

**REQUEST FOR APPLICATIONS
RFA # GDO—CRG—11-2**

FY 2011 Public Charter School Replication and Growth Grant

**District of Columbia
Office of the State Superintendent of Education**



Office of Public Charter School Financing and Support

**RFA Release Date
August 5, 2011**

**Pre-Application Conference (Mandatory)
August 18, 2011**

**Application Submission Deadline
September 9, 2011**

**Checklist for Application
FY 2011 Public Charter School Replication and Growth Grant**

- The applicant is submitting one (1) original application and one (1) electronic copy emailed to opcsfs.funding@dc.gov. (PDF Format is preferred.) If the applicant fails to submit (1) original application and (1) electronic copy, the application will not be reviewed.

- The applicant has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and Attachments requested

- The Application Content section is complete. **All items may not be applicable to your application, be sure to review the Application Format and Narrative Criteria requirements under Section 3.1.** The review panel will not review applications that do not conform to the application format.
 - 5.1. Application Cover Sheet
 - 5.2. Official Intent to Apply Notification
 - 5.3. Business Plan
 - 5.4. Prior Year Budget History
 - 5.5A. Executive Summary
 - 5.5B. Logic Model
 - 5.6. Budget
 - 5.7. Original Receipt

- Attachment 5.1** Applicant Profile is attached, complete and is the first page of the application.

- Attachment 5.7** Original Receipt

- W-9 Form, if applicable (Planning and Program Design)

- The applicant has submitted the Official Intent to Apply Notification form by August 15, 2011 (**Attachment 5.2**).

- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of September 9, 2011.

- Applications received at or after 5:01 p.m. EST, on Friday, September 9, 2011, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the OSSE. Applications must be ready for receipt by the OSSE.**

**FY 2011 Public Charter School Replication and Growth Grant
REQUEST FOR APPLICATIONS**

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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The Office of Public Charter School Financing and Support (the “OPCSFS”), within the Office of the State Superintendent of Education (the “OSSE”), will be soliciting grant proposals from conditionally approved District of Columbia public charter schools and qualified public charter school local education agencies (LEAs). The OPCSFS is seeking to increase the number of high quality seats in charter schools in the District and seeking to support existing public charter schools to expand to provide a quality education for more students.

Applications are due on September 9, 2011 by 5:00 pm.

1.2 Purpose of Grant Funds

The purpose of the Replication & Growth Grant is to increase the number of new campuses of high-performing public charter schools, therefore enhancing the number of seats available for students and families seeking a high quality education. This grant is targeted to new and existing public charter school operators starting new campuses. This grant will provide:

- Financial assistance for quality public charter school planning, program design, and initial start-up activities; and
- Support to existing quality public charter school LEAs for the initial implementation of their new campuses.

Funding under this program will be awarded for a period not to exceed 12 months.

The process of planning and creating a new public charter school is a challenging and time consuming effort. The federal government has realized this and has created a funding mechanism to help new schools with various phases of the process. Similarly, philanthropic efforts are targeted to the unique needs of public charter schools and their operators. The OSSE seeks to supplement and complement these efforts to provide support for all public charter school operators.

1.3 Source of Funding

The United States Congress awarded the funds to the District of Columbia for initiatives such as those contained in this Request for Applications.

1.4 Grant Award

The Replication & Growth Grant is competitive. A panel of neutral, qualified, professionals will review all eligible applications. Grant award payments will be made in accordance with the approved grant application business plans (if applicable), and accompanying budget for the program and/or services.

1.5 Funds Available and Funding Period

A total of up to \$1,209,400 in grant funds will be available for this competition. The funds will be awarded based on eligibility and merit.

The duration of this grant is for a period of one year from the date of award.

Select founding groups and existing LEAs may be eligible for additional funds based on the quality of the educational program and number of new seats proposed. If the applicant successfully meets the objectives, the Office of the State of Superintendent may extend the term and increase the amount of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed three years.

Award Categories:

Applicants shall apply for funds through one of the two following categories:

- Planning and Program Design, and
- Implementation

Of the \$4,650,000 Replication and Growth Grant funding, \$3.4M was awarded to selected grant applicants according to *Table 1: SY 10-11 Funding Granted and % Allocated by Grant Funding Category*.

Table 1: SY 10-11 Funding Granted and % Allocated by Grant Funding Category		
Grant Funding Category	Amount of SY10-11 Funding Granted	% of Total Funding Granted (SY 10-11): \$3.4M
1B- Cond. Approval	\$50,000	1.45%
2A-Imp. Yr 1	\$200,000	5.81%
2B- Imp. Yr 2	\$200,000	5.81%

With \$1,209,400 remaining to be funded, the OPCSFS has determined funding minimums for each applicable SY11-12 funding category by applying the “% of Total Funding Granted (SY 10-11)” shown in “*Table 1: SY 10-11 Funding Granted and % Allocated by Grant Funding Category*.” Funding maximums were determined based upon SY10-11 funds granted per Grant Funding Category and available SY11-12 Replication and Growth Grant funding.

