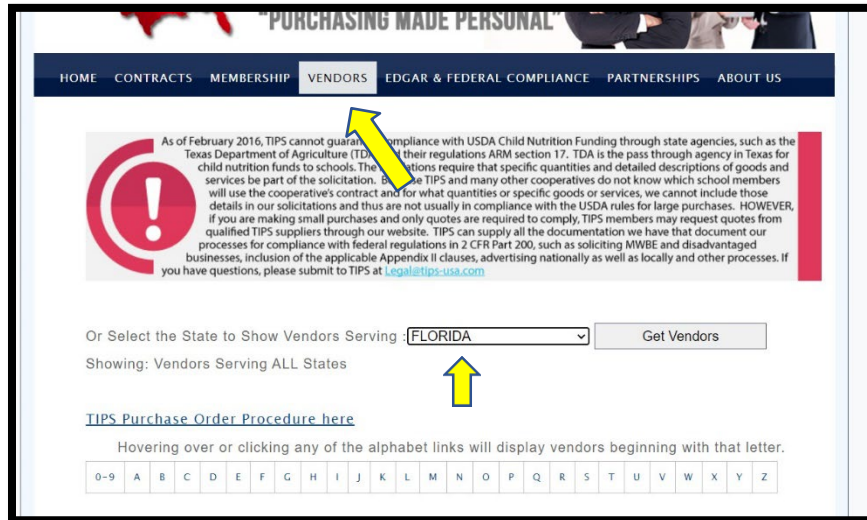
14. Compliance

If any of the above steps are not followed in the correct sequence, payment of invoice will not be processed against grant funds, and both the grant and the school's operating budget will need to be amended. This is to protect each charter network to be in compliance with the federal grant regulations.

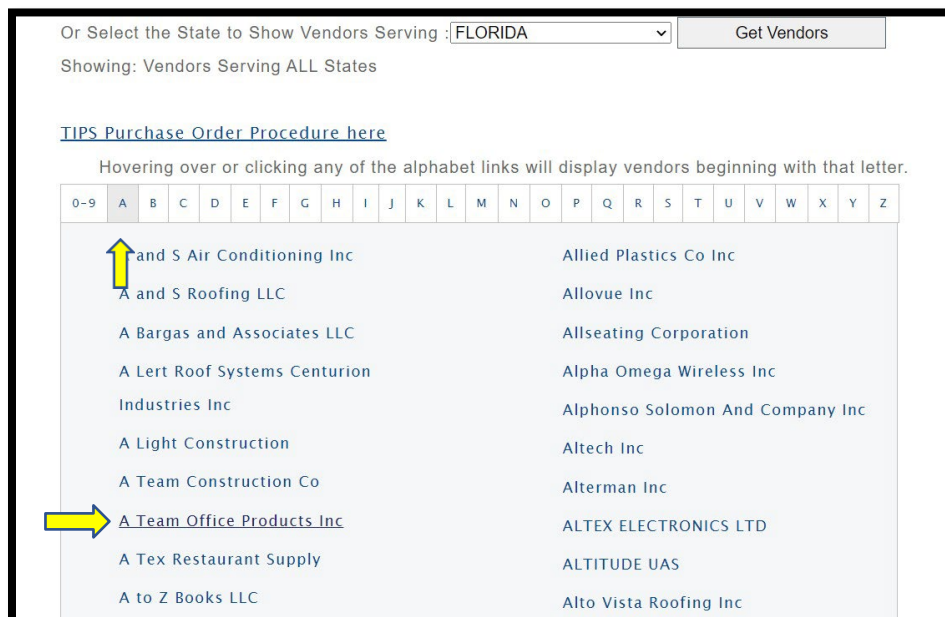
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Appendix A - Directions for Obtaining a TIPS letter

1. Go to <https://www.tips-usa.com>.
2. Click on "Vendors" to be find the vendor you want to use is registered with TIPS, and select "Florida" from the drop down menu.

