



Post-Award Webinar for CSP Planning & Implementation Grant

August 2021 | Stacy Kirk & Brianna Griffin

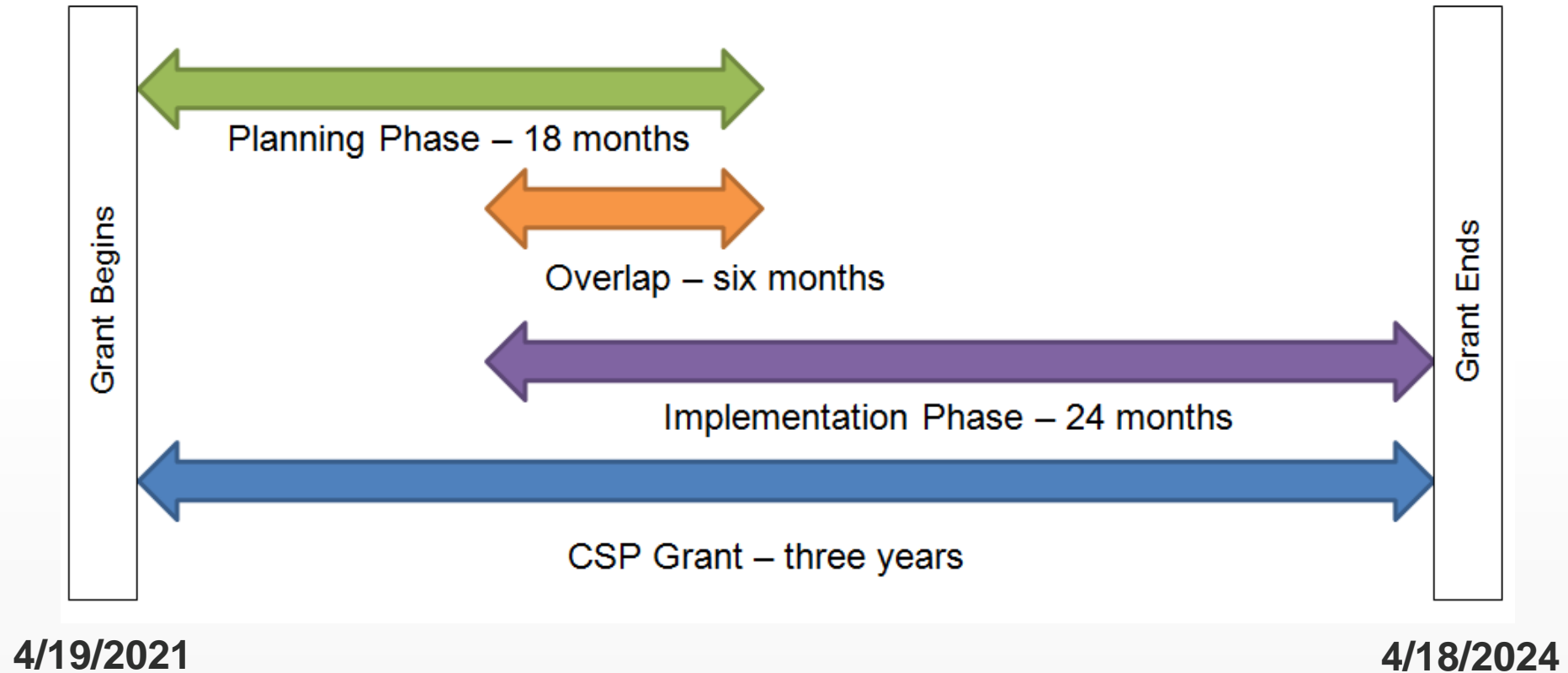
Agenda

- Planning Phase Recap
- Grant Award Notification (GAN) & Review Summary
- Performance Agreement
- Application Amendments
- Reimbursement Requests
- Next Steps
- Q and A



Planning Phase Recap

CSP Planning & Implementation Grant Structure



Planning Phase

- LEAs can be in planning for up to 18 months.
- Obligation begins on the date of PCSB conditional approval.
 - This means your LEA can be reimbursed for costs incurred back to April 19, 2021.
 - Overall obligation period for the planning phase: April 19, 2021 to Oct.18, 2022.
- Planning phase allocation: \$750,000
- During the planning phase, new LEAs refine their educational program, put systems in place for effective operation, and hire and train staff.



Grant Award Notification (GAN) & Review Summary

Grant Award Notification

- Now that OSSE has approved your application, the Grant Award Notification (GAN) is available in EGMS on your CSP tile.
- The GAN is an official document that states the terms, conditions, and amount of the award. It should be read and reviewed by your LEA's grant manager and legal team.
- You will be issued separate GANs for the planning and implementation phases.
- The grant award period will always show an end date of Sept. 30, the last day of DC's fiscal year. A new GAN will be generated for each fiscal year.

