**Colorado Charter Schools Program**

# **2017-18 Grant Application**

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| Part Ia: Cover Page *(Complete and attach as the first page of proposal)* | | | | | | | | | | | | |
| **Name of Charter School:** | | | | | | | | | | | | |
| **Amount Requested for 2017-2018:** | | | | | | | | **Number of students for 2017-2018:** | | | | |
| **Type of Eligible Applicant:**  New Charter School  One-time, Significant Expansion | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Mailing Address** (*Street, City, State, Zip*): | | | | | | | | | | | | |
| **School Grant Contact Person, Title**  *(May not be a member of a EMO or collaborative):* | | | | | | |  | | | | | |
| Telephone: | | | | | | | Email: | | | | | |
| ***Signature:*** | | | | | | | | | | | | |
| **Authorizer (LEA) Information** | | | | | | | **LEA DUNS #[[1]](#footnote-2):** | | | | | |
| **CDE District Code:** | | | | **CDE School Code:** | | | | | | **NCES ID:** | | |
| **Authorizer:** | | | | | | | | | | | | |
| Mailing Address (*Street, City, State, Zip*): | | | | | | | | | | | | |
| **Authorizer Grant Contact Person, Title** *(Authorized Representative)*: | | | | | | | | | | | | |
| Telephone: | | | | | | | Email: | | | | | |
| ***Signature:*** | | | | | | | | | | | | |
| **Authorizer Superintendent/Executive Director:** | | | | | | | | | | | | |
| ***Signature:*** | | | | | | | | | | | | |
| **Authorizer Board President:** | | | | | | | | | | | | |
| ***Signature:*** | | | | | | | | | | | | |
| **Authorizer Fiscal Manager *(Please note: Charter schools within a district must list the District Fiscal Contact. Institute charter schools must list the CSI Fiscal Contact.)*** | | | | | | | | | | | | |
| **Fiscal Manager:** | | | | | | | | | | | | |
| Telephone: | | | | | | | Email: | | | | | |
| ***Signature:*** | | | | | | | | | | | | |
| Required Information: | | | | | | | | | | | | |
| Year School Started / Will Start: | | | | | | Year Charter Expires: | | | | | | |
| Previous Colorado Charter Schools Program Grant Funding Level  Year \_\_\_\_\_ Amount \_\_\_\_\_\_\_\_ N/A:  Year \_\_\_\_\_ Amount \_\_\_\_\_\_\_\_  Year \_\_\_\_\_ Amount \_\_\_\_\_\_\_\_ | | | | | | School accreditation level from School Performance Framework (if already operating a school(s))    Performance  Improvement  Priority Improvement  Turnaround  N/A | | | | | | |
| Percentage of Students Qualifying for Free or Reduced Lunch (indicate if actual or approximate): | | | | | | | | | | | |  |
| Percentage of Students with an Individualized Education Program (indicate if actual or approximate): | | | | | | | | | | | |  |
| October 1 Count (actual) or Projected Enrollment | | | | | | | | | | | | |
| 2017-18 | Pre-K: | **K-12 Total:** | | | Grades K-5: | | | | Grades 6-8: | | Grades 9-12: | |
| 2018-19 | Pre-K: | **K-12 Total:** | | | Grades K-5: | | | | Grades 6-8: | | Grades 9-12: | |
| 2019-20 | Pre-K: | **K-12 Total:** | | | Grades K-5: | | | | Grades 6-8: | | Grades 9-12: | |
| 2020-21 | Pre-K: | **K-12 Total:** | | | Grades K-5: | | | | Grades 6-8: | | Grades 9-12: | |
| 2021-22 | Pre-K: | **K-12 Total:** | | | Grades K-5: | | | | Grades 6-8: | | Grades 9-12: | |
| Federal Program Funds the Charter School Will Be Applying For  *(Check with your school district to understand how these funds may be or are available to your charter school)* | | | | | | | | | | | | |
| * Title I, Part A: Improving Basic Programs Operated by State and Local Educational Agencies * Title II, Part A: Preparing, Training, and Recruiting High-Quality Teachers, Principals or Other School Leaders * Title III: Language Instruction for English Learners and Immigrant Students * Title IV, Part A: Student Support and Academic Enrichment Grants * Title V, Part B: Rural Education Initiative | | | | | | | | | | | | |
| Amount Requested *(for all three years, mark N/A if not applying in planning year).* | | | | | | | | | | | | |
| **Planning Year** | | |  | | | | | | | | | |
| **Year 1 Implementation** | | |  | | | | | | | | | |
| **Year 2 Implementation** | | |  | | | | | | | | | |

