Rectangle

State of Colorado and Colorado