Table 2: SY 11-12 Funding Minimum and Maximum by Grant Funding Category		
Grant Funding Category	Minimum SY10-11 Funding Granted	Maximum SY10-11 Funding Granted
Planning and Program Design	\$17,575	\$144,900
Imp. Yr 1	\$70,302	\$123,500
Imp. Yr 2	\$70,302	\$100,000

Please refer to the "Scoring Rubric" for details of RFA scoring.

CATEGORY 1 PLANNING AND PROGRAM DESIGN

Planning and Program Design Between \$17,575 and \$144,900 may be awarded for planning purposes once a new charter school is conditionally approved to open a new campus in SY 12-13. This grant **supports start-up activities for a new school, including Pre-Kindergarten and Adult Education during the year prior to opening. Due to restricted funding, only schools and campuses who are not eligible to receive Charter Schools Program, Title V, Part B grant funding are eligible for this category.**

CATEGORY 2 INITIAL IMPLEMENTATION

Initial Implementation Year 1 Between \$70,302 and \$123,500 may be awarded for new campuses in their first year of operation in SY 11-12. This grant **supports activities related to the planning and opening of a new campus, including Pre-Kindergarten and Adult Education, for those schools and campuses who are not eligible to receive Charter Schools Program, Title V, Part B grant funding due to the eligibility requirements of the grant.**

Initial Implementation Year 2 Between \$70,302 and \$100,000 may be awarded for new campuses in their second year of operation in SY 10-11. This grant **supports activities related to the planning and opening of a new campus, including Pre-Kindergarten and Adult Education, for those schools and campuses who are not eligible to receive Charter Schools Program, Title V, Part B grant funding due to the restrictions of that separate grant.**

1.6 Eligibility

An eligible applicant that has received conditional approval from the authorized public charter authority (DCPCSB) or a not for profit that has a charter from the authorized public chartering authority to operate as a public charter school in the District of Columbia. Only those schools determined to meet the eligibility requirements are eligible to apply.

LEAs are eligible to apply for funding under Category 1 and Category 2. **An application must be submitted for each campus applying for funding.**

A campus is defined as a school possessing a School NCES ID separate from the main campus/LEA and a Public Charter School Board (PCSB) Accountability Plan. If this is not the case, please provide a written justification with application on the planning process to obtain a School NCES ID and PCSB Accountability Plan.

The following eligibility requirements are also necessary for the Categories 1 & 2 Planning and Program Design and Implementation grants:

CATEGORY 1 PLANNING AND PROGRAM DESIGN

Planning and Program Design - Have conditional approval from the DC Public Charter School Board to begin the planning process to open in SY 2012-2013.

CATEGORY 2 INITIAL IMPLEMENTATION

Initial Implementation Year 1 - Have a campus that will be in its first year of operation in SY 2011-2012 and not eligible for, and/or has not received Charter Schools Program, Title V, Part B grant federal funding for this campus.

Initial Implementation Year 2 - Have a campus that will be in its second year of operation in SY 2011-2012 and not eligible for, and/or has not received Charter Schools Program, Title V, Part B grant federal funding for this campus.

1.7 Permissible Use of the Grant Funds

Grantees may only use grant funds for allowable grant project expenditures during the grant project period. The OSSE will evaluate all grant project budgets to ensure expenditures are allowable.

The following are *examples* of expenditures which *may* be considered **allowable**:

- Purchase of curriculum materials, supplies, and equipment, and for essential services and other start-up costs.
- Reasonable wages, salaries and consulting fees if in direct support of one or more of the grant activities.
- Reasonable attorney fees, only for **start-up expenses** (e.g., 501 (c) 3 application filing with IRS) that are incurred **after** a grant award is fully executed.
- Reasonable accounting fees are allowed for planning, development, system implementation and training for key staff.
- Organizational membership dues to associations.
- Reasonable facility identification and evaluation costs to secure an appropriate facility for the new campus.
- Food costs are allowable only if specifically included in approved budget narrative or incurred during the course of travel, which makes them allowable up the approved per diem amount.
- Educational items purchased to promote your school (e.g. pencils or bookmarks with your school logo) as well as T-shirts or other school apparel for students or staff are allowable
- Costs related to leveraging other funding sources.
- Day-to-day operation and administration of the charter school once serving students.

