Charter Schools Program (CSP)
Remote Learning Grant for Colorado Charter Schools

Friday, October 9, 2020

Wednesday, October 14, 2020

Schools of Choice Unit

Welcome & Introductions

With us from Schools of Choice

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- Kelly Wynveen, Charter Schools Senior Field Consultant
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In the Chat Box, please introduce yourself to the group by sharing the following information:

1) Name and Title/Role

2) Charter School Name

3) Area Served and/or District

Objectives
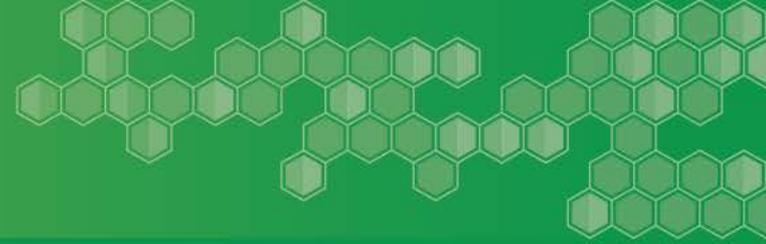
- Provide overview of the Remote Learning Grant for Colorado Charter Schools.

- Review grant eligibility

- Review allowable use of grant funds

- Review grant timeline – including the application and review process

- Review post-award process for grant

Overview of the
CSP – Remote Learning Grant
for Colorado Charter Schools

Background and Context
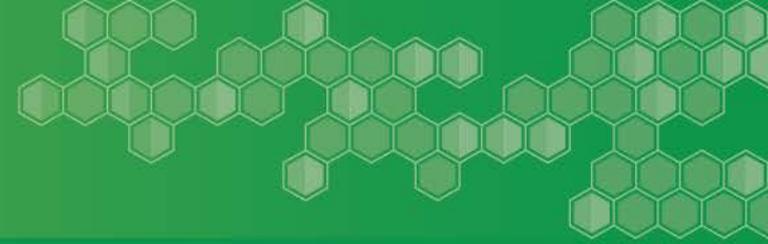
- Authorization - ESEA, Title V, Part B, Subpart 1: Charter Schools Startup and Implementation (NCLB grant)

- Schools of Choice submitted a request to the U.S. Department of Education (ED) to repurpose funds from 2015 CSP (Award U282A150018) and use for new purposes through a waiver.
  - Approved on 9/10/2020
  - Allows for CDE to make ~$2,000,000 available for "remote learning grants" to charter schools in Colorado

- The purpose is to allow CDE to adapt the 2015 CSP program to help existing Colorado charter schools respond to new educational demands that have arisen from a national and state emergency.

Purpose of the Grant
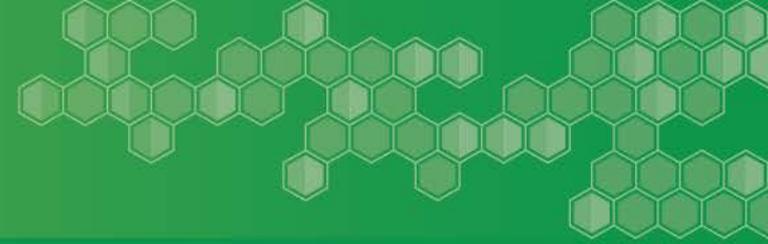
- To support schools who are implementing remote learning for the first time as a response to the COVID-19 emergency

- Through support, charter schools will be better equipped to:
  - Sustain high quality learning opportunities,
  - Grow leadership capacity, and
  - Inform an evolving understanding of quality learning in a time of emergency.

- The remote learning subgrants have been approved by ED under an expectation that charter schools work to transition from remote learning back to in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials.

Notable Emphasis
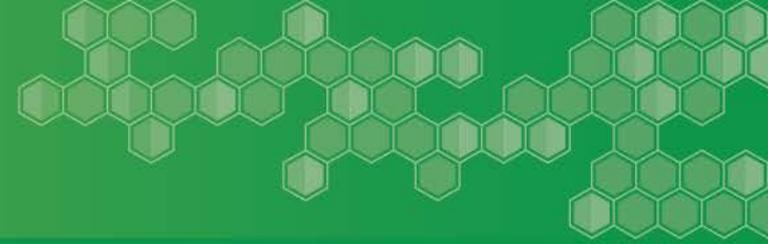
- Although funding is anticipated to help offset remote learning costs and strengthen capacity for high quality remote learning, schools must also demonstrate a plan for transitioning from remote learning back to in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials.

