



Post-Award Webinar for Fiscal Year 2023 (FY23) CSP Replication and Expansion Grant

June 2023 | Stacy Kirk and Brianna Griffin

By the end of this session, attendees will...

- Understand expectations and requirements of the FY23 Charter Schools Program (CSP) Replication and Expansion grant, including:
 - Grant Award Notification (GAN) and performance agreement
 - Allowable expenditures
 - Reimbursement request submission
 - Maintaining the Central Data application
 - Semi-annual narrative reporting requirements
 - Disposal of CSP assets and other key federal guidelines
- Know how to make changes to your project budget, if necessary



Grant Award Notification (GAN) and Performance Agreement

Grant Award Notification

- Now that the Office of the State Superintendent of Education (OSSE) has approved your application, the GAN is available in the [Enterprise Grants Management System \(EGMS\)](#) on your CSP grant 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 local education agency's (LEA's) executive director, grant manager, and legal team.
- 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 via the continuation application process.
- **Your LEA's overall award period is March 1, 2023-Feb. 28, 2025.**

CS Replication and Expansion

Grant: CS Replication and Exp
Grant Type: Formula Grant

Application: 2023 - CS Replication and Exp - 00

Revision: Amendment 1

Status: Final Approved 2/28/2023 10:23:38 PM [View GAN](#)

[View Grant Application](#)
[Create Amendment](#)
[View Payments](#)
[View Review Summary](#)

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.
- 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 and propose revisions, if desired. Both your LEA and OSSE will sign the finalized copy of the performance agreement.
- The performance agreement becomes the primary measure by which OSSE will monitor your LEA programmatically.

Performance Agreement (cont'd)

To complete the performance agreement, OSSE will use:

- SMART project goal provided in the approved application
- The logic model 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 2015)	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.





Allowable Expenditures Recap

Allowable Expenditures Guidance

CSP Replication and Expansion grantees may use funds for activities including:

- Hiring, compensating, and providing professional learning to staff.
- Acquiring supplies, equipment (including technology), and educational materials.
- Carrying out necessary renovations to ensure that a new 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, non-sustained costs that cannot be met from other funding sources.

Allowable Expenditures Guidance Cont'd

- Grantees should consult the [Permissible Use of Funds](#) guidance document for further details on allowable costs.
- Generally, most resources that are aligned to the purposes of the CSP grant are allowable.
- Key requirement: Regarding personnel costs, after your LEA has begun serving students in the new grade level(s), only the portion of an employee's time associated with initial implementation activities can be charged to the CSP grant, and not ongoing operations.
 - For example, a teacher's instructional time cannot be charged to the grant, but if they are facilitating curriculum development for the newly added grade level, that activity would be allowable.



Reimbursement Process

Reimbursement Process

- Expenditures obligated during the award period (March 1, 2023-Feb. 28, 2025) may be charged to the CSP grant, and all grant-funded activities must be completed by Feb. 28, 2025.
- All OSSE grant funds are paid on a reimbursement basis.
- Grantees must submit a detailed expenditure summary (“reimbursement request”) to OSSE through [EGMS](#).
- Professional services (i.e., contracts) and equipment costs must have the following supporting documentation uploaded:
 - Proof of receipt of good/service (e.g., invoice)
 - Proof of payment (e.g., copy of signed check, Automated Clearinghouse [ACH] confirmation)

Reimbursement Process

- OSSE will review expenditures for allowability to ensure that they align with the application budget and that they are:
 - Necessary
 - [Reasonable](#)
 - [Allocable](#)
- Grantees may submit amendments for shifts in the budget that do not alter the scope or objectives of the original project. Amendments for the preceding fiscal year must be submitted no later than Nov. 1.
- Applicable regulations:
 - [2 CFR 200 - Uniform Grants Guidance](#)
 - [Education Department General Administrative Regulations \(EDGAR\)](#)

Reimbursement Process

- Grantees will be reimbursed via ACH/direct deposit.
- An LEA will receive payment within 30 days of submitting an approvable reimbursement request in EGMS.
- All reimbursement requests for funds obligated during FY23 (March 1, 2023-Sept. 30, 2023) must be submitted by **Dec. 1, 2023.**
- The final deadline to submit reimbursement requests after the award period ends on Feb. 28, 2025 will be **April 28, 2025.**

Reimbursement Process

- Grantees are strongly encouraged to submit reimbursements on a regular basis (i.e., biweekly, monthly, or quarterly).
- **NEW for FY23*:** Grantees must submit at least one reimbursement request per fiscal quarter in which funds were expended.

Quarter	RR Submission Deadline
Oct. 1-Dec. 31	Jan. 31
Jan. 1-March 31	April 30
April 1-June 30	July 31
July 1-Sept. 30	Oct. 31



Know Your SAM Expiration Date

- In order to receive payment, grantees must maintain an up-to-date Central Data application in EGMS.
 - This includes the System for Award Management (SAM) Unique Entity Identifier (UEI) issued by SAM.gov and the SAM expiration date.
- It may take up to **30 days from initial submission** to process a reimbursement payment. Payment will not be processed if the SAM expiration date has passed.
- Make sure you know your LEA's SAM expiration date and aim to submit reimbursements at least **45 days prior** to this date.
- Renewing SAM and updating Central Data may take up to **20 days**.
 - Do not create any new reimbursement requests during this time.

If you need to update your SAM expiration date...

