



# CSP Planning and Implementation Grant: Application Details and Post-Award Information

*Orientation Presentation Part 2*

Wednesday, June 2, 2021

# Agenda for Today

- CSP Planning and Implementation Grant Overview
- Test Application Walkthrough in EGMS
- Post-Award Information
- Lessons Learned
- Critical Next Steps
- Q&A



# CSP Planning & Implementation Grant Overview

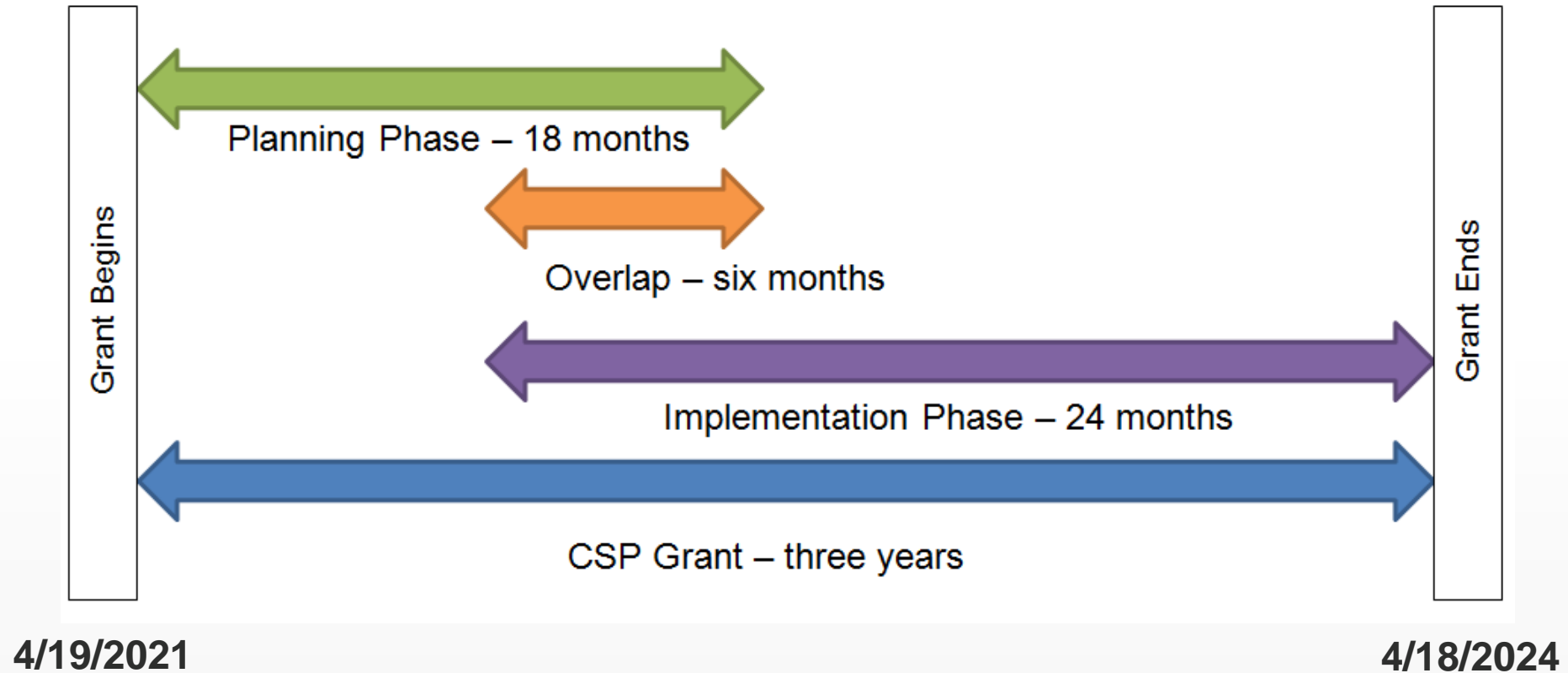
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# CSP Grant Overview

- The Charter Schools Program (CSP) is a federal grant that:
  - Supports the planning and implementation of new charter schools.
  - Supports the replication and expansion of existing high-quality charter schools.
  - Is authorized under Title IV, Part C of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA).
- Since your LEA was conditionally approved by PCSB, you may apply for start-up funding through OSSE's CSP Planning and Implementation grant.
- The grant award totals \$1.5 million over three calendar years, starting on the date of PCSB conditional approval (4/19/21), and is allocated in two phases:



# CSP Planning & Implementation Grant Structure



# Planning Phase

- LEA can be in planning for up to 18 months.
- Obligation may begin on the date of PCSB conditional approval.
  - This means you can be reimbursed for costs incurred back to April 19, 2021.
  - In some cases, an LEA may defer the start of the grant award period to a later date.
- All costs for the planning phase must be obligated by **October 18, 2022** if the grant award starts on April 19, 2021.
- During the planning phase, new LEAs refine their educational program, put systems in place for effective operation, and hire and train staff.