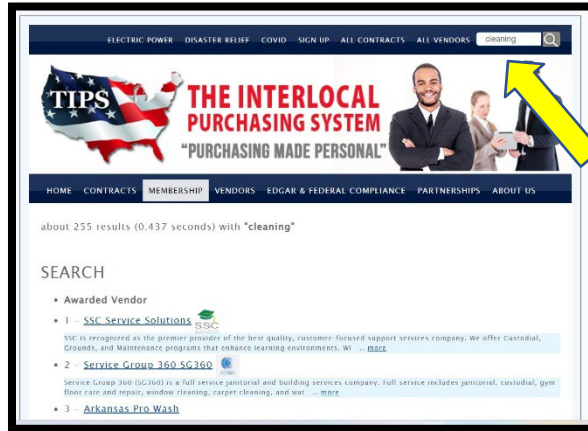


3. Use the letter of the alphabet to find the name of the vendor you want to use to be sure they are registered. For instance, if you want to use "A-team Office Products", you select the letter "A" and a list of all vendors beginning with the letter "A" will appear.

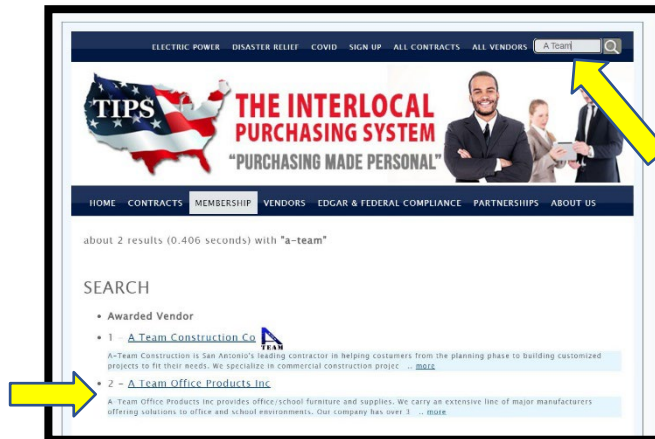


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4. If you aren't sure who you want to use, but you know you need a company to provide a service, you can use the search box at the top to locate approved vendors. For instance, if you need to contract with a cleaning company, you can type "cleaning" into the search box and a list of vendors will appear for you to select.



5. You can also type the name of your vendor directly into the search bar to find them faster.



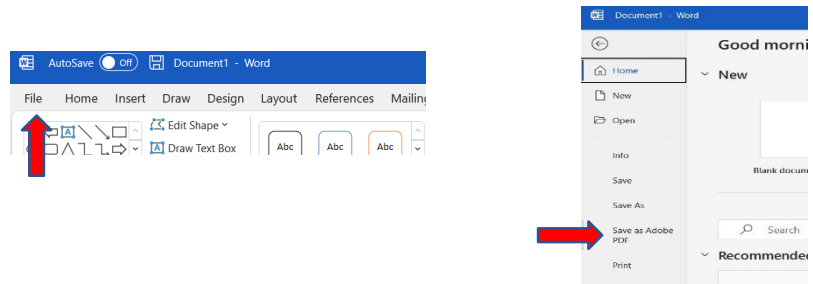
6. Once you click on the link to your vendor, you will see a screen that asks you to "EMAIL PO & VENDOR QUOTE TO TIPSP0@TIPS-USA.COM". That is your next step!

Make sure it is in PDF form. **Only one** PO can be sent per email.




GRANT FUNDS PROCEDURES (Federal, State, and Local)

**To make sure a document is in pdf form, click on “file” and “Save as Adobe PDF”.*



7. Please note that **you must be sure that you have the “TIPS CONTRACT NUMBER” on both the purchase order and the quote.** You will need to ask the vendor to be sure to include this on the quote. This number is easy to find because it will be on the quote, but you can also find it easily by scrolling down on the vendor’s page.