- Visit [SAM.gov](https://sam.gov) to renew the registration.
 - Please allow up to **10 business days** in case of delays.
 - If you run into issues with renewal, submit an [incident ticket](#) and/or contact the SAM help desk at (866) 606-8220.
- When you have received the renewed registration, amend the current fiscal year's Central Data application to update the expiration date and upload the new entity record.
 - Please allow up to **10 business days** for the Central Data amendment to be approved by OSSE.
 - Notify Stacy Kirk once you have submitted the amendment.
- Once the Central Data amendment is approved, delete any created reimbursement requests that have not been submitted to OSSE and create a new request to automatically pull the new SAM expiration date from Central Data.

Common Reimbursement Issues

- OSSE may reject a reimbursement request if:
 - The expenditures do not align with the most recently approved CSP application budget.
 - Funds were obligated outside of the award period dates.
 - Invoice and proof of payment is missing or incomplete for professional services or equipment costs.
 - The grantee's SAM expiration date has passed or is **within the next 30 days**.
 - Expenditures do not appear necessary, reasonable, or allocable to the project.



Semi-Annual Reporting

Reporting Periods and Deadlines

Reporting Period	Report Type	Submission Deadline
March 1, 2023-Aug. 31, 2023	Semi-Annual Narrative Report 1	Oct. 2, 2023
Sept. 1, 2023-Feb. 29, 2024	Semi-Annual Narrative Report 2	March 29, 2024
March 1, 2024-Aug. 31, 2024	Semi-Annual Narrative Report 3	Sept. 30, 2024
Sept. 1, 2024-Feb. 28, 2025	Semi-Annual Narrative Report 4	April 28, 2025
March 1, 2023-Feb. 28, 2025	Final Narrative Report	April 28, 2025

Semi-Annual Reporting

- Your LEA will submit narrative reports every six months using a template that will be emailed to you after this webinar.
- Deadlines will be included in the reporting template, as well as in the performance agreement.
- The final narrative report section of the template will be due no later than 60 days after the end of the two-year grant.
- Reports are submitted to Stacy Kirk via email at Stacy.Kirk@dc.gov. She will send reminder emails several weeks ahead of the due date.

Semi-Annual Reporting (cont'd)

- The narrative reporting template provides an opportunity for grantees to share status updates from their CSP project, including:
 - Progress on project activities from the logic model/performance agreement
 - Number of students, staff, family members, etc. impacted by the project
 - Highlights and challenges from the reporting period
 - Updates on how your LEA is effectively serving students with disabilities and English learners
 - Updates on your LEA's financial sustainability plan
 - Technical assistance/training requests
- Grantees are not required to submit evidence of project activities with each report submission; however, this documentation should be maintained by the LEA and may be reviewed during future desktop or on-site monitoring.

Reporting Recommendations

- Have multiple members of your LEA (e.g., grant manager, executive director, staff implementing grant-funded activities) add all reporting deadlines to their calendars.
- Update the reporting template over the course of the reporting period as you complete activities.
- Create a filing system and naming convention for supporting evidence.
 - Tip: store your evidence in folders organized by semi-annual reporting periods, as this will save you time if monitored down the road by OSSE.
- Decide on roles among staff members:
 - Collecting and maintaining supporting documentation
 - Drafting narrative reports
 - Reviewing draft reports
 - Submitting the finalized report to Stacy



Budget Amendments

Budget Amendments

- Grantees may submit amendments in EGMS for shifts in the budget that do not alter the scope or objectives of the original project.
- Budget amendments must be submitted in EGMS and approved by OSSE.
- In addition to making changes to the budget line items, grantees must complete the Budget Amendments tab to explain the rationale for each change (i.e., increasing, decreasing, adding, or removing line items).
- Budget amendments may be submitted retroactively, after the expenditures have occurred. However, grantees incur expenditures at their own risk if not previously approved by OSSE.
- Budget amendments **may NOT be submitted after Nov. 1, 2023 for FY23.**
- **EGMS Tip:** You cannot have an open (created or submitted but not approved) reimbursement request and an open amendment in EGMS at the same time.



Federal Grant Requirements

Compliance with Federal Grant Requirements

- As a recipient of federal CSP funds through OSSE, grantees must follow the [Uniform Grants Guidance \(2 CFR Part 200\)](#). Some of the key requirements include:
 - Maintaining all grant-related documentation for at least five years after the end of the award period, i.e., until February 28, 2030. (2 CFR 200.302(b)(3), 200.333 and 200.335; 34 CFR 76.730)
 - Keeping accurate time and effort records for employees charged to the CSP grant, in accordance with your LEA's time and effort policy. (2 CFR 200.430(i))
 - Checking SAM.gov's [Excluded Party List](#) and taking a screenshot with date stamp for every potential vendor prior to signing contracts and obligating CSP funds. (2 CFR 200.213 and 2 CFR Part 180)

Compliance with Federal Grant Requirements cont'd

- For all equipment (per-unit purchase price \geq \$5,000) and high-value and/or mobile supplies (e.g., laptops and tablets), maintaining a detailed inventory list and following your LEA's policy for annual inventory checks, which should include all federally required components. (2 CFR 200.302(b)(4), 200.313(d)(1), 200.313(d)(2), and 200.313(d)(3))
- Following the requirements of OSSE's [CSP Disposition of Assets policy](#) when disposing of equipment and supplies purchased with CSP grant funds. (2 CFR 200.313(e) and 200.314)
- OSSE's [FY21 fiscal monitoring indicators](#) can be a useful tool to reference for keeping in compliance with key federal requirements.



Next Steps

Next Steps

- Review the GAN in EGMS.
- Review the draft performance agreement that Stacy will send via email:
 - Propose changes if needed to the activities and completion dates.
 - Otherwise, sign and return the agreement to Stacy.
- Submit the first reimbursement request when ready. This can be prior to signing the performance agreement.
- Reach out to Stacy with any questions or requests for support: (202) 714-6019 or Stacy.Kirk@dc.gov.



Q&A