The following are *examples* of expenditures which *may* be considered **disallowable**:

- Costs incurred before a grant agreement is fully executed and/or costs incurred or obligated after the end date of a grant agreement.
- Individual memberships.
- Costs incurred after a facility has been identified (architectural design, renovation, purchases and/or leases, construction) are not allowable.
- Down payments or deposits for school facilities.

- Debt service costs.
- Alcoholic beverages.
- Gifts and gift certificates, including gift cards.
- Fines and penalties.
- Contributions and donations.
- Per pupil monitoring and/or oversight fee charged by sponsor.
- All sales tax expenses are disallowable expenditures unless the tax was incurred during travel, which makes them allowable.
- Real estate tax.
- Mortgage interest.
- Insurance cost which includes the following; liability coverage for the Board, property, comprehensive, boiler and machinery, crime, commercial, employee benefits liability, umbrella, general liability building replacement, transportation, business income.
- On-going expenditures that are not directly related to planning and program design and/or implementation.
- School vehicles.

SECTION 2. SUBMISSION OF APPLICATION

2.1 Schedule

- RFA Release
The release date of the RFA is August 5, 2011. The RFA is available both on-line at www.osse.dc.gov and in hard copy at the Office of the State Superintendent of Education, 810 First Street, NE, 9th Floor, Washington, DC 20002.
- Pre-Application Conference
A mandatory pre-application conference will be held August 18, 2011 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 2:00pm to 3:30pm.
- Intent to Apply
The Official Intent to Apply notification form must be submitted to the OSSE by 5:00pm on August 15, 2011. This form should be submitted via email to opcsfs.funding@dc.gov or facsimile at (202) 727- 2019, attn: Marie Hutchins. (**Attachment 5.2**)
- Applications Due
Applications are due on September 9, 2011 by 5:00pm. Applications must be delivered to:
Office of the State Superintendent of Education
Attention: Renee Evans, Interim Director
Office of Public Charter School Financing and Support
810 First Street, NE, 9th Floor
Washington, DC 20002

One original application should be submitted. However, please submit two (2) copies of the original receipt. One electronic copy of the application, preferably PDF, should be emailed to opcsfs.funding@dc.gov by 5pm, September 9th.

- Awards Announcement

The OPCSFS expects to issue an award letter no later than October 30, 2011.

- Updates

Information and updates regarding this RFA will be made available on-line at www.osse.dc.gov

- Contact Person

Applicants are advised that the authorized contact person for all matters concerning this RFA is:

Name:	Marie Hutchins
Title:	Program Analyst
Mailing Address:	810 First Street, NE, 9 th Floor Washington, DC 20002
Telephone:	(202) 535-2918
Email Address:	marie.hutchins@dc.gov

Applicants are encouraged to email questions to the contact person listed above.

2.2 Review Panel

Each panel will be comprised of neutral, qualified professional individuals who have been selected for their unique related experiences. The review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for a grant award based on the scoring process. The Office of Public Charter School Financing and Support will make the final decisions.

SECTION 3. APPLICATION CONTENT

3.1 Application Format and Narrative Criteria

Planning and Program Design

- Application Cover Sheet - [Attachment 5.1](#)
- Business Plan - [Attachment 5.3](#)
 - Executive Summary - [Attachment 5.5A](#)
 - Logic Model - [Attachment 5.5B](#)
 - Budget - [Attachment 5.6](#)
- Prior Year Funding History - [Attachment 5.4](#)
- Original Receipt - [Attachment 5.7](#)

CATEGORY 2 INITIAL IMPLEMENTATION

Initial Implementation Year 1

- Application Cover Sheet - [Attachment 5.1](#)
- Prior Year Budget History - [Attachment 5.4](#)
- Executive Summary - [Attachment 5.5A](#)
- Logic Model - [Attachment 5.5B](#)
- Budget - [Attachment 5.6](#)
- Original Receipt - [Attachment 5.7](#)

Initial Implementation Year 2

- Application Cover Sheet - [Attachment 5.1](#)
- Prior Year Budget History - [Attachment 5.4](#)
- Executive Summary - [Attachment 5.5A](#)
- Logic Model - [Attachment 5.5B](#)
- Budget - [Attachment 5.6](#)
- Original Receipt - [Attachment 5.7](#)

SECTION 4. GENERAL PROVISIONS

4.1 Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current to within 60 days of the application submission.

4.2 D.C. Obligations

Each applicant must submit a notarized statement verifying that it is current on all obligations outstanding to any DC agency or entity.

4.3 Audits

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documents audited.

4.4 Document Retention

Sub recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three years from end date of the program period to ensure that such documentation is available to the OSSE and/or other authorized entities for review, upon request.

