



Charter Schools Program (CSP) FY23 Replication and Expansion Grant

Pre-Application Webinar

March 2023

Welcome and Introductions

Local education agency (LEA) staff, please introduce yourself:

- Name
- Role in the expansion process
- One thing you are excited about pertaining to your LEA's expansion

Office of the State Superintendent of Education (OSSE) staff member introductions

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

- Understand the purpose and general requirements of the CSP Replication and Expansion grant.
- Be prepared to complete and submit a CSP Replication and Expansion application, including knowing what information should be gathered and prepared in advance.
- Understand the basics of project budgeting and allowable expenses.

Agenda

- CSP Replication & Expansion Grant Overview
- Allowable Uses of Funds
- Application Components
- Application Evaluation
- Application Walkthrough in EGMS
- Post-Award Information
- Next Steps
- Q&A



CSP Replication and Expansion Grant Overview

CSP Grant Overview

- 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).
- Initial eligibility for the CSP Replication and Expansion grant was determined by approval of your LEA's charter amendment by the DC Public Charter School Board (PCSB).
- For other key eligibility requirements, please refer to OSSE's [CSP web pages](#).
- OSSE staff already confirmed your LEA's eligibility prior to this webinar, so you may immediately move forward with applying for the grant.

CSP Grant Overview Cont'd

- **Award amount for fiscal year 2023 (FY23) Expansion grants:** LEAs receive up to \$950,000 over two calendar years, depending on the projected enrollment increase and eligibility for incentive funding.
 - Your LEA already completed an enrollment projection form and received notice of the allocation amount via email.
- **Award period:** March 1, 2023-Feb. 28, 2025.
- **Key grant condition:** OSSE may reduce an LEA's award amount during the annual continuation application process if audited enrollment for the 2023-24 and/or 2024-25 school year is less than 75 percent of the projected enrollment.

FY23 Grant Application Dates

Monday, March 20: CSP Replication and Expansion grant application opened in the Enterprise Grants Management System ([EGMS](#)).

3 p.m. EST on Friday, May 5: Deadline for submitting the application in [EGMS](#).

We are here for you during every step of the application process to answer your questions and help you submit a successful application!



Allowable Uses of Funds

Budget Guidance

CSP Replication and Expansion grantees may use funds for activities including but not limited to:

- Hiring, compensating, and providing professional learning to staff.
- Acquiring supplies, equipment (including technology), and educational materials.
- Carrying out renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs.
- 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.

Budget Guidance Cont'd

- OSSE strongly encourages applicants to review 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.



Application Components

Primary Components of Application

- LEA contact information
- Current Board of Trustees roster
- S.M.A.R.T. project and fiscal management goals (*Specific, Measurable, Achievable, Reasonable, and Time-bound*)
- Logic model describing the intended grant project outcomes and explaining how you will achieve the stated performance goal
- Narrative question about serving students with special needs
- Itemized budget, a description of how each proposed expenditure is necessary to support project activities and goals, and a plan for sustaining your school's expansion after the CSP grant ends
- Narrative program assurances that can be cross-referenced to your PCSB charter amendment application and other relevant documents

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.



Application Submission

- Please avoid technical issues by submitting early. Alert Stacy Kirk as soon as possible if you are experiencing any issues.
- Make sure to do the following:
 - Save all pages as you go.
 - Review each tab to ensure completeness.
 - Run the “consistency check” to lock the application.
 - Submit the application to OSSE.
- The submit button will be **unavailable** after **3 p.m. EST on May 5, 2023**.



Application Evaluation

Application Evaluation

- The application is reviewed internally by two OSSE staff members.
- Applications are reviewed against a detailed checklist to ensure quality of proposed projects.
- Reviewers determine whether enough detail is provided to ensure that expenditures are reasonable, necessary and appropriate.
- If revisions are needed, you will be given an opportunity to make the necessary change(s) to receive approval.



Application Walkthrough in EGMS



Post-Award Information

GAN and Technical Assistance

- 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.
 - The initial award period end date will always show Sept. 30, the last day of the District of Columbia's fiscal year. A new GAN will be generated for each fiscal year.
- OSSE will provide ongoing technical assistance throughout the award period based on your input and feedback.

Performance Agreements

- Performance agreements are required from each grantee 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 the application.
- Your LEA will review 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 your LEA for this grant.

Performance Agreements Cont'd

To complete the performance agreement, OSSE will use:

- the project S.M.A.R.T. goal provided in the approved application; and
- 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.



Semi-Annual Reporting

- Your LEA will submit reports every six months using a template OSSE provides.
- The report includes the following components:
 - Narrative updates on project and financial goals
 - Highlights from your program
 - Technical assistance/training requests
- 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 your two-year grant.
- Further guidance on reporting will be provided in a post-award webinar.

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](#).
- OSSE will review expenses and approve allowable costs that are aligned with the application.
- OSSE reimburses costs on a 30-day timeline.
- Further guidance on reimbursement requests will be provided in the post-award webinar.

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:

[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 US Department of Education, including timely obligation of funds and records retention requirements.



Next Steps

Next Steps

1. Maintain documentation for any costs obligated on or after March 1, 2023. 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. Agree to all assurances under 2023 Central Data in EGMS in order to create the application for CSP Replication and Expansion funds.
3. Create and begin completing the CSP Replication and Expansion grant application in [EGMS](#) (application was released on Monday, March 20).
4. Submit the CSP application in [EGMS](#) by **3 p.m. EST on Friday, May 5.**
5. Reach out to program analyst Stacy Kirk with any questions about the application process at Stacy.Kirk@dc.gov or (202) 714-6019.



Q & A