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# Part IB: Certification and Assurance

Colorado Charter Schools Program Grant

*The Board President and Board-Appointed Authorized Representative must sign below to indicate their approval of the contents of the application, and the receipt of program funds.*

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| --- | --- | --- | --- |
| On | (date) , | the Board of | (Charter School) |

hereby applies for and, if awarded, accepts the federal program funds requested in this application. In consideration of the receipt of these grant funds, the board agrees that the general assurances for all federal funds and the terms therein are specifically incorporated by reference in this application. The board also certifies that all program and pertinent administrative requirements will be met. These include the Education Department General Administrative Regulations, the Office of Management and Budget Accounting Circulars, and the Department of Education’s General Education Provisions Act requirement. In addition, the board certifies that the charter school is in compliance with the requirements of the federal Children’s Internet Protection Act, and that no policy of the local educational agency prevents or otherwise denies participation in constitutionally protected prayer in public schools.

Charter school / authorizer partnerships that accept funding through the Colorado Charter Schools Program grant agree to the following certifications:

* 1. Applicant grant contact (charter school authorized representative) possesses the legal authority to apply for this grant on behalf of the school. If the grant contact is not the chair of the governing body (due to conflict of interest), a resolution or motion has been adopted by the applicant’s governing body directing and authorizing the grant contact the delegated responsibility to act on their behalf to submit this application, including all understanding and assurances of certifications contained herein, to execute the grant, if approved, to comply with certifications, budget, and fiscal requirements, and act as the governing body’s authorized official for the grant program. The grant contact has no conflict of interest with any party (employee, management organization, contractor, vendor, etc.) that has a financial interest in the grant award.
* 2. Recipient schools and their authorizer will, for the life of the grant, participate in all federal, state, and authorizer data reporting and evaluation activities expected of all publicly-funded schools, unless exempt through waiver; and will participate in those activities outlined in the participation, evaluation and reporting section of the CCSP grant request for proposal, including participation in CDE Schools of Choice annual evaluations, studies and surveys and submission of annual financial reports, final grant report and supporting documentation.
* 3. Recipient schools and their authorizer will ensure that at least one person from the charter school will subscribe to and be responsible to receive communication from the CDE Schools of Choice email listserv for the life of the grant.
* 4. Recipient schools operate (or will operate, if not yet open) a charter school in compliance with all state and federal laws and that does not discriminate based on race, gender, national origin, color, disability, or age.
* 5. Recipients will be aware of and comply with all provisions of the ESEA[[2]](#footnote-3)), including, but not limited to, provisions on title V, part B, subpart 1, title IX, Boy Scouts of America Equal Access Act, Armed Forces Recruiter Access to Students and Student Recruiting Information, Unsafe School Choice Option, Family Educational Rights and Privacy Act, Privacy of Assessment Results, and School Prayer, Pub. L. 107-110.
* 6. Recipients will be aware of and comply with federal laws including, but not limited to, 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, , part B of the Individuals with Disabilities Education Act ,and [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html) and [Nonregulatory Guidance Student Support and Academic Achievement Programs](https://www2.ed.gov/policy/elsec/leg/essa/essassaegrantguid10212016.pdf)..
* 7. Recipient schools and their authorizer will be aware of and comply with Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, by acknowledging that grant recipients and their personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.
* 8. Recipient schools and their authorizer will ensure knowledge of and compliance with all provisions of U.S. Department of Education Charter Schools Program Nonregulatory Guidance (January 2014 or subsequent version), which includes specifications on use and structure of a lottery for enrollment if the charter school is oversubscribed, as well as guidelines on eligibility, use of grant funds, and administrative and fiscal responsibilities.
* 9. Applicant has provided the school’s authorizer with “adequate and timely notice” of this grant application including the opportunity to review the complete CCSP application prior to submission
* 10. Recipient schools and their authorizer shall ensure that a student’s records, and, if applicable, a student’s individualized education program as defined in section 602(11) of the Individuals with Disabilities Education Act, are transferred to a charter school upon the transfer of the student to that charter school, and to another public school upon the transfer of the student from a charter school to that public school, in accordance with applicable law, Pub. L. 107-110, section 5208.