4.5 Nondiscrimination in the Delivery of Services

In accordance with Title IV of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefit of, or be subjected to discrimination under any program activity receiving FY 2010 Appropriations Act, Public Law 111-322 funding.

4.6 W-9

Conditionally approved charter applicants are required to complete and sign a W-9. A W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

4.7 Additional Information

The OSSE reserves the right to request and be provided additional information, including, but not limited to financial statements, as may be deemed necessary by the OSSE.

4.8 Monitoring and Reporting

The OSSE will monitor the sub-grantee through site visits and quarterly reviews of project reports. The specific schedules will be established and agreed upon immediately after the grant is awarded.

4.9 Organizational and Governance Documents

Upon notification of award, sub-grantees must certify that the following documents are on file at its business office or main location; organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.

4.10 Cooperation with OSSE

The sub-grantee will:

- Cooperate with the OSSE in evaluating the program; and
- Maintain appropriate financial management practices as required, including tracking activity for this project separately in the sub-grantee's Chart of Accounts.

4.11 Conflict of Interest

Sub-grantees must avoid apparent and actual conflicts of interest when administering grants.

5. ATTACHMENTS

Attachment 5.1

Application Cover Sheet		
LEA Name:		
Contact Name:	Title:	Phone:
Address:		Fax:
City:	State:	ZIP Code:
Grant Coordinator <i>if other than contact</i> :		Title:
Email Address:		Phone:
Funding Category: <input type="checkbox"/> Planning and Program Design <input type="checkbox"/> Initial Implementation – Year 1 <input type="checkbox"/> Initial Implementation – Year 2		Total Funds Requested: \$
Certification/signatures		
I certify to the best of my knowledge, the information contained in this application is correct and complete and that the LEA and its representatives will carry out all program or activity related to the Replication and Growth Grant.		
Printed Name and Title of Authorized Person:		
Signature:	Date (MM/DD/YYYY):	

Official Intent to Apply Notification
(To Be Received By OSSE No Later than August 15, 2011 by 5:00 pm)

TO: Ms. Marie Hutchins
Office of Public Charter School Financing and Support
DC Office of the State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, DC 20002
Telephone: (202) 535-2918
FAX: (202) 727-2019
opcsfs.funding@dc.gov

RE: Please accept this notification that the following *eligible* founding group or LEA intends to apply for consideration of funding under the Replication and Growth RFA.

LEA Name: _____

LEA Address: _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

I intend to attend the mandatory Pre-Application Conference on August 18, 2011 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 2:00 pm to 3:30pm.

Number of Attendees: _____

I. BUSINESS PLAN

If you are eligible to apply to the Replication and Growth Grant “Category 1 - Planning and Program Design,” please provide a Business Plan as part of your application package using “[Attachment 5.3 – Business Plan](#).” For all other grant applicant categories, please skip this section and proceed to Section “II. PRIOR YEAR FUNDING HISTORY.”



Attachment - 5.3
Business Plan.docx

II. PRIOR YEAR FUNDING HISTORY

Please provide responses to the following questions as accurately as possible. *(Note: Please double click box to mark it)*

PART A (ALL APPLICANTS MUST RESPOND)

A1. Did you receive Replication and Growth Grant (RGG) Funding in SY 10 - 11?

(Note: Please double click box to check)

Yes No

If you selected "No", please skip the following section, "PART B" and proceed to directly to "PART C"

PART B

B1. What level of funding did you receive in SY 10-11?

\$25K \$50K \$100K \$200K

B2. What percentage of funding was submitted for reimbursement and expended by Q3?

Less than 50% of Funding Provided Greater than 50% of Funding Provided

B3. Did you submit your quarterly reports within the time specified to the appropriate OPCSFS contact every quarter?

Yes No

If "No," please provide an explanation why submission of quarterly reports were delayed and/or not submitted.

B4. Were any receipts for reimbursement submitted for items that were not provided in the original budget request and/or modification?

Yes No

If "No," please provide a list of all items that were submitted for reimbursement and not documented in the original application or modification.

B5. Have you received any additional funding related to replication and growth from sources external from OPCSFS?

Yes No

If "Yes," please provide a list of all additional funding sources and the amount received.

B6. a. Do you have more than one campus within your LEA?

Yes No

b. If "Yes," is it being operated successfully?

(Note: Please select "Yes" if all LEA campuses have 55% re-enrollment. Otherwise, if any campus associated with the LEA has < 55% re-enrollment, please select "No" and provide any desired additional information or explanation for re-enrollment less than 55 %. If you selected "No" to part "a" of this question, please mark "Not Applicable.")

Yes No Not Applicable

Additional Information/Explanation

B7. Have you received approval from PCSB to open a new campus?

Yes No

PART C *(Note: If you have completed PART B, please skip PART C)*

C1. What category of funding do you qualify for in SY 11-12?

