



Charter Schools Program Planning and Implementation Grant Overview for Eligible Conditionally Approved Charter Applicants

The Office of the State Superintendent of Education (OSSE) administers the Charter Schools Program (CSP) grants to support the 1) **planning and implementation** of new public charter local education agencies (LEAs), and 2) **replication and expansion** of high-quality public charter schools in existing LEAs. This document provides an overview of the first grant type, CSP Planning and Implementation grants for new public charter LEAs in the District of Columbia.

Upon conditional approval from the DC Public Charter School Board (PCSB), a new LEA may apply to receive a CSP Planning and Implementation grant from OSSE. The following explains the purpose and structure of the CSP grant, eligibility and application requirements, allowable uses of grant funds, and what to expect from your partnership with OSSE.

Purpose of the CSP Federal Grant Program

The federal goals of the CSP are to:

- Expand opportunities for all students, particularly students who are traditionally underserved, to attend public charter schools and meet challenging state academic standards;
- Provide financial assistance for the planning, program design, and initial implementation of public charter schools;
- Increase the number of high-quality public charter schools available to students across the United States;
- Evaluate the impact of public charter schools on student achievement, families, and communities;
- Share best practices between public charter schools and other public schools;
- Encourage states to provide facilities support to public charter schools; and
- Support efforts to strengthen the public charter school authorizing process.

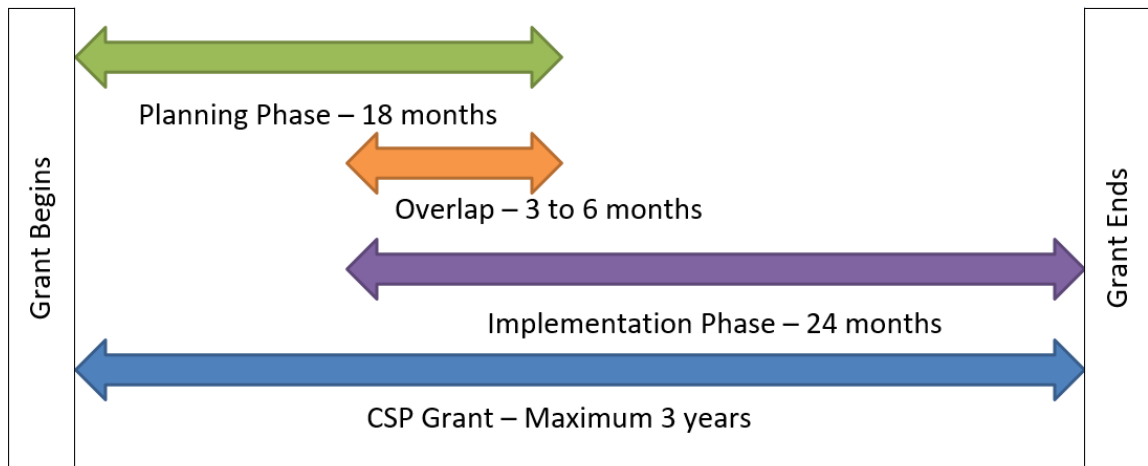
Eligibility for a CSP Planning and Implementation Grant

All CSP grant applicants **must have conditional charter approval from PCSB** and fulfill the following additional eligibility requirements:

- Meet all components of the [federal definition of a charter school](#) under Section 4310(2) in Title IV, Part C of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act of 2015.
 - For purposes of OSSE's CSP program only, secondary education includes adult education offered by an adult public charter school that awards a high school diploma or offers an equivalency program and is authorized by PCSB.

- Do not currently receive CSP funding from the US Department of Education (USED) through a Charter Management Organizations for the Replication and Expansion of High-Quality Charter Schools grant.
- Have not previously received CSP funding for the same purpose under another school name before being reconstituted or rechartered.

CSP Planning and Implementation Grant Structure



The grant is divided into two phases: planning and implementation. During the planning phase, new LEAs refine their educational program, put systems in place for effective operation, and hire and train staff. The implementation phase is focused on preparing to open the doors to students and successfully launching the initial school years.

New LEAs will receive \$750,000 in each phase, for a total of \$1.5 million in funding. **The planning phase begins on the date OSSE awards the CSP grant** (estimated three months after conditional approval by PCSB) and lasts no more than 18 months. **The implementation phase begins on the date of full charter approval** by PCSB and lasts no more than 24 months. In some cases, grantees may choose to defer the start of the award to a later date. The maximum possible duration of the entire award period is three years.

NOTE: OSSE’s federal CSP grant is currently in a single-year extension phase. As such, continued funding to LEAs in future years is dependent upon USED approval.