- Expenses need to be directly related to implementing remote learning for the first time as a response to the COVID-19 emergency.

Funding
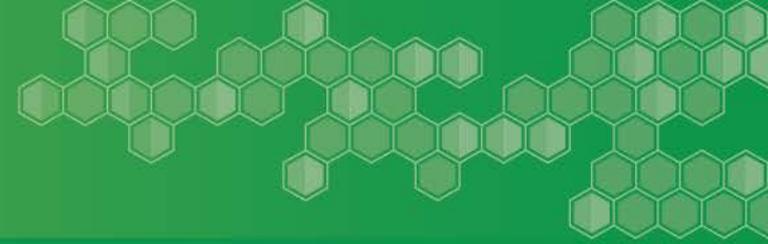
- Sub-grants are awarded to charter schools that meet eligibility requirements and complete an application.
  - Total Award for Program: $2,000,000 *(approximate)
  - Awards from $10,000 to $60,000 per school
  - "School" = school code
  - Authorizer serves as the fiscal agent for sub-grantee
  - CMO recipients can apply for schools that do not have an active CSP grant
- Non-competitive
  - After eligible schools are identified from application review, schools will be rank ordered based on 2019-20 FRL percentage.

Where to find FRL percentage

https://www.cde.state.co.us/cdechart/cspcovidranking

School Name	2019-2020 Total PK-12	2019-2020 FRL Count	2019-2020 FRL Pct
Early Learning Center at New Legacy Charter School	N/A	N/A	N/A
New Legacy Charter School	98	98	1.000
Ridge View Academy Charter School	109	109	1.000
Atlas Preparatory Middle School	514	491	0.955
Vega Collegiate Academy	237	226	0.954
STRIVE Prep - Westwood	333	317	0.952
Compass Academy	300	283	0.943
Atlas Preparatory High School	457	429	0.939
STRIVE Prep - Lake	284	265	0.933
Rocky Mountain Prep: Fletcher	545	507	0.930
STRIVE Prep - Kepner	249	231	0.928
STRIVE Prep - Federal	355	328	0.924

Allocating available funds

- The subgrant awards will have a maximum award to single-site charters as listed below:

2019-20 Student Enrollment	Maximum Amount
0 – 699	$ 35,000.00
700+	$ 60,000.00

- Award amounts will be distributed based on the school's student enrollment in the 2019-20 school year.
  - Data Source: 2019-20 PK-12 Free and Reduced Lunch Eligibility by School

Allocating available funds (continued)

Tiered funding for charter schools that are part of an organization that oversees multiple campuses, regardless of the size of student enrollment for any individual campus.

**For purposes of this grant, a campus is defined as a unique school code as shown in the school list provided as part of the RFA package

School in Organization Qualifying for Funding	Maximum Award to Individual School
1st School	$ 35,000.00
2nd School	$ 25,000.00
3rd School	$ 10,000.00
4th School	$ 10,000.00
5th School	$ 10,000.00
6th School	$ 10,000.00
7th School or Later	Ineligible. Only six schools per multi-school organization are eligible.

Questions?

Eligibility

Eligibility

- Applicant school must meet the **federal definition of a charter school** which includes, but is not limited to:
  - Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution
  - Does not charge tuition
  - Complies with federal laws, including:
    - Age Discrimination Act of 1975 [42 U.S.C. 6101 et seq.]
    - Title VI of the Civil Rights Act of 1964 [42 U.S.C. 2000d et seq.]
    - Title IX of the Education Amendments of 1972 [20 U.S.C. 1681 et seq.]
    - Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]
    - Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)
    - section 1232g of this title (commonly referred to as the "Family Educational Rights and Privacy Act of 1974"),
    - Part B of the Individuals with Disabilities Education Act [20 U.S.C. 1411 et seq.]
  - Admits students on the *basis of a lottery for all grades* in which more students apply for admission than can be accommodated
  - Meets all applicable Federal, State, and local health and safety requirements.