Planning & Program Design Implementation – Year 1 Implementation – Year 2

C2. Have you received any funding related to replication and growth from sources external to OPCSFS?

Yes No

If "Yes," please provide a list of all additional funding sources and the amount received from them.

C3. a. Do you have more than one campus within your LEA?

Yes No

b. If “Yes,” is it being operated successfully?

(Note: Please select “Yes” if all LEA campuses have 55% re-enrollment. Otherwise, please select “No” and provide any desired additional information or explanation for re-enrollment less than 55 %.)

Yes No

Additional Information/Explanation

C4. Are you a new campus serving Early Education or Adult Education?

Yes No

C5. Have you received approval from PCSB to open a new campus?

Yes No

EXECUTIVE SUMMARY AND LOGIC MODEL

Category:

- Planning and Program Design** (*Provide Attachments 5.5A and 5.6 as part of your business plan*)
- Implementation Year 1**
- Implementation Year 2**

Executive Summary (Attachment 5.5A): Please provide an executive summary including the following information (minimum 1 page, maximum 2 pages):

Note:

School Mission

Briefly describe your plans for the school, including its unique mission, instructional philosophy, and leadership.

School Population

Briefly describe 1) Estimated number of students when fully enrolled, 2) Estimated grades served at full enrollment, 3) Anticipated/actual racial/ethnic composition of student body, 4) Anticipated/actual eligible for Free and Reduced lunch, 5) Anticipated/actual classified as English Language Learners.

Instructional Focus and Method

Briefly describe the instructional focus and method of your school by identifying whether your school participates in an extended day program and/or full year academic calendar. Please identify each type of extended day program and note its percentage of students.

Logic Model (Attachment 5.5B): Please populate the Logic Model in Attachment 5.5B and provide a minimum of 3 project goals (1 goal per logic model).

Note: Category Planning and Program Design applicants do not need to provide a logic model

**Replication and Growth
Logic Model
Attachment 5.5B**

Project Goal: Recruit 50 Pre-K students before the lottery in April

Project Objective(s): Deliberate and targeted effort to focus on enrolling students from high-needs backgrounds and neighborhoods with a goal of serving a student population that is at least 80% free and reduced lunch eligible.

What do you contribute?	What are you going to do?	What do you want at the end of the day?			Performance Measures	
		Immediate	Within one year of project completion	After one year of project completion	What will show you're getting there?	
Inputs	(Please provide completion dates for each activity)	Short Term Outcomes	Medium Term Outcomes	Long Term Outcomes	Outputs	Measurement Tool
<ul style="list-style-type: none"> Neighborhood community Recruitment staff School facility Radio/newspaper ads 	<ul style="list-style-type: none"> Hosting a barbeque and/or carnival with moon bounce and other games to attract neighborhood students and siblings. (March 2012) Canvassing neighborhoods – knocking on doors, going to playgrounds, sports fields (little league, b-ball etc.), intensifying efforts in high-needs areas. (Jan-April 2012) 	<ul style="list-style-type: none"> Recruit 50 Pre- K students 	<ul style="list-style-type: none"> Better understanding of what attracts students to school and why families choose not to reenroll 	<ul style="list-style-type: none"> No more than a 5% attrition rate from year to year, losing no more than 5 students per class of 100 	<ul style="list-style-type: none"> Have a waiting list of 30 students 10% annual increase in quality seats available 	<ul style="list-style-type: none"> Electronic waiting list

BUDGET**BUDGET:**

The Microsoft Excel Workbook affiliated with this document includes templates for the two types of budget documents that should be included in your application. *Note 1: If you are a grant applicant in category Planning and Program Design, you will be required to provide a copy of your business plan, as specified in Attachment 5.3. Please include a budget as part of your business plan (Attachment 5.3 – Business Plan , Section XII – Financial Data).*

Note 2: *If Excel workbook is needed, please email opcsfs.funding@dc.gov to request the file.*

1. Annual Operating Budget

The annual operating budget (see first tab in “Attachment 5.6 – Budget Templates”, “Annual Operating Budget”) will show your school's estimated revenues, estimated expenses, and projected surplus or deficit. The sample budget shows revenues by source (e.g., state aid, federal aid, grants, fees, etc.) and expenditure by object (e.g., salaries, benefits, rent materials, books, services, professional training, utilities, insurance, etc.) for the year.

2. Grant Request Budget

The grant request budget for Planning and Program Design (see second tab in “Attachment 5.6 – Budget Templates”, “Planning & Program Design”) and the grant request budget for Initial Implementation Year 1 and Year 2 (see third tab in “Attachment 5.6 – Budget Templates”, “Initial Implementation Yr. 1 or 2”) provides the description drop down menu for each category/item to be addressed as part of the Replication and Growth Grant, as well as the total dollar amount to complete these tasks.

