

Oregon Department of Education Charter School Program Grants



**TRAINING WEBINAR FOR PLANNING GRANT
APPLICANTS**

What we will cover today



- Purpose of the Grant
- Eligible Applicants
- Planning Grant Eligibility and Available Funds
- Use of Funds
- Participation, Evaluation, and Reporting
- Review Process
- Award Process and Start Date
- Submission Process, Required Elements, and Due Date
- Cover Page, Project Narrative, and Appendices
- Q&A

Purpose of the Grant



Purpose of the Education Department Grant to States

Authorized by Title V, Part B of the Elementary and Secondary Education Act to expand the number of high-quality charter schools across the nation

Purpose of the Oregon Charter School Program Grants

PLANNING GRANTS

- Provide funds to post-award, pre-operational charter schools in the development phase
- Increase educational equity
- Improve quality of new charter schools through intensive incubation period

IMPLEMENTATION GRANTS

- Provide funds to high-quality charter schools in operation for less than three years
- Facilitate implementation of educational models, professional development and curriculum
- Provide professional development in educational equity

DISSEMINATION GRANTS

- Provide funds to high-quality charter schools in operation for five or more years
- Facilitate dissemination of best practices between charter schools and their public school counterparts
- Provide an access point for charter schools to share their evidence-based best practices

STRENGTHEN AUTHORIZER QUALITY

- Provide high-quality training and professional development to authorizers

Eligible Applicants



A Charter School

- Is a school that conforms to the federal definition of a public charter school (ESEA [P.L.107-110, section 5210(1)])
- Must be governed by a non-profit board that is separate from the authorizing board and may not be composed of voting members from the authorizing board of directors

Charter school developer

- Conforms to the federal definition of a developer (ESEA [P.L.107-110, section 5210(2)])

Planning Grant Eligibility and Available Funds



Applicants for the OCSP Planning Grant

Must have **applied** to an authorizing district.
Must Not have yet opened.

 Previously OCSP planning grants were available only to applicants who were no more than 30 days from approval of a charter and no more than 90 days from executing a final charter contract. **These are no longer required.**

 Developers who have **applied to an authorizing district** are now eligible to apply for planning grant funds.

 Developers **must notify** the authorizing district of their intent to apply for an OCSP planning grant. The authorizing district superintendent must sign the OCSP planning grant application.

Available Funds

- Planning grants will be \$100,000 for a one year grant term
- Two(2) to five (5) Planning grants will be awarded per year

Use of Funds



The OCSP Grant is funded on a Reimbursement Basis

What does that mean?

- Subgrantees will be reimbursed for allowable, approved activities
- Following proof of expenditure

What is allowable?

- Post-award planning and design of the educational program, including
 - Refinement of desired educational results
 - Refinement of methods for measuring progress toward achieving those results
 - Professional development of teachers and other staff who will work in the charter school

What is not allowed?

- Purchasing or leasing a facility
- Capital expenses
- Costs relating to preparing and submitting an application for OCSP grant funds

Participation



Participation requires:

- Demonstrating eligibility
- Using funds according to federal guidelines
- Complying with reporting requirements and due dates
- Attending required trainings and meetings associated with the grant
- Participating in professional development focused on culturally responsive educational practices and school culture

 **Application for subgrant funds indicates acknowledgment and consent to these contingencies.**

Evaluation



ODE is responsible for evaluating subgrantees to ensure that they adhere to federal rules and regulations and accomplish their performance goals.

- Evaluation will be specific to the goals and expectations set in the approved subgrant application
- Any charter school substantially failing to meet its goals or fulfil its approved proposed program will either be placed on a rigorous plan of improvement, or may be defunded
- In addition to other requirements, the continuing receipt of subgrant funds will be contingent on a charter school complying with its contract with its authorizer and applicable state and federal laws

Reporting



Subgrantees will be required to:

- File an Annual Financial Report (AFR) within 90 days following the subgrant fiscal year.
- File a Final Subgrant Report within 90 days of the end of the subgrant year.
 - The report will contain:
 - Executive Summary (not to exceed one page)
 - A final report on each subgrant project goal, including data and information that support each goal's outcomes.
 - An expenditure report that details 100% of awarded subgrant fund expenditures, and includes a property inventory of all equipment and non-consumable goods purchased with CSP subgrant funds (EDGAR §80.32, §74.34).
- All reports, reimbursement requests and any other required information will be submitted electronically.
- All subgrantees are required to purchase an approved feeding document scanner for this purpose.

Award Process and Start Date



Award Process

- Peer panel evaluation of applications
 - Pre-Award letters sent to subgrantees and their authorizers
 - Letter will request any information required before final approval of subgrant award.
 - Any additional required information must be submitted within 30 days of the date of the Pre-Award letter.
 - Award Notification – Official and Final notice of award
 - Will include award amount
 - Includes all federal and state regulations governing the grant
- ➔ Funds must not be spent or encumbered until the grant has received Final Approval.**

Submission Process and Due Date



Rolling application deadline
**Submit Intent to Submit and Eligibility Form
at least 4 weeks prior**
to your planned application submission date

Submit the electronic copy of the entire application

[Click here to apply](#)

Part I, Part II and Appendices should be uploaded as separate documents.

Required Elements



All Planning Grant applications must contain the following information and be submitted in the following sequence:

Part I: Cover page with signatures

Part II: Project Narrative (25-page maximum)

- Executive Summary (not to exceed one page)
- General information
- Mission of the applicant
- Capacity of the development team and governance
- Grant project goals
- Budget narrative
- Professional development goals and plans
- Historically underserved students

Required Elements



Part III: Appendices

- Budget Form
- School Budget (3 years)
- Charter school enrollment policy, including lottery protocol
- Procurement Policy
- Grant management plan
- Assurance and certification form

Application Format



Application Format

- All pages must be standard letter size (8.5” x 11”)
- Use 12 point Times New Roman, Arial or Calibri font, double line spacing, and 1-inch margins. Tables may be in an 11-point font.
- The narrative must address, in sequence, each section listed above. State each Part and Section number and title in bold.
- Part II: Project Narrative must not exceed 25 pages.
- Number all pages
- Do not use a table of contents page or divider pages.
- ➔ The Cover Page and Assurance and Certification Form must include **original signatures**. Scanned signatures are acceptable for the subgrant submission. Maintain original copies.
- ➔ Do not attach curriculum, invoices or any other document not specifically required in the Project Narrative or Appendices.

Required Elements – Project Narrative



Part II: Project Narrative (25-page maximum)

Tips:

- ➔ **Use the rubrics included in the application**
 - Read the rubrics and make sure you are providing all of the requested information.
- ➔ **Make it easy for the reviewer**
 - When possible provide information where it is requested, do not refer to another page or appendix in the grant.
- ➔ **SMART Goals**
 - A table is a great way to break down SMART Goals and makes scoring easier.
- ➔ **Historically Underserved Students**
 - Students who are at risk because of any combination of two or more factors including their race, ethnicity, English language proficiency, socioeconomic status, gender, sexual orientation, disability and geographic location.

Required Elements – Appendices



Part III: Appendices

Budget

Applicants must fully complete the following three tabs in the Budget Form:

- Cover page
- Planning Grant Budget
- Equipment

The Proposed Budget must support the Grant Project Goals

- There must be evidence of a clear relationship between the identified goals, the proposed activities, and how the funds will be spent.

 **Applicants are required to use the provided form.**

Budget Instructions



General Guidance

- Post-award planning and design of the educational program, including
 - Refinement of desired educational results
 - Refinement of methods for measuring progress toward achieving those results
 - Professional development of teachers and other staff who will work in the charter school
- Costs must be **reasonable, necessary and allocable** to meet the objectives of the grant.
- Requests for Professional Development for board and/or staff must include:
 - the type of training
 - expected attendees
 - expected outcomes
 - provider
 - a plan for sustaining that training.

Budget Instructions - Restrictions



Restrictions

Proposed budgets must adhere strictly to the federal policy to “**supplement and not supplant**” (ESEA Sec.5205(b)(3)(C)) any federal, state, and local moneys being provided to the school.

- The following restrictions are a result of this policy:
 - **Allowable salaries/benefits are limited to the administrator and one key staff person for three months prior to school opening**
 - Instructional salaries are not allowed under this grant.
 - Time and effort documentation is required for all school or contract personnel compensated with federal funds (see OMB A87 Attachment B(8)(h)).
 - OCSP may be used for staff development.

 You may be asked to revise and submit the budget several times before Final Approval.

Budget Instructions - Restrictions



The following items **CANNOT** be funded under this grant. Any proposed expenditures including the following items will not be funded:

- Grant oversight expenses
- Any food or beverage expenses (excluding per diems for travel)
- Capital expenses, such as remodeling, technology leases, elevators, water main valves, vans, tractors, bobcats, or permanent fixture of equipment/furniture
- Professional dues or memberships
- Employee hiring/recruitment expenses such as a placement firm or travel for prospective employees.
- Non-educational/non-informative promotional/novelty items for advertising, events, or recruiting
- Costs of continuing education credits for professional development coursework.
- Gift certificates, alcoholic beverages, school apparel for staff or students, fines and penalties, lobbying
- Expenses outside the scope of the school's charter or K-12 education; i.e., before/after school programs and preschool, activities related to the non-profit organization but not the charter school, etc.
- Out-of-state travel unless it can be demonstrated that the goal of the travel cannot be accomplished in-state (no out-of-country travel is permitted)

Budget Instructions



References and Additional Guidance

- Oregon Department of Education Program Budgeting and Accounting Manual (PBAM) for more information.
<http://www.ode.state.or.us/services/ssf/finance/budgetacctg/2012-pbam-manual.pdf>
- Electronic Code of Federal Regulations (e-CFR), Part 76 – State-Administered Programs, at 2 CFR part 200, subpart E—Cost Principles. (http://www.ecfr.gov/cgi-bin/text-idx?SID=393301a7cdcca1ea71f18aae51824e7&node=34:1.1.1.1.23&rgn=div5#sg34.1.76_1500.sg8)

Charter School Enrollment Policy Including Lottery Procedures



Submit the charter school's board-adopted enrollment and lottery policy and procedures.

- The policy and/or procedure should clearly describe
 - How the lottery will be administered, and
 - How families will be informed of the opportunity to submit an application to the lottery
 - How families will be informed about the outcomes of the lottery.

 Due to timeline restrictions, at this time OCSP subgrantees are not eligible to use a weighted lottery.

Charter School Procurement Policy



Provide the school's procurement policy and procedures.

Policies and procedures must comply with Uniform Guidance 2 CFR 200.318.

<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.4.31&rgn=div7>

Grant Management Plan



Submit the school's plan to manage the performance and financial aspects of the grant, including how Grant Project Goals will be tracked and assessed.

The plan should include at least the following components:

- An overall description of how the grant will be managed, including key personnel assigned to manage specific aspects of the grant.
- The school's plan to be compliant, strategic, and responsible with the financial and business aspects of the grant.
- The school's plan to have sufficient cash on hand to front initial grant expenditures until reimbursement.
- The capability of the governing board to oversee the performance and financial components of the grant.
- The capability of the governing board to submit required reports on grant activities.
- A detailed description of how performance will be measured against the Grant Project Goals, including specific targets, measures, and metrics for each Goal, as well as a timeline for the implementation and completion of each Project Goal.
- The school's plan for financial and programmatic sustainability after the grant period ends and grant funds are no longer available.
- Attach a copy of the charter school's conflict of interest policy.

Assurance and Certification Form



Charter schools/district partnership(s) that accept funding through the Oregon Charter School Grant Program agree to the assurances listed in the Assurance and Certification Form.

ODE Charter Proposal Writing Workshop



Join ODE's Charter School Specialist
For a charter proposal writing workshop
Thursday, September 7, 2017
8am-5pm

- Learn how to write a high quality charter school proposal that will achieve your school's mission. This is for new schools that have not yet been approved.
- In this workshop we will discuss the proposal process, district policies, state school funding, special education, community outreach, and accessibility.

Please join us at the Public Service Building at 255 Capitol St NE, Salem, OR 97310. The workshop is free, but meals will be on your own.

[Register Here](#)

THANK YOU!



PLEASE CONTACT ME WITH ANY FURTHER QUESTIONS

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