# Implementation Phase

- LEA can be in implementation for up to 24 months.
- Obligation may begin on the later of the following dates:
  - One year after conditional approval
  - Date of full charter approval by PCSB (occurs after an LEA's facility has been approved and all conditions have been met)
- The implementation phase is focused on preparing to open the doors to students and successfully launching the initial school years.

# Budget Guidance

During the planning and implementation phases, CSP grantees may use funds for activities including but not limited to:

- Hiring and providing professional development to staff.
- Acquiring supplies, equipment (including technology) and educational materials.
- Carrying out renovations to ensure the school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).
- Providing one-time, start-up costs associated with student transportation.
- Carrying out community engagement activities, such as student and staff recruitment.
- Providing for other appropriate costs that cannot be met from other sources.



# Budget Guidance Cont'd

- OSSE strongly encourages applicants to use a portion of the CSP funds for the following activities:
  - Addressing stipulations mandated by the PCSB as conditional for approval of your charter school;
  - Training the Board of Trustees;
  - Establishing a data system compatible with the data system(s) used by OSSE and PCSB; and/or
  - Developing and producing a fiscal management manual.
- OSSE strongly encourages applicants to review the Permissible Use of Funds resource document (Stacy will email this to you after today's session). **Generally, most resources aligned to the purposes of the CSP grant are allowable.**

# 2021 CSP Grant Application Dates

- **Friday, June 4:** CSP Planning & Implementation grant application opens in EGMS.
- **Friday, July 23:** Deadline for submitting the application in EGMS.
  - Remember that 2021 Central Data must be submitted and approved prior to submitting the CSP application!
- **We are here for you during every step of the application process to answer your questions and help you submit a successful application!**



# Test Application Walkthrough in EGMS

# Primary Components of Application

- LEA contact information
- Current Board of Trustees roster
- S.M.A.R.T. performance and fiscal management goals (*Specific, Measurable, Achievable, Reasonable, and Time-bound*)
- Logic models describing the intended outcomes and explaining how you will achieve the stated performance goals.
- Narrative question about serving students with special needs.
- An itemized budget and brief narrative of how the funds will be used and a description of how each expenditure is necessary to support project activities and goals.
- Program assurances cross-referenced to your PCSB charter application.

# Logic Model

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:

For a helpful guide on how to create an effective logic model, **see slides 2-20 in this [slide deck](#).**

Disregard the Theory of Action slides (21-22), as these do not pertain to the CSP grant application.



# Post-Award Information

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# General Post-Award Information

- Once OSSE has received and approved your application, the Grant Award Notification (GAN) will be generated in EGMS.
  - The GAN is an official document that states the terms, conditions, and amount of the award. It should be read and reviewed by your grant manager and legal team. You will be issued separate GANs for the planning and implementation phases.
- OSSE will provide ongoing technical assistance through the planning and implementation phases based on your input and feedback.
- OSSE will schedule phone check-ins at least quarterly during the planning year.

# Performance Agreements

- Performance agreements are required from each grantee within 30 days after the GAN is awarded.
  - This document is a contract between a grantee and OSSE for accountability purposes.
  - It contains information about grant reporting and due dates, activities the grantee will carry out over the course of the grant, and legal obligations.
- OSSE drafts the performance agreement for the grantee using the activities and outcomes described in the logic model of the application.
- The grantee reviews the performance agreement, proposes any revisions, and provides a signed copy to OSSE.
- The performance agreement becomes the primary measure by which OSSE will monitor grantees.



# Performance Agreements

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		
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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.