Original Receipt
FY 2011 Public Charter School Replication and Growth Grant
RFA #GD0-CRG-11-2
The Office of the State Superintendent of Education is in receipt of

(Contact Name/Please Print Clearly)

(LEA Name)

(Address, City, State, Zip Code)

(Phone)

(Fax)

(Funding Category)

(Amount Requested)

OSSE USE ONLY:

Please Indicate Time: _____

1 Application with Original

DATE RECEIVED

/ /

Received by: _____

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

SCORING RUBRIC

I. Business Plan (applies only to “Planning and Program Design” applicants)	
<p><i>Note: The Executive Summary (Section I in Business Plan) and Financial Data (Section VII in Business Plan) will be reviewed and scored separately, as shown below in evaluation criteria “Section III. Executive Summary” and “Section V. Budget”</i></p> <p>Evaluation Criterion: The school leadership articulates a worthy and realistic premise for adding a campus through a description of its unique mission, instructional philosophy, leadership, projected revenues and expenses and financial development plans. The school has identified plans to recruit and train staff, recruit students, as well as manage students and school data. The school leadership possesses knowledge of the other schools operating in the area where they plan to be located, schools with which they will compete, and schools into which they hope to enroll their students after graduation. In particular, school leadership is aware of other providers striving to serve their target population and can provide a sound rationale for why a new option is needed. After reviewing that all components of the Business Plan have been addressed, the school would make a valuable contribution to the charter movement within the target jurisdiction.</p>	
Business Plan Strengths/Weaknesses	
Business Plan Score (0, 1, 2, 3)	

II. Prior Year Funding History (applies to all applicants)				
Evaluation Criterion:				
PART A				
<i>(Applies to all applicants)</i>				
	Question	Response	Score	Total Score
A1	Did applicant receive RGG Funding in SY 10 - 11?	Yes	0	
		No	1	
Total Part A Score (min: 0, max: 1)				

PART B

*Applies only to applicants who received a Replication and Growth Grant in SY10-11
(Score to Question A1 = 0)*

	Question	Response	Score	Total Score
B1	What level of funding did you receive in SY 10-11?	(\$25K)	4	
		(\$50K)	3	
		(\$100K)	2	
		(\$200K)	1	
B2	What percentage of funding was expended by Q3?	<50%	0	
		>50%	1	
B3	a. Did you submit your quarterly reports within the time specified to the appropriate OPCSFS contact every quarter?	Yes	2	
		No	0	
	b. Does the information provided in the comment box asking for an explanation of why submission of quarterly reports were delayed and/or not submitted warrant a score increase?	Yes	0.5	
		No	0	
B4	a. Were any receipts for reimbursement submitted for items that were not provided in the original budget request and/or modification?	Yes	0	
		No	1	
	b. Does the information provided in the comment box asking for a list of all items that were submitted for reimbursement and not documented in the original application or modification warrant a score increase?	Yes	0.5	
		No	0	
B5	a. Have you received any additional funding related to replication and growth from sources external from OPCSFS?	Yes	0	
		No	1	
	b. Does the information provided in the	Yes	0.5	

	comment box asking for the list of all additional funding sources and the amount received from them warrant a score increase?	No	0	
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B6	a. Do you have more than one campus within your LEA?	Yes	0	
		No	1	
	b. Is each additional campus being operated successfully (as defined by 55% re-enrollment)?	Yes	0	
		No	0	
		Not Applicable	1	
B6	c. Do "Additional Information/Explanation" comments warrant a score increase for this category for this specific applicant?	Yes	0.5	
		No	0	

B7	Have you received approval from PCSB to open a new campus?	Yes	1	
		No	0	

"Extra" question is not present in the RFA "Section II - Prior Year Funding" and must be answered by reviewer. Please contact OPCSFS for details

Extra	Is the LEA's considered "Fiscally Stable" according to PCSB's financial assessment as of end of SY 10-11? (Please refer to PCSB's financial assessment result for school applicant)?	Yes	2	
		No	1	

Total Part B Score (min: 2, max: 16) 0

PART C

Applies only to applicants who did not receive a Replication and Growth Grant in SY10-11

	Question	Response	Score	Total Score
C1	What level of funding are you eligible to receive in SY 11-12?	Planning and program Design	2	
		Imp. Yr 1	4	
		Im p. Yr 2		

C2	a. Have you received any additional funding related to replication and growth from sources external from OPCSFS?	Yes	0	
		No	1	
	b. Does the information provided in the comment box asking for the list of all additional funding sources and the amount received from them warrant a score increase?	Yes	0.5	
		No	0	