Charter Schools Planning and Implementation

Grant: CS Planning and Implementation

Grant Type: Formula Grant

Application: 2021 - CS Planning and Implementation - 00

Revision: Original Application

Status: Final Approved 5/28/2021 11:00:22 AM [View GAN](#)

[View Grant Application](#)

[Create an application for: 2018](#)

[Create Amendment](#)

[View Payments](#)

[View Review Summary](#)



GAN Walkthrough in EGMS

Review Summary

- To see reviewer feedback about your application, click on the “View Review Summary” hyperlink on your CSP tile. Once you arrive at that page, select the “Final Program Review” line and then click on the “Review Checklist” button.
- If your application was returned for changes, the reasons will be provided in the comment boxes, plus you’ll receive an email or phone call from Stacy as well.
- If there were several rounds of reviews, you can access any of the previous ones by clicking on the “Show Prior Rounds” button.

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Review Summary Walkthrough in EGMS



Performance Agreement

Performance Agreement

- A signed performance agreement is required within 30 days after the GAN is awarded.
 - This document is a contract between your LEA and OSSE for accountability purposes.
 - It contains information about grant reporting and due dates, activities your LEA will carry out over the course of the grant, and legal obligations.
 - You will receive separate performance agreements for the planning and implementation phases.
- OSSE drafts the performance agreement using the activities and outcomes described in the logic model of your grant application.
- Your LEA will review the performance agreement, propose any revisions, and provide a signed copy to OSSE.
- The performance agreement becomes the primary measure by which OSSE will monitor your LEA.

Performance Agreement (cont'd)

To complete the performance agreement, OSSE will use:

- S.M.A.R.T. goals provided in the approved application, and
- The logic models in the approved application.

Office of Public Charter School Financing and Support (OPCSFS) Logic Model Template

Project SMART Goal: Must be Specific, Measurable, Attainable, Relevant, Timely

Inputs	Outputs			Outcomes		
	Activities	Completion Dates	Participation	Short-Term	Medium-Term	Long-Term
What resources will we use?	What will we do to meet our goal?	When will this activity be completed? (Ex. June 2019)	Who will complete this activity and who will be impacted?	What will happen immediately as a result of this activity?	What will happen in one year as a result of this activity?	What will happen in three years as a result of this activity?

Assumptions: _____

External Factors: _____



**PERFORMANCE AGREEMENT
BETWEEN
THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
AND
LEA NAME**

- PURPOSE:** The purpose of this Performance Agreement ("PA") is to memorialize the framework governing the respective responsibilities and activities between the Office of Public Charter School Financing and Support ("OPCSFS") and **LEA Name** for the Charter Schools Program (CSP) Title V, Part B Dissemination Grant. **LEA Name** is a non-profit entity doing business in the District of Columbia. In support of this agreement, the OPCSFS shall commit an amount equal to, but not to exceed, \$ **award amount** to **LEA Name** to facilitate this herein described initiative. The areas of responsibility and relationships presented herein provide the concept under which the program will be executed.
- SOURCE OF GRANT FUNDING:** Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind (NCLB) Act of 2001.
- BACKGROUND:** The OPCSFS received CSP funds under the aforementioned program from the U.S. Department of Education ("ED") to allocate resources to public charter schools. The primary purpose of the CSP is to expand the number of high-quality charter schools available to students across the Nation by providing Federal financial assistance for charter school planning, program design, and initial implementation; and to evaluate the effects of charter schools, including their effects on students (in particular, on student academic achievement), staff, and parents.
- DESCRIPTION OF PROJECT:** Eligible project activities that **LEA Name** may perform under this Performance Agreement include:
 - Using grant funds to create a program that provides outstanding quality education for students while being fiscally viable and sustainable; and
 - Overall Project Completion within budgeted resources and timeline.



Performance Agreement Walkthrough



Application Amendments

Budget Amendments

- For making changes to line items in your budget, e.g., shifting budgeted amounts, adding new proposed expenditures, etc.
- Submitted through EGMS: click on the “Create Amendment” hyperlink on your CSP tile.

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Budget Amendments (cont'd)

- Aside from making changes to the budget under the Detailed Planned Expenditures tab, you must upload a signed letter of rationale to the Supporting Documentation tab.
 - Dated and signed by an authorized representative of the LEA (Executive Director or Director of Operations).
 - On official school/LEA letterhead.
 - Should explain changes to each budget category and the reasoning.
- Please allow up to 10 business days before you plan to request reimbursement for costs under the new budget.
- EGMS tip: You cannot have an open reimbursement request and an open amendment in EGMS at the same time.

Performance Agreement Amendments

- May only be submitted for major project changes and may not impact the overall scope of the project.
- Will become an addendum to the original document.
- Must be requested in writing to Stacy.