Allowable Uses of Grant Funds

CSP grantees may use funds for:

- Preparing teachers, school leaders, and specialized instructional support personnel, including through paying costs associated with:
 - Providing professional development; and
 - Hiring and compensating, during the eligible applicant’s planning period specified in the application for grant funds, one or more of the following:
 - Teachers;

- School leaders; and/or
- Specialized instructional support personnel;
- Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional 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 providing transportation to students to and from the charter school;
- Carrying out community engagement activities, which may include paying the cost of student and staff recruitment; and
- Providing for other appropriate, non-sustained costs related to the activities of opening and preparing for the operation of a new charter school when such costs cannot be met from other sources.

OSSE strongly encourages new LEAs to use a portion of CSP funds to cover costs associated with training and development for their board of trustees, the establishment of a data system compatible with OSSE and PCSB data systems, and the development and implementation of a fiscal management manual. New LEAs are also encouraged to use CSP funds to address any stipulations mandated by PCSB within the conditional charter approval letter.

More detailed information on permissible uses of CSP grant funds will be provided at an orientation session hosted by OSSE. The orientation is open to any new LEA interested in learning more, and mandatory for LEAs that intend to apply for the grant.

Reimbursement and Cash Management for Grantees

When your LEA receives grants from OSSE, your LEA will receive funds on a reimbursement basis after expenses are incurred, not as a lump-sum payment up front. Since reimbursements cannot be requested until 1) the CSP grant application is approved, and 2) your LEA has paid for the good or service, OSSE advises that new LEAs plan for a several-month gap in funding between the date of conditional charter approval and receiving the first reimbursement payment.

How to Apply for a CSP Planning and Implementation Grant

After your LEA has been conditionally approved by PCSB, you will receive an invitation from OSSE to the orientation session. After attending the session, you will need to complete the following steps to apply for a CSP Planning and Implementation grant:

- Register as a new vendor in OSSE's Enterprise Grants Management System ([EGMS](#)) and set up user account(s).
 - Documentation needed: [IRS Form W-9](#)
- Agree to all certifications and assurances in the fiscal year 2027 (FY27) Central Data application in EGMS.
 - Documentation needed to submit the Central Data application: [Federal System for Awards Management \(SAM\) entity registration](#)
- Submit a complete CSP grant application through EGMS, including:

- LEA contact information;
- A current LEA board of trustees roster;
- S.M.A.R.T. (*Specific, Measurable, Achievable, Reasonable, and Time-bound*) project and fiscal management goals;
- Logic models describing intended grant outcomes and explaining how you will achieve the stated project goals;
- Narrative questions about serving students with special needs;
- An itemized budget, a description of how each proposed expenditure is necessary to support project activities and goals, and a plan for sustaining your LEA after the CSP grant ends; and
- Program assurances cross-referenced to your PCSB charter application.

The average time it typically takes an LEA to complete all the above steps is several months. Once OSSE has approved the grant application, your LEA will receive a grant award notification (GAN) through EGMS. The GAN outlines the terms and conditions of the grant award.

Accountability Measures for Grantees

OSSE uses the following processes to monitor the administration and implementation of the CSP grant:

- **Performance Agreement** – This document outlines grantee requirements and responsibilities, including programmatic activities expected to be completed during the grant’s award period. The agreement is developed by OSSE in consultation with your LEA and is signed by both parties within 30 days of OSSE issuing the GAN.
- **Performance Reports** – Narrative reports demonstrating progress made toward the goals and activities outlined in the CSP grant application must be submitted to OSSE every six months throughout the award period, with a final report due no later than 60 days after the grant ends. OSSE will provide a template for these performance reports.
- **Annual Grants Monitoring** – Each year, OSSE conducts [grants monitoring](#) on a select group of LEAs that have been in operation for at least one school year to ensure compliance with programmatic and fiscal requirements. If your LEA is selected, OSSE will contact you and walk you through the monitoring process.

Technical Assistance and Supports from OSSE

OSSE is excited to assist you throughout the planning and implementation phases of the CSP grant. Some ways OSSE will provide support during and after the award period include:

- Providing competitive and formula grant funding opportunities for obtaining facilities, improving academic programs, supporting replication and expansion of your LEA, and forming partnerships with third-party education support groups;
- Offering direct loans and credit enhancement toward facilities costs;
- Providing technical assistance with grants management; and
- Coordinating start-up support with PCSB.

Applicable Guidance and Regulations

- [CSP Nonregulatory Guidance \(updated January 2014\)](#)

- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#)
- [Education Department General Administrative Regulations \(EDGAR\)](#)

Contact Information

For questions or additional information about the CSP grant, please email:

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