* 11. Authorizer recipients ensure that the charter school will receive funds through federal programs administered by the U.S. Department of Education under which funds are allocated on a formula basis. Each charter school will receive funds for which it is eligible.
* 12. Recipient schools and their authorizer will be aware of and comply with ESEA[[3]](#footnote-4), title V, part B [20 USC 7221c. section 5204, (e)(4)(B)], which states, “A local educational agency may not deduct funds for administrative fees or expenses from a subgrant awarded to an eligible applicant, unless the applicant enters voluntarily into a mutual agreed upon arrangement for administrative services with the relevant local educational agency. Absent such approval, the local educational agency shall distribute all subgrant funds to the eligible applicant without delay.”
* 13. Recipient schools will ensure that the awarded grant funds will be spent or encumbered by June 30 of each grant year, unless extenuating circumstances warrant an extension request. Recipients understand that any such extension request must be made by the Authorizer on their behalf no later than June 1 of the respective grant year, and that if an extension request is not approved by CDE on the grounds that extenuating circumstance have not been established the recipient school will be held to the June 30 deadline.
* 14. Recipients shall maintain accounting records and procedures in accordance with state and federal requirements that ensure proper disbursement of, and accounting for, federal funds, including evidence pertaining to costs incurred, with the provision that the records shall be kept available by the grantee during the grant period and thereafter for five full years from the date of final payment. CDE must be permitted to audit, review, and inspect the grantee’s activities, books, documents, papers and other records relating to the expenditures of grant proceeds. The recipient further agrees to comply with all federal and state audit requirements and ensures that arrangements have been made to finance mandatory audits.
* 15. Recipients shall ensure that none of the funds authorized under the ESEA[[4]](#footnote-5), including funds received under this grant program, shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools, Pub. L. 107-110, section 9526).
* 16. Recipient schools are required to keep and maintain all equipment purchased with grant funds in accordance with federal law and regulation. Should the charter school close, the authorizer agrees to notify CDE Schools of Choice Office of the reason for closure and agrees to notify CDE Schools of Choice regarding the appropriate disposition of assets purchased under this grant.
* 17. Recipient schools will ensure that they will budget for and comply with the required Charter School Support Initiative visit according to their projected student count for the year of the visit.
* 18. Recipient schools, with authorizer review and approval, will submit a revised budget narrative and budget workbook to CDE Schools of Choice within 30 days of notification of a grant award; budget changes must meet the approval of CDE Schools of Choice before any grant funds will be released.
* 19. Recipient schools will use an independent auditor for annual financial audits that is different from their authorizer’s auditor.
* 20. Recipient schools and their authorizer understand that if any findings of misuse of grant funds are discovered project funds must be returned to CDE, and that CDE may terminate a grant award upon 30 days’ notice if it deems that the recipient is not fulfilling the funded program as specified in the approved grant application.
* 21. Recipient schools understand that they will not own rights, title, and/or interest in any of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this grant program.
* 22. Recipient schools and their authorizer are aware that U.S. Department of Education regulations prohibit a person from participating in an administrative decision regarding this project if (a) the decision is likely to benefit that person or his or her immediate family member; and (b) the person is a public official or has a family or business relationship with the subgrantee, and that the recipient school and their authorizer have adopted by their governing body policies regarding apparent or actual conflicts of interest consistent with this federal regulation and state statute. Further, the recipients certify they will avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
* 23. Recipient schools certify that they understand an approved charter application and a signed charter contract are required in order to be eligible for an award.
* 24. Recipient schools and their authorizer certify that a high degree of autonomy is built into its charter contract, and that they have sought, or will seek, all the appropriate automatic and other waivers to support the level of autonomy negotiated in their charter contract.
* 25. Recipient schools and their authorizer certify that their charter contract allows the opportunity for the school to purchase services via a third party.
* 26. Recipient schools will ensure the governing body is apprised of the requirements of the grant and their obligation to complete technical assistance requirements or risk delayed or suspended grant funds.