Amendment Walkthrough in EGMS



Reimbursement Requests

Reimbursement Process

- All OSSE grant funds are paid on a reimbursement basis by submitting a reimbursement request in EGMS via the “View Payments” hyperlink and then the “View Reimbursement Requests / Closeout Reports” button:

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Application: 2020-2021 CS Planning and Implementation - 00-CS Planning and Implementation

2020-2021 4/19/2021 - 9/30/2021

[Printer-Friendly](#)

[Return to the Dashboard](#)

[Click to Return to Menu List / Sign Out](#)

Expenditure / Payment Summary

[Click for Instructions](#)

[VIEW REIMBURSEMENT REQUESTS / CLOSEOUT REPORTS](#)

FY2021 Expenditure/Payment Summary as of 7/19/2021

Reimbursement Process (cont'd)

- Next, select “CS_Planning” from the Program dropdown menu, then click on the “Create New Request” button.

Application: 2020-2021 CS Planning and Implementation -

Reimbursement Request/Closeout Report Menu

Program

Select program...	▼
Select program	
CS_Planning	
CS_Implementation	

Program CS_Planning 2021

Reimbursement Requests:

Select a Reimbursement Request from the list(s) below and press one of the following buttons:

OPEN REQUEST **CREATE NEW REQUEST** **DELETE REQUEST** **REVIEW SUMMARY**

Select	Reimbursement Request	Date Created	Reimbursement Request Date Range	Date Submitted	Final Approval Date	Status
<input type="radio"/>	Reimbursement Request 2	6/1/2021	5/30/2021 - 6/1/2021	6/1/2021	6/1/2021	Approved
<input type="radio"/>	Reimbursement Request 1	6/1/2021	5/30/2021 - 6/1/2021	6/1/2021	6/1/2021	Approved

Reimbursement Process (cont'd)

- Supporting documentation must be uploaded to EGMS for all equipment (items that cost more than \$5,000 per unit) and professional services (services that require a contract) expenses. This usually includes both an invoice and proof of payment.
 - See October 2020 OSSE memo that Stacy will share, which provides further details.
 - **For the first reimbursement request, documentation is required for all categories of expenses.**
- OSSE will review expenses and approve allowable costs that are aligned with the budget in the original application or most recent amendment.
- You can submit reimbursement requests at the frequency that works best for your LEA, i.e., monthly, every two months, every three months, etc.
- Your LEA will be reimbursed via ACH payment, i.e., direct deposit, on a 30-day timeline.

Factors Affecting Allowability of Costs

- Refer to the 2021 CSP Permissible Use of Funds document as a guide.
- Reasonable ([2 CFR 200.404](#))
 - Passes the “Prudent Person” test.
 - Compare to market prices for comparable goods and services.
- Necessary
 - Necessary to the overall purpose and performance of the CSP grant award and operation of your LEA.
- Allocable ([2 CFR 200.405](#))
 - Incurred specifically for the CSP grant.
 - Benefits the CSP grant and other work of your LEA.
 - Is not allocated to another federal award, or is done so proportionally to the benefit to each award.

Factors Affecting Allowability of Costs (cont'd)

- The expenditure period entered into the EGMS reimbursement request must be consistent with the actual obligation dates of all costs included on the request and must fall within the overall grant period.
 - If salaries are included on the request, include the actual salary period in the description field, if different from the expenditure period.
- Descriptions and/or supporting documentation must be sufficient to determine allowability.
- Program and budget categories must be consistent with the approved application budget.
 - Any changes to these categories would require an amendment.

Determining Obligation Dates

§ 75.707 When obligations are made.

The following table shows when a grantee makes obligations for various kinds of property and services.

If the obligation is for -	The obligation is made -
(a) Acquisition of real or personal property	On the date the grantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the grantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the grantee	On the date on which the grantee makes a binding written commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the grantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the grantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the grantee uses the property.
(h) A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E - Cost Principles	On the first day of the project period.

Code of Federal Regulations (CFR) Title 34 – Education Department General Administrative Regulations (EDGAR)

Fiscal Year Closeout

- At the end of each fiscal year, OSSE grantees have until Dec. 1 or the following business day to submit costs for reimbursement that were obligated during the fiscal year.
- All costs obligated during the 2021 fiscal year (Oct. 1, 2020 through Sept. 30, 2021) must be submitted for reimbursement in EGMS no later than Dec. 1, 2021.
- OSSE will send reminder emails and guidance about the closeout process.



Reimbursement Request Walkthrough



Next Steps

Next Steps

- Review GAN in EGMS.
- Review draft performance agreement that Stacy will send for the planning phase.
 - Propose changes if needed to the activities and completion dates.
 - Otherwise, sign and return the agreement to Stacy.
- Submit first reimbursement request when ready; can be prior to signing the performance agreement. Make sure to upload supporting documentation for all expenses.
- Reach out to Stacy with any questions: (202) 714-6019 or Stacy.Kirk@dc.gov.



Q and A
