



Performance Incentive Year – Verification Guidance

A Colorado Charter Schools Program (CCSP) sub-grant recipient that has satisfactorily completed all grant program and fiscal-related requirements over the duration of the cumulative award performance periods and can demonstrate outstanding performance and grant compliance, as outlined below, may be eligible for an incentive year of funding for (up to) \$200,000. In order to receive this additional year of funding, the charter school and affiliate charter authorizer must provide the requested information and corresponding documentation to CDE Schools of Choice by email to SOC@cde.state.co.us no later than **Friday, September 30, 2022** for CDE review and approval.

This form is organized into four sections that will require the applicable parties to confirm past performance and justify receiving an additional year of CCSP funding. The four sections are:

1) Charter School, 2) Authorizer, 3) CDE Grants Fiscal Management, and 4) CDE Schools of Choice.

Within each section, there are various queries ordered by checklist boxes that look like this . Selection of these checkboxes require the responder to manually check the box as they progress throughout the document to acknowledge each query has been answered. It is important to note that some areas of the form require the responder to narrate a clear and concise description, populate a formatted chart, or provide sample by way of an attachment or link to demonstrate how the action item was accomplished. Included after each section of queries are comment field where the responder(s) can provide additional information (e.g., context or rationale, timeline or key dates, persons involved, or other relevant detail) to support the facts/ data reported.

The first section pertains to the *CHARTER SCHOOL* and is designated for one or more representatives appointed at the school level to complete in its entirety. To help ensure completeness and accuracy, the first part of the form has been pre-filled by the CCSP grant team. Please check this section for accuracy and apply changes as necessary. The individual(s) expected to complete or be consulted with include: the school leader, the CCSP grant contact, the governing board chair or other designee, or any combination of these positions that can best answer the section queries. Once this section is complete, the school is to notify the appropriate contact(s) and make the form and corresponding documentation available for their *AUTHORIZER* to review and correspond.

Other helpful tips on completing the first section include:

Charter School Contacts

- If any of the information appears outdated or entered incorrectly, please make the change(s) as necessary by deleting and replacing the old or incorrect information with the new/accurate information.



Enrollment Projections & Actuals

- Referenced are the number of students and grades served while covered by the grant for the respective years. Only full-time equivalent (FTE) students grade K-12 enrolled on-campus for instruction are allowed to be included here. This means preschool and homeschool and adjunct program students are not counted in enrollment covered by the grant.
 - If students participated in remote learning due to the COVID-19 pandemic, these students are to be counted as FTE for those years impacted.
- CDE acknowledges there have been several iterations of enrollment projection over the course of the school's first three years (i.e., pre-application to post-award and renewal). As such, this data has been pre-filled by the CCSP grant team to ensure accuracy and rationale for the previous changes already reported and the review period closed. If any of the information is noted as incorrect, please DO NOT make any change(s). Instead, please utilize the comment field (or submit attached narrative and/or back up documentation) to call out the error(s) cited. Additionally, please use the comment field to confirm the reported target projection for the next school year or use it to explain what, if any, potential changes there are that would prevent the school from meeting the previously reported projection. If more space is need, consider providing an attached narrative.

Academic Achievement and Growth

- In the absence of SPF data please provide data from one or more assessment systems such as MAPs, NWEA, iReady.
- In the case where the n size is less than 16 for disaggregated student groups, provide a description of overall trends for achievement and growth for those specific groups.

Project Goals & Measures

- In instances where the status or result is "in progress" please provide a projected completion date and projected status. If you exceeded your goal(s) please share details and data.

Assurances and Policies

- Provide a sampling of your choice demonstrating how the charter school followed at least three of the program requirements listed and attached supporting documentation.

Governance Structure

- If Board meeting minutes are not available online, please explain how the public is able to access that information.



Focused Programming (if applicable)

- If the school received funds for focus programming, please include the number of students being served.

Budget Narrative and Workbook

- Budgets for the performance incentive year were included in the original two or three-year grant application. The CCSP grant team has transferred the information into the one-year budget template for FY2022-23.
- CDE understands that the need of schools now might be different than when the school originally applied. Please make the changes needed in the budget for your school at this time using the previous information as a guide. In the budget narrative, please describe any substantial changes from the original budget and how the changes align to the goals for the CCSP.
- Costs must be aligned to your grant project goals and CCSP grant funds cannot be used for previously funded grades or staff. Please provide a detailed description of who is being served and cost per unit in the description section of the budget workbook.

Program Assurances Form

- A signed program assurance form is to be attached to the materials sent to CDE Schools of Choice, along with other materials. Funds will not be released until CDE has a completed form. If the school needs more time to gather signatures, please email soc@cde.state.co.us explaining the situation.

The second section pertains to the *AUTHORIZER* and is designated for one or more representative appointed at the school district or Charter School Institute (CSI) to complete in its entirety. To help ensure completeness and accuracy, the charter school must first complete their section of the verification form. The district/CSI representative should check the charter school's section for accuracy, make note of and disclose any errors, and apply changes as necessary. The individual(s) expected to complete or be consulted with include: the designated grants fiscal contact, the charter school liaison or accountability contact, the superintendent, other designee, or any combination of these positions that can best answer the section queries. Once this section is complete, the *AUTHORIZER* is to notify the appropriate contact(s) at the school and CDE.

Other helpful tips on completing the second section include:

Student Enrollment

- Confirm the projected and actual student enrollment of the charter school. The CCSP grant only funds full-time K-12 students.



Timely Communication

- Provide evidence of the school's timely communication with their authorizer through the years of being under the CCSP grant.

Grant Fund Expenses

- Provide a summary of how the charter school has been regularly requesting reimbursements and spending down CCSP grant funds.

Grant Assurance and Policies

- Status of compliance or non-compliance with the assurances of the CCSP should be provided in this section.

Performance Management

- Charter Schools are expected to be in good standing with their authorizers. Please provide information regarding operations, contractual, and academics of the school if there is any concerns.

Please feel free to contact a member of the CCSP grant team within Schools of Choice or Grants Fiscal Management at SOC@cde.state.co.us or CCSP_GFMU@state.co.us for clarifying assistance.

Upon receipt of notification from the authorizing school district/CSI, the charter school is to confirm both sections are complete and all supporting documentation is properly labeled and submitted to CDE Schools of Choice by email to SOC@cde.state.co.us no later than **Friday, September 30, 2022** for CDE review. CDE will then complete sections three and four.

The third and fourth sections pertain to CDE and representatives from Schools of Choice and Grants Fiscal Management will complete these sections as part of the review.

Upon confirmation of adequate verification form completion and conclusion of CDE review, notification of CCSP Performance Incentive Year award verification status will be delivered to the charter school and the authorizing school district/CSI via email. The school's Annual Financial Report (AFR) review will also be used as part of CDE's review in final award determination. CDE will announce award status by **Tuesday, November 15, 2022**. The charter school and authorizer will receive a copy of all the sections as part of the award notification.