C3	Do you have more than one campus within your LEA?	Yes	0	
		No	1	
	Is each additional campus being operated successfully (as defined by 55% re-enrollment)?	Yes	2	
		No	0	
		Not Applicable	1	
	Do "Additional Information/Explanation" comments warrant a score increase for this category for this specific applicant?	Yes	0.5	
No		0		

C4	Are you a new campus serving Early Education or Adult Education?	Yes	2	
		No	1	

	Have you received approval from PCSB to open a new campus?	Yes		
		No	0	

Total Part C Score
(min: 3, max: 11.5) 0

Total Part A Score –All applicants	0
Total Part B Score – Applicants who received RGG funding in SY10-11	0
Total Part C Score – Applicants who did not receive RGG funding in SY10-11	0

Final "Section 2 Prior Year Funding History" Score		0
Prior Year Funding Strengths/Weaknesses		
Prior Year Funding Score		

III. Executive Summary	
<p>Evaluation Criterion: (minimum 1 page, maximum 2 pages)</p> <p><u>School Mission</u> The school leadership articulates a worthy and realistic premise for adding a campus through a description of its unique mission.</p> <p><u>School Population</u> The school leadership has a well-researched understanding of the population and community it plans to serve, including ethnicity, income level, native languages and other important characteristics. The school leadership has addressed: 1) Estimated number of students when fully enrolled, 2) Estimated grades served at full enrollment, 3) Anticipated/actual racial/ethnic composition of student body, 4) Anticipated/actual eligible for Free and Reduced lunch, 5) Anticipated/actual classified as English Language Learners.</p> <p><u>Instructional Focus and Method</u> The school's instructional focus and methods are well suited to the target population. The school has structured the day and year to allow for ample instructional time in core subject areas, particularly in reading, writing and math. In locations where most students are likely to enter school behind grade level, the school has structured adequate time for remediation. The school leader has adequately described the instructional focus and method of the school by identifying whether the school participates in an extended day program and/or full year academic calendar and has identified each type of extended day program, noting its percentage of students.</p>	
Executive Summary Strengths/Weaknesses	

Executive Summary Score (0, 1, 2, 3)	
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IV. Logic Model

<p>Evaluation Criterion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A logic model is present and alignment exists between inputs, outputs, and outcomes. <input type="checkbox"/> Project objectives are measurable, relevant, and relate directly to the goal of the proposed project. <input type="checkbox"/> Performance measures are present, aligned with the logic model, and provide a quantitative metric that is relevant to the project objectives. <input type="checkbox"/> A plan for using the performance measures to inform the need for modification to the project in order for the project to be successful.
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Logic Model Strengths/Weaknesses	
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Logic Model Score (0, 1, 2, 3)	
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V. Budget

<p>Evaluation Criterion:</p> <p>The school’s annual budget demonstrates sound, detailed planning and fiscal responsibility. The school presents evidence that it has planned for contingencies, and all expenses appear to be realistic relative to the environment in which the school is located. The school is developing the capacity to raise the ongoing support it needs (beyond public revenues) through in-kind donations, events, individual contributions, board members, parents, and institutional donations from corporations, foundations and government agencies. The school shows evidence that it is attempting to develop sources of philanthropy.</p> <p>The grant budget should align with the logic model.</p>
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Budget Strengths/Weaknesses	
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Budget Score (0, 1, 2, 3)	
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After the proposed review is complete, please add up your scores for all rubric items and enter the total for each applicant below.

	Green Score		
	Planning & Program Design	Implementation - Year 1	Implementation - Year 2
I. Business Plan Total Score (min: 0, max:3)		N/A	N/A
III. Executive Summary (min:0, max: 3)			
IV. Logic Model Total Score (min:0, max: 3)			
V. Budget (min:0, max: 3)			
Total Green Score (min: 0, max:12)			

Blue Score

Planning & Program Design

**II. Prior Year
Funding History
Total Score**

Received RGG SY10-11

Did Not Receive RGG SY10-11

Implementation - Year 1

**II. Prior Year
Funding History
Total Score**

Received RGG SY10-11

Did Not Receive RGG SY10-11

Implementation - Year 2

**II. Prior Year
Funding History
Total Score**

Received RGG SY10-11

Did Not Receive RGG SY10-11

Calculating Total Funding:

Of the \$4,650,000 Replication and Growth Grant funding, \$3.4M was awarded to selected grant applicants according to *Table 1: SY 10-11 Funding Granted and % Allocated by Grant Funding Category*.