# Signature Pages

* 27. Recipient schools shall ensure that students enrolled in the charter school will be taught the United States Constitution each year on September 17, Constitution Day.
* 28. Recipients using an educational service provider (ESP) certify that the ESP will not influence or exercise control over expenditure of federal funds, and that the ESP agreement with the charter school governing board will be provided to CDE Schools of Choice before grant funds are released.

Funded projects will be required to maintain appropriate fiscal and program records. Fiscal audits of funds under this program are to be conducted by the recipient agencies annually as a part of their regular audit. Auditors should be aware of the federal audit requirements contained in the Single Audit Act of 1984.

IF ANY FINDINGS OF MISUSE OF FUNDS ARE DISCOVERED, PROJECT FUNDS MUST BE RETURNED TO THE COLORADO DEPARTMENT OF EDUCATION. The Colorado Department of Education may terminate a grant award upon thirty (30) days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

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| Name of School District Superintendent or Charter School Institute Executive Director |  | Signature of School District Superintendent or Charter School Institute Executive Director |
|  |  |  |
| Name of School District Board of Education President or Charter School Institute Board President |  | Signature of School District Board of Education President or Charter School Institute Board President |
|  |  |  |
| Name of School District or CSI Authorized Representative |  | Signature of School District or CSI Authorized Representative |
|  |  |  |
| Name of Charter School Authorized Representative (Grant Contact) |  | Signature of Charter School Authorized Representative (Grant Contact) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Authorizer Fiscal Manager |  | Signature of Authorizer Fiscal Manager |

The governing body of the charter school applicant has authorized the filing of this application and the undersigned representative has been duly authorized to file this application and act as the authorized representative of the applicant in connection with this application.

I do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of certifications. Furthermore, all applicable statutes, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability of funds distributed for this project. All records necessary to substantiate these items will be available for review by state and federal monitoring staff. All progress reports and the final report requested through this grant program will be filed on time. I further certify that all disbursements will be obligated after the grant has been awarded and the revised budget (if applicable) is approved and prior to the termination date, have not been previously reported, and were not used for matching funds on this or any other project.

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|  |  |  |
| Name(Printed)  Charter School Board President |  | Signature  Charter School Board President |
|  |  |  |
| Name (Printed)  Charter School Authorized Representative |  | Signature  Charter School Authorized Representative |

1. Per 2 CFR chapter I part 25 and the Office of Management and Budget guidance on FFATA subaward and Executive Compensation Reporting issued on August 27, 2010, subawards can only be made to entities with DUNS numbers. To be eligible for award, entities must register for and/or provide their DUNS number to the Colorado Department of Education as part of their application. Entities may register or request their current DUNS number by visiting <http://fedgov.dnb.com/webform> or by calling 866-705-5711.

   **Please note:** If grant is approved, funding will not be awarded until all signatures are in place [↑](#footnote-ref-2)
2. Ibid. [↑](#footnote-ref-3)
3. Ibid. [↑](#footnote-ref-4)
4. Ibid. [↑](#footnote-ref-5)