Eligibility (continued)

- Applicant charter school must also meet additional requirements specified by the *Office of Elementary and Secondary Education*:
  - School demonstrates financial need;
  - School must have never provided remote learning as part of their educational program prior to responding to the COVID-19 related emergency;
  - School has a plan for reopening and transitioning from remote learning back to full-time or part-time, in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials;
  - School demonstrates a plan to serve all students and hold all students accountable for meeting academic performance requirements during this time.
- Charter networks may apply on behalf of a charter school but must be the named organization on the current charter contract.

Eligibility (Previously-Funded CSP Applicants)

- Schools cannot receive a CSP remote learning grant or subgrant concurrently. This would include any of the following:
  - CSP grants or subgrants awarded under the CSP SEA,
  - CSP Grants to Charter Management Organizations for the Replication and Expansion of High-Quality Charter Schools (CFDA No. 84.282M),
  - CSP Grants to Developers for the Opening of New Charter Schools and for the Replication and Expansion of High-Quality Charter Schools (CFDA Nos. 84.282B and 84.282E)
- Schools that were the recipient of a previous CSP grant or subgrant must have _satisfactorily completed_ all activities under any previous CSP grant or subgrant

Allowable Use of Funds

Allowable Use of Funds

Grant funds must be used for one or more of the following activities:

1. Expenses for the purchase of hardware and software deemed necessary to provide remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis

2. Expenses for the purchase of FERPA-compliant technology licenses through the 2020-21 school year deemed necessary to provide remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis

3. Purchase of student emotional support materials (curriculum, subscriptions, software, etc.) that respond to needs resulting from the impact of COVID-19

4. Expenses for professional development or consultation services associated with implementing remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis

Allowable Use of Funds (continued)

Grant funds must be used for one or more of the following activities:

5. Expenses to expand education in the areas of counseling, social work, and/or family engagement services for students and staff with new or greater needs resulting from the impact of COVID-19 to ensure all students are able to stay actively engaged in remote learning activities during the COVID-19 crisis

6. Expenses to conduct family engagement services to connect with students who have been hard to stay in contact with as a result of remote learning implemented in response to COVID-19

7. Offsetting of one-time costs related to COVID-19 for implementing strategies to safely deliver services to students with disabilities and other special populations during distance learning

Pre-award costs
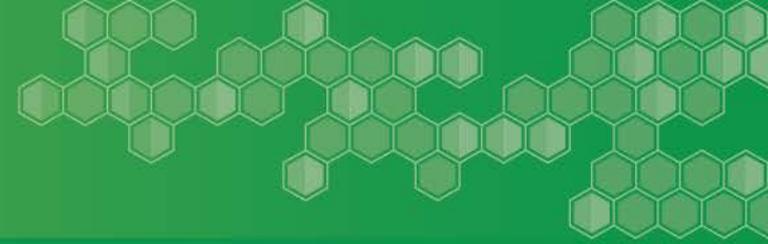
- ED has permitted submitting for pre-award costs; however, the date range of allowable costs may change
- Currently, "90 days prior to project period"
- CDE will communicate any updates/determinations as we learn more

Timeline, Application, and Process

CSP Remote Learning Grant Application Timeline

| Trainings | Oct 9 & 14, 2020 | Application Deadline | Oct 30, 2020 | Award Notification | Nov 20, 2020 | GAL Issued/ Approval to Spend | Date varies per school | Spend Funds | By June 30, 2021 |

- Very short timeline
  - In particular, schools will be expected to draw down all <u>technology-based expenditures</u> by December 31, 2020 or have funding amount reduced
  - All funds must be spent by June 30, 2021
- Budget revisions/modifications will not be allowed
- Grants will be awarded based on priority

Application Submission & Deadline

All applications must be:

- Submitted via Smartsheets Form: https://app.smartsheet.com/b/form/496b55f3439b436d9be094b52df4904e

- Budget Workbook (in excel format) must be included in original submission.

  - Pre-award costs will be allowed within certain date parameters.

- Program Assurances Form must include all signatures and attached to form.

  - If signed assurances are not complete by the deadline, you can still submit!

  - Funds cannot be released until full assurances are received

- Applications Due: **Friday, October 30, 2020 by 11:59 PM MDT**

Program Assurances Form

- This is a binding, legal document

- The charter school, charter school board, and authorizing district/CSI are agreeing to items expressed in this document

- Both the charter school board president and the board-appointed authorized representative (Grant Contact) must initial by each program assurance

- Will accept scanned "ink" signatures or electronic signatures (such as DocuSign)

Grant Narrative

- Specific questions that assist in determining eligibility for the grant
  - Use of funds for initial implementation of remote learning
  - Establishing financial need
  - Remote learning plan
  - Evidence of serving all students
  - Evidence of ensuring all students are being educated
  - Holding all students accountable for meeting academic requirements

Application Process: Budget Narrative

**Budget Narrative (within the budget workbook)**

- Specific questions that assist in determining allowable use of funds

  - Sufficient description of purchase to ensure it is an allowable expense under federal law and program objectives

  - Description of how expenditures are related to implementing remote learning for the first time

- If submitting for pre-award expenses, sufficient information to ensure purchase qualifies as a pre-award expense

  - Date of expenditure within approved window

  - Source of funds could not have been other federal funds

Budget Structure

Sections of Budget to complete:

- "2-Cover Page"
  - Name of school from dropdown menu
  - Date of submission
  - *Revision number does not apply. No revisions allowed
- "3a-Budget Detail"
  - Follow instructions from "Instructions tab"
  - Detail on whether expense is pre-award or not
  - Provide applicable descriptions
  - Use Chart of Accounts (COA) for coding all expenditures by Program and Object. The specific descriptions of the Program and Object categories can be found at: http://www.cde.state.co.us/cdefinance/sfco
- Review "3c-Budget Summary" to make sure that budget aligns
- Tabs 4a and 4b do not get completed at this time. They are only completed later if an award is issued

Budgeting Guidelines
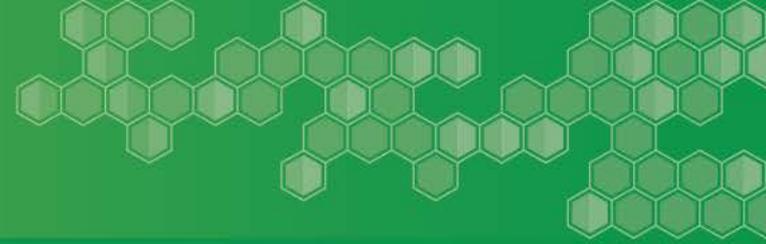
Budget programs code

- Instructional-includes those activities dealing directly with the interactions between staff and students.

- Support-includes those activities which facilitate and enhance instruction. Support services include school-based and general administrative functions and centralized operations for the benefit of students, instructional staff, other staff, and the community.

Budget object codes are at high-level

- 0100 – Salaries, 0200 – Benefits, etc.

- A review of the CDE COA will reflect multiple codes under the bolded 0200 Object Code, however for CCSP budgeting purposes schools will use 0200.

Review Process

CDE Review
CDE review for completeness. Grants fiscal review of budget (please have SmartSheet send you a copy of your submission)

Review Team
A team of CDE staff will review each application consistent with the review checklist from the RFA

Review Day
Charter schools meeting criteria will then be identified for funding in FRL percentage rank order

Notification
All applicants will be notified. Schools deemed ineligible or expenses deemed ineligible will be identified. Time will be provided to allow for reconsideration.

School Name	2019-20 FRL %	School Eligible?	Narrative Eligible?	Requested Funding AMT	Approved Funding AMT
School #1	97%	Yes	Yes	$ 35,000.00	$ 35,000.00
School #2 (1st of 6 campuses)	97%	Yes	Yes	$ 35,000.00	$ 35,000.00
School #3	96%	Yes	Yes	$ 60,000.00	$ 60,000.00
School #4	94%	No	Yes	$ 35,000.00	$ -
School #5 (2nd of 6 campuses)	93%	Yes	Yes	$ 25,000.00	$ 25,000.00
School #6 (3rd of 6 campuses)	92%	Yes	Yes	$ 10,000.00	$ 10,000.00
School #7	91%	Yes	Conditions	$ 35,000.00	$ 32,000.00
School #8	90%	Yes	Yes	$ 35,000.00	$ 30,000.00
School #9	88%	No	No	$ 60,000.00	$ -
School #10 (1st of 2 campuses)	87%	Yes	Yes	$ 35,000.00	$ 35,000.00
School #11 (4th of 6 campuses)	86%	Yes	Yes	$ 10,000.00	$ 10,000.00
School #12	85%	No	Yes	$ 35,000.00	$ -
School #13	84%	Yes	Yes	$ 35,000.00	$ 35,000.00
School #14	82%	Yes	Conditions	$ 35,000.00	$ 25,000.00
School #15	81%	Yes	Yes	$ 60,000.00	$ 60,000.00
School #16	80%	Yes	Yes	$ 35,000.00	$ 25,000.00
School #17 (2nd of 2 campuses)	79%	Yes	Yes	$ 25,000.00	$ 25,000.00
School #18	78%	No	No	$ 35,000.00	$ -
School #19	76%	Yes	Yes	$ 35,000.00	$ 35,000.00
School #20	75%	Yes	Yes	$ 35,000.00	$ 35,000.00
School #21 (5th of 6 campuses)	74%	Yes	Yes	$ 10,000.00	$ 10,000.00

Post-Award Process

Award Process
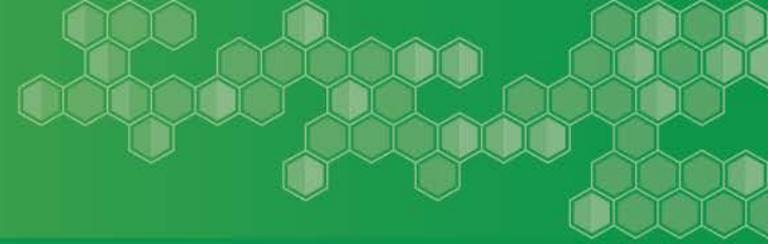
- Charter schools that are funded will receive a Grant Award Letter (GAL) specifying all major details.
- GAL issuance is a critical step in the process before schools are eligible for payments
- GAL will specify start date of the project as well as allowable window for pre-award expenses
- Once GAL is in place, schools will want to move forward with timely draw down of funds
  - All technology expenditures by December 31, 2020
  - All expenditures complete by June 30, 2021
- Schools must participate in monitoring activities
- Final report requirement at end of grant

Monitoring Obligations

- ED has asked CDE to provide a quarterly report on its website (January 1, April 1, and July 1):
  - List of charter schools receiving grant, name of Authorizer, and amount of funds provided to each school
  - Budget of expenses for that period
  - Description of the services provided (includes the number of students served by remote learning per school)
  - Average teacher instructional time per day through remote learning for each recipient
  - Average daily attendance for students for each recipient
  - Average results on performance-based tests (when available)
  - Other information demonstrating effectiveness in overcoming challenges faced
  - Other information as may be determined by CDE and/or ED

General Reminders/Requirements

- Maintain assurances

- Budget funds consistent with the application narrative

- Comply with reporting requirements, due dates, and final review

- Know and adhere to all federal, state, & local laws, rules & regulations (2 CFR 200, EDGAR, Colorado School Laws, CSP Nonregulatory Guidance, etc.)

- Maintain separate accounting and management of grant dollars

- Maintain documentation supporting all expenditures

- Maintain an electronic copy of grant records at the school, even if the grant administrator and/or bookkeeper works off-site

- Keep all documentation for minimum of 5 years after the end of the grant.

- Implement an inventory control procedure that ensures items purchased with CSP funds are identified, marked, and accounted for on a regular basis

Reminder on Next Steps

Grant & Application Training	Oct 9 & 14, 2020	Submit Full Application	Oct 30, 2020	Award Notification	Nov 20, 2020	GAL Issued/ Approval to Spend	Date varies per school	Spend Funds	By June 30, 2021

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  - In particular, schools will be expected to draw down all <u>technology-based expenditures</u> by December 31, 2020 or have funding amount reduced
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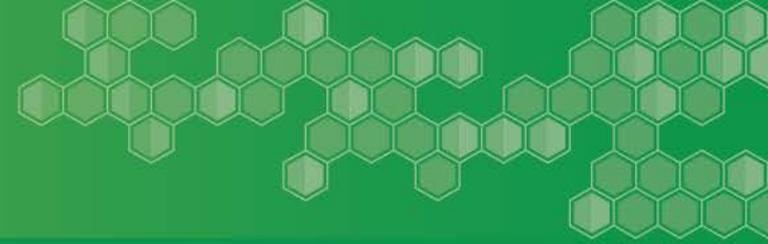
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