Table 1: SY 10-11 Funding Granted and % Allocated by Grant Funding Category		
Grant Funding Category	Amount of SY10-11 Funding Granted	% of Total Funding Granted (SY 10-11): \$3.4M
1B- Cond. Approval	\$50,000	1.45%
2A-Imp. Yr 1	\$200,000	5.81%
2B- Imp. Yr 2	\$200,000	5.81%

With \$1,209,400 remaining to be funded, the OPCSFS has determined funding minimums for each applicable SY11-12 funding category by applying the “% of Total Funding Granted (SY 10-11)” shown in *Table 1: SY 10-11 Funding Granted and % Allocated by Grant Funding Category*.

Funding maximums were determined based upon SY10-11 funds granted per Grant Funding Category and available SY11-12 Replication and Growth Grant funding.

Table 2: SY 11-12 Funding Minimum and Maximum by Grant Funding Category		
Grant Funding Category	Minimum SY10-11 Funding Granted	Maximum SY10-11 Funding Granted
Planning and Program Design	\$17,575	\$144,900
Imp. Yr 1	\$70,302	\$123,500
Imp. Yr 2	\$70,302	\$100,000

RFA Scoring:

Applicants are given 2 scores:

- 1) Green Score – Total score for sections I. Business Plan, III. Executive Summary, IV. Logic Model and V. Budget. These sections are scored by applicant reviewers on a scale of 0 to 3. Reviewers are to assign a “Green Score” for each applicant using the Scoring Rubric for the specified applicant Funding Category.
- 2) Blue Score - Total score for sections II. Prior Year Funding History. This section is scored by applicant reviewers based upon applicant responses to Section II. Prior Year Funding History questions. “Blue Score” totals will be scored separately for applicants who received Replication and Growth Grant Funding in SY10-11 and for those who did not.

Blue Score

The “Blue Score” will determine the percentile of the “Funding Category” range that each applicant will be eligible for, known as the “Blue Score Funding Range.” This range will provide a possible new maximum of funding that the applicant is eligible for (depending on how high or low their “Blue Score” is).

The Blue Score Funding Range will determine applicant funding minimum and maximums as follows (Please note the funding minimums and maximums vary for the applicant funding category and whether or not the applicant received Replication and Growth funding in SY 11 – 12):

Planning and Program Design		
Applicant Received RGG Funding in SY 10-11		
Blue Score	Min SY11-12 RGG Funding	Max SY11-12 RGG Funding
Grade A (8 - 16 points)	\$17,575	\$144,900
Grade B (6 - 7 points)	\$17,575	\$107,601
Grade C (2 - 6 points)	\$17,575	\$17,575

Planning and Program Design		
Applicant Did Not Receive RGG Funding in SY 10-11		
Blue Score	Min SY11-12 RGG Funding	Max SY11-12 RGG Funding
Grade A (6 - 12.5 points)	\$17,575	\$144,900
Grade B (4 - 5 points)	\$17,575	\$107,601
Grade C (< 3 points)	\$17,575	\$17,575

Implementation Year 1		
Applicant Received RGG Funding in SY 10-11		
Blue Score	Min SY11-12 RGG Funding	Max SY11-12 RGG Funding
Grade A (8 - 16 points)	\$70,302	\$123,500
Grade B (6 - 7 points)	\$70,302	\$96,901
Grade C (2 - 6 points)	\$70,302	\$70,302

Implementation Year 1		
Applicant Did Not Receive RGG Funding in SY 10-11		
Blue Score	Min SY11-12 RGG Funding	Max SY11-12 RGG Funding
Grade A (6 - 12.5 points)	\$70,302	\$123,500
Grade B (4 - 5 points)	\$70,302	\$96,901
Grade C (< 3 points)	\$70,302	\$70,302

Implementation Year 2		
Applicant Received RGG Funding in SY 10-11		
Blue Score	Min SY11-12 RGG Funding	Max SY11-12 RGG Funding
Grade A (8 - 16 points)	\$70,302	\$100,000
Grade B (6 - 7 points)	\$70,302	\$85,151
Grade C (2 - 6 points)	\$70,302	\$70,302

Implementation Year 2		
Applicant Did Not Receive RGG Funding in SY 10-11		
Blue Score	Min SY11-12 RGG Funding	Max SY11-12 RGG Funding
Grade A (6 - 12.5 points)	\$70,302	\$100,000
Grade B (4 - 5 points)	\$70,302	\$85,151
Grade C (< 3 points)	\$70,302	\$70,302

Green Score

Once the Blue Score Funding Range is determined, the "Green Score" will determine if the applicant receives the minimum or maximum amount of the Blue Score Funding Range.

Green Score	SY11-12 RGG Funding
Platinum (> 8 points)	Maximum "Blue Score Grade" Funding
Bronze (< 8 points)	Minimum "Blue Score Grade" Funding