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OSFA-STATE: # 25-26:02

**MEMORANDUM**

**TO:** Financial Aid Directors at Florida College System Institutions, School District Technical Career Centers, and Charter Technical Career Centers

**FROM:** Shawn Haskin  
Director, State Scholarship and Grant Programs

**DATE:** July 18, 2025

**SUBJECT:** 2024-25 Open Door Grant (ODG) Program Annual Report

As outlined in section [1009.895\(5\)](#), Florida Statutes, all institutions participating in the ODG are required to submit an annual report to the Office of Student Financial Assistance (OSFA) no later than **September 1, 2025**, with data from the **2024-25** fiscal year on program completion and credential attainment by students participating in the grant program. Data included within the report must contain:

- A list of the programs offered at the institution.
- The number of students who enrolled in the programs.
- The number of students who completed the programs.
- The number of students who attained workforce credentials categorized by credential name and relevant occupation, after completing the training programs.

To access the report on the OSFA website,

- Go to <https://www.FloridaStudentFinancialAidsg.org>,
- **Login** and select **Postsecondary Institutions**, and
- Select **Open Door Grant Program Annual Report** within the PSI Reporting section.

Attached, for your convenience, is a technical reporting guide to assist with successfully submitting the requested data. Should you have any questions or require assistance, please contact Robert Buccellato by email at [Robert.Buccellato@fldoe.org](mailto:Robert.Buccellato@fldoe.org) or by phone at 850-245-1899.

SH/rb

Attachment: Open Door Grant Program Annual Report – Technical Guidance

cc: Lou Anne Standley, Assistant Deputy Commissioner, Finance and Operations  
Robert Buccellato, Program Specialist, Office of Student Financial Assistance

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations