



Title V, Part B Charter Schools Program (CSP) Grant Overview for Eligible Conditionally-Approved Charter Applicants

The Office of the State Superintendent of Education (OSSE) administers the Charter Schools Program (CSP), a five-year grant to support the planning and implementation of new charter schools and the dissemination of best practices. Upon conditional approval from the DC Public Charter School Board (PCSB) to open a public charter school, an application will also be conditionally approved to receive a CSP planning and implementation grant from OSSE's Office of Public Charter School Financing and Support (OPCSFS). The following information will explain the CSP grant, eligibility and application requirements for the grant, and what to expect from your partnership with OSSE.

Charter Schools Program (CSP) Planning and Implementation Grant

The 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 program design, initial implementation, and planning” (CSP Nonregulatory guidance, 2014). In 2019, OSSE will administer CSP grants of approximately \$800,000 to be used over 36 months for planning and initial implementation of a new public charter school. An additional \$215,000 will be made available to newly approved public charter schools that aim to serve educationally disadvantaged student populations. All OSSE grant funding is paid on a reimbursement basis.

Eligibility

A conditional approval notice from the PCSB is mandatory to receive a CSP planning and implementation grant from OSSE. All applicants must have conditional charter approval from PCSB, and must meet the requirements set forth in the Elementary and Secondary Education Act (ESEA), which include meeting the federal definition of a charter school:

“The term ‘charter school’ means a public school that

- a) In accordance with a specific State statute authorizing the granting of charters to schools, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the requirements in paragraphs 1 through 12 of this definition;
- b) Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;



- c) Operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
- d) Provides a program of elementary or secondary education, or both;
- e) Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- f) Does not charge tuition;
- g) Complies with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act of 1990, as amended, and part B of the Individuals with Disabilities Education Act;
- h) Is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;
- i) Agrees to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program;
- j) Meets all applicable Federal, State, and local health and safety requirements;
- k) Operates in accordance with State law; and
- l) Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school."

In addition to meeting the ESEA requirements above, subgrantee public charter schools must serve students in grades between pre-k3 and 12 or offer a high school diploma. Please note, public charter schools receiving CSP funds through a Charter Management Organization (CMO) grant from the US Department of Education will not be eligible to receive additional CSP funds from OSSE.

Planning

The *planning* phase will consist of the first 18 months of the grant period. The obligation period of the planning award will begin on the date of conditional approval by PCSB. In some cases, schools may defer the start of the award period to a later date.

During the planning phase, CSP subgrantees may use funds to:

- Clarify or refine the desired educational results for your school,

- Develop the tools or methods for measuring progress toward achieving those results, and/or
- Provide professional development for teachers and other staff who will work in the charter school.

Implementation

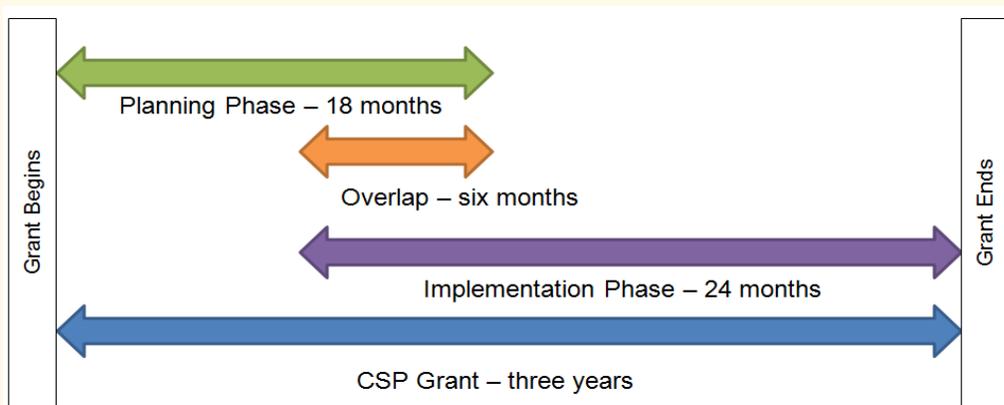
The *implementation* phase will last no more than 24 months and will start on the date of full charter approval by PCSB. During the implementation phase, CSP subgrantees may use funds to:

- Develop marketing materials to inform the community about your school,
- Obtain equipment and educational materials and supplies necessary for instruction,
- Acquire or build curriculum materials, and/or
- Cover other initial operational costs that are not met through the use of local funds.

Recommendations

OSSE strongly encourages applicants to set aside funds to cover costs associated with Board of Trustees training and development, the establishment of a data system compatible with OSSE and PCSB data system(s), and the development and production of a fiscal management manual. Applicants are also encouraged to use funds to address the any stipulations mandated by PCSB within the conditional charter approval letter. More complete information on permissible uses of CSP grant funds will be provided at a mandatory in-person grant onboarding session at OSSE.

CSP Grant Timeline



Receiving a CSP Grant from OSSE

After you have been conditionally approved to receive a CSP grant, OSSE will schedule an in-person grant onboarding session. You will then submit the following before receiving the award:

- A complete grant application submitted in OSSE's [Enterprise Grants Management System \(EGMS\)](#), including:
 - LEA contact information
 - 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
 - S.M.A.R.T. (*Specific, Measurable, Achievable, Reasonable, and Time-bound*) performance and fiscal management goals
 - Logic models describing the intended outcomes and explaining how you will achieve the stated performance goals
 - A current Board of Trustees roster
- Tax and payment information forms:
 - W-9
 - Automatic Clearinghouse (ACH) Payments form
 - Master Supplier Information Collection form
- Other required documents for payment:
 - DC Basic Business License
 - Clean Hands Certification

Following receipt and approval of the grant application and other documents, OSSE will provide a grant award notification (GAN) that outlines the terms and conditions of the award.

Grant Monitoring

OSSE will periodically monitor the administration and implementation of the grant project. Monitoring mechanisms include the following:

- Performance Agreement – an outline of the requirements and responsibilities of the subgrantee, including programmatic benchmark activities expected to be completed during the grant period. This agreement is developed by OSSE in consultation with the subgrantee and is signed by both parties within 30 days of receipt of the GAN.
- Semi-annual Reports – narrative reports submitted to OSSE every six months throughout the grant period and a final report submitted no later than 45 days after the end of the grant period. OSSE provides a template for these reports.
- On-Site Monitoring – if a subgrantee is identified as high-risk by OSSE, a monitoring team will conduct an on-site visit to measure compliance with programmatic and fiscal

requirements. On-site monitoring consists of five steps: (1) notification, (2) submission of pre-site documentation, (3) on-site monitoring visit, (4) release of the monitoring report, and (5) close out of findings of noncompliance.

- Desktop Monitoring – Subgrantees not scheduled for an on-site monitoring visit may participate in a desktop monitoring review of programmatic and fiscal documents.

Partnership with OPCSFS

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

- Providing competitive and formula grant funding opportunities for obtaining facilities, improving academic programs, supporting replication and expansion of the charter school, and forming partnerships with third party education support groups,
- Providing technical assistance with grants management,
- Serving as a liaison between the subgrantee and other OSSE teams, and
- Coordinating start-up support with PCSB.

Additional Resources

- [CSP, Title V, Part B Overview](#)
- [CSP Nonregulatory Guidance \(updated January 2014\)](#)
- [OPCSFS](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#)
- [Education Department General Administrative Regulations \(EDGAR\)](#)

Contact Information

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