GRANT FUNDS PROCEDURES (Federal, State, and Local)




HOME CONTRACTS MEMBERSHIP VENDORS EDGAR & FEDERAL COMPLIANCE PARTNERSHIPS ABOUT US

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM
PO AND QUOTE MUST REFERENCE VENDOR TIPS CONTRACT NUMBER
ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

Notice:
Many Vendors utilize specific warranties, subscription agreements, license agreements, EULA's, etc. ("Supplemental Agreements") when you purchase specific goods or services from that Vendor. Since the Supplemental Agreements do not necessarily apply to every Member, every jurisdiction, or every purchase, TIPS does NOT now negotiate the terms of those agreements on Members' behalf. If you are required to sign such a supplementary agreement by the TIPS Vendor, TIPS strongly encourages Members not to proceed with a purchase until they have carefully reviewed and negotiated all applicable Supplemental Agreements. TIPS recommends you work with your entity's legal counsel to ensure compliance with the legal requirements of your entity and your jurisdiction.


[TIPS Purchase Order Procedure here](#)

OVERVIEW	DUE DILIGENCE	CONTACTS	PRINT PROFILE
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 [Print](#)

VENDOR **A Team Office Products Inc**
2400 NW 94th Avenue, Suite 2 Miami FL,33172
WEBSITE www.a-teamofficeproducts.com

SERVICE/PRODUCTS DESCRIPTION
A-Team Office Products Inc provides office/school furniture and supplies. We carry an extensive line of major manufacturers offering solutions to office and school environments. Our company has over 30 years experience with dedicated and knowledgeable staff ready to assist customers solve their office and school needs.

 CONTRACT: **200301** [Furniture, Furnishings and Services](#)
End Date: May-31-2023 EDGAR COMPLIANCE: [View Doc.](#)

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8. So let's recap.

- Go to www.tips-usa.com.
- Verify your vendor is listed on the TIPS website.
- Request a quote from the vendor that includes their TIPS contract number.
- Create a purchase order that includes the TIPS contract number.
- Email the quote and purchase order in pdf form to TIPSPO@TIPS-USA.COM.
- Once you follow these steps, TIPS will email you a letter back (often within minutes) that is the letter you need to keep on record for grants and auditing purposes.



4845 US Hwy 271N, Pittsburg, TX 75686
Tel (866)-839-8477

May 16, 2022

The National Ben Gamla Charter School Foundation Inc.
Vanessa Picart
6340 Sunset Drive
MIAMI, FL 33145

RE:
Awarded Vendor Contract - ITsavy
Contract #200105, Technology Solutions Products and Services
Awarded May 21, 2020 effective through May 31, 2023

TO WHOM IT MAY CONCERN:

The Interlocal Purchasing System (TIPS) verifies that ITsavy is an Awarded Vendor for The Interlocal Purchasing System (TIPS), and is authorized to perform work under Contract #200105.

TIPS has reviewed Purchase Order 065410-189208, dated May 11, 2022 in the amount of \$74,285.46, and verified this purchase to be within the parameters of the awarded contract listed above. This purchase order for The National Ben Gamla Charter School Foundation Inc. has been approved and forwarded to ITsavy for processing.

If you have any questions, you may reach me at (866)-839-8477 or by email to tips@tips-usa.com.

Sincerely,

Charlie Martin

Charlie Martin
Interim Chief of Operations

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Appendix B – Direction for using OMNIA

OMNIA Partners is a cooperative purchasing organization similar to TIPS.

OMNIA Partners is driving excellence in K–12 education procurement. Its breadth of competitive contracts from industry-leading suppliers streamlines the procurement process and helps schools and school systems achieve their strategic goals and K-12 purchasing decisions.

Utilizing the lead public agency contracting model top school districts rely upon as a best practice, OMNIA Partners brings efficiencies and speed to the purchasing process so that schools can acquire the products and solutions needed for student success.

All OMNIA Partners contracts are competitively solicited by a lead public agency in accordance with public purchasing rules and regulations.

To take advantage of OMNIA’s pool of vendors, you must register your school.