# Semi-Annual Reporting

- LEAs create and submit reports every six months using a template OSSE provides.
- The report contains sections for:
  - Providing narrative updates on performance and financial goals.
  - Sharing highlights from your program.
  - Requesting technical assistance/training.
- Deadlines will be included in the instructions tab of the report template, as well as in the performance agreement.
- The final narrative report tab of the reporting template will be due no later than 45 days after the end of your three-year grant.
- **Training will be provided on reporting at least two months prior to the deadline for your LEA's first semi-annual report.**

# Reimbursement Process

- Grant funds are paid on a reimbursement basis.
- Grantees must submit a detailed expenditure summary, i.e., reimbursement request, to OSSE through EGMS.
- Supporting documentation must be uploaded in 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.
- OSSE will review expenses and approve allowable costs that are aligned with the application.
- Grantees will be reimbursed via Automated Clearing House (ACH) payment, i.e., direct deposit.
- OSSE reimburses costs on a 30-day timeline.
- **Training will be provided on reimbursement requests prior to your LEA submitting its first request in EGMS.**

# Obligation vs. Liquidation

- The grant award period listed in the Grant Award Notification (GAN) is the time period that a grantee has to obligate costs.
  - The end date will always show September 30, the last day of DC's fiscal year. A new GAN will be generated for each fiscal year. Here is an example from last year's CSP GAN:

7	<b>Timelines</b>	
	Award Period:	3/23/2020 - 9/30/2020
	First date for obligating funds:	3/23/2020
	Last date to obligate funds during the initial grant period:	9/30/2020
	All requests for reimbursement must be submitted to OSSE through the Enterprise Grants Management System at <a href="https://grants.osse.dc.gov">https://grants.osse.dc.gov</a> by 12/1/2020.	

- The grantee may have additional time (up to 60 days) to liquidate, i.e. request reimbursement, for those costs after the end of the award period.
- CSP Planning and Implementation grantees may request reimbursement for allowable costs that were obligated on or after April 19, 2021.

# Laws, Regulations, and Guidance

OSSE provides grantees with the necessary information and support to successfully carry out grant activities. In case you wish to refer to federal laws and regulations, here are resources we commonly use ourselves:

- [ESEA Title IV, Part C](#)
  - Federal authorization for the Charter Schools Program under ESSA.
  - A helpful reference for statutory requirements pertaining to the grant.
- [2 CFR 200 \(Uniform Grants Guidance\)](#)
  - Outlines federal regulations for receiving and using federal grant awards, including administrative and audit requirements, as well as guidance on allowability of various costs.
- [34 CFR 76 \(EDGAR: Education Department General Administrative Regulations\)](#)
  - Outlines regulations that govern federal grants specifically awarded by the U.S. Department of Education, including timely obligation of funds and records retention requirements.

# Risk-Based Monitoring

- OSSE conducts an annual risk assessment of all public charter LEAs beginning in their second year of operation to determine the monitoring touchpoint.
- If a grantee is identified as above a certain risk level by OSSE, a monitoring team will conduct either a desktop (virtual) or on-site visit to measure compliance with programmatic and fiscal requirements of the grant.
- If your LEA is selected, OSSE will contact you and walk you through the monitoring process.
- Further details about monitoring, including the criteria used to calculate risk, can be found [here](#).



# Lessons Learned

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# Lessons Learned from Previous Grantees

- “**Plan properly for cash flow** with the grant, especially with larger purchases. The grant is reimbursement based, and it will take a few weeks for reimbursement to occur, so ensure you are prepared until the funds return.”
- “Planning is very important, but know that **amendments are possible** if you need to make any adjustments to your budget.”
- “**The District government fiscal year end date (September 30)** has an impact on reimbursements. **Keep an eye on this date annually** and ensure you submit reimbursement requests by the deadline OSSE will provide.”
- “Work with the CSP team at OSSE and **communicate frequently**. They will become some of your best friends in this process.”





# Critical Next Steps

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# Next Steps

1. Maintain documentation for any costs obligated on or after April 19, 2021.  
Examples includes pay stubs for salaried staff, as well as invoices and proof of payment for contracted services, equipment over \$5,000, and supplies.
2. Create and begin completing the CSP Planning and Implementation application in EGMS (application goes live on Friday, June 4)
3. Submit the CSP application in EGMS by Friday, July 23.
4. Reach out to program analyst Stacy Kirk with any questions about the application process.
  - [Stacy.Kirk@dc.gov](mailto:Stacy.Kirk@dc.gov)
  - (202) 714-6019 (cell)



Q & A

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