HOW TO REGISTER FOR OMNIA PARTNERS

1. Click o the following link:

[Terms and Conditions \(omniapartners.com\)](https://www.omniapartners.com/terms-and-conditions)

2. The link will direct you to the Master Intergovernmental Cooperative Purchasing Agreement (screenshot below)

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MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (the "Agreement") is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate ("Principal Procurement Agencies") with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector and/or Communities Program Management, L.L.C., a California limited liability company d/b/a U.S. Communities (collectively, "OMNIA Partners"), in its capacity as the cooperative administrator. It is appended and made a part hereof and such other public agencies ("Participating Public Agencies") who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the "OMNIA Partners Parties") by either registering on the OMNIA Partners website (www.omniapartners.com/publicsector) or any successor website, or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into "Master Agreements" (herein so called) to provide a variety of goods, products and services ("Products") to the applicable Principal Procurement Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.
3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider, provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of healthcare services is not in furtherance of a primary purpose of the Participating Public Agency.
4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.
5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.
6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("GPO") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.
7. The Participating Public Agencies (each a "Procuring Party") that procure Products through any Master Agreement or GPO Product supply agreement (such a "GPO Contract") will make timely payments to the distributor, manufacturer or other vendor (collectively, "Supplier") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.
8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.
9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.
10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.
11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

- By checking this box, I indicate that I have read and agree to the Terms and Conditions
 By checking this box, I indicate that I have read and understand our [Privacy Notice](#) and accept and agree to be bound by these [Terms of Use](#)

CONTINUE

3. Check off the two checkboxes to confirm agreement with terms and conditions, and understanding of privacy notice and terms of use.

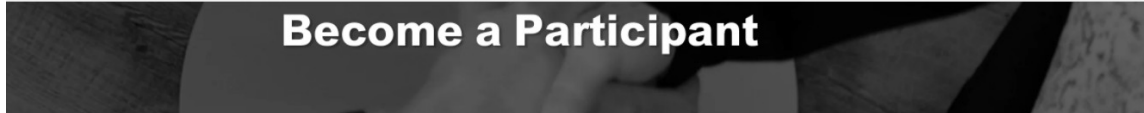
- By checking this box, I indicate that I have read and agree to the Terms and Conditions
 By checking this box, I indicate that I have read and understand our [Privacy Notice](#) and accept and agree to be bound by these [Terms of Use](#)

CONTINUE

4. Click "Continue."

GRANT FUNDS PROCEDURES (Federal, State, and Local)

5. Complete the form. You must register EACH charter school separately (not the entire campus).



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Agency Information

Agency Name* <input type="text" value="ENTER YOUR CHARTER SCHOOL NAME"/>	Agency Type* <input type="text" value="Non-Profit Organization"/>	
Agency Address* <input type="text" value="ENTER SCHOOL ADDRESS"/>	Agency City* <input type="text" value="ENTER SCHOOL CITY"/>	Agency State* <input type="text" value="Florida"/>
Zip Code* <input type="text" value="ENTER SCHOOL ZIP CODE"/>	Phone Number* <input type="text"/>	Federal Tax ID <input type="text" value="XX-XXXXXXX"/>
Website URL* <input type="text" value="ENTER SCHOOL WEBSITE URL"/>		

Personal Information

First Name* <input type="text" value="ENTER SCHOOL PRINCIPAL NAME"/>	Last Name* <input type="text" value="ENTER SCHOOL PRINCIPAL NAME"/>	Title* <input type="text" value="PRINCIPAL"/>
Phone Number* <input type="text"/>	Email Address* <input type="text" value="ENTER SCHOOL PRINCIPAL EMAIL"/>	Department Type* <input type="text" value="NA"/>

+ Additional Contacts

By providing your email address and/or any other personal information, as defined under applicable law, you acknowledge that you are agreeing to OMNIA Partners' use of your information as provided in the [Terms of Use](#) and [Privacy Notice](#).

I agree

REGISTER NOW

6. Click "Register Now."



7. You will receive a confirmation email within 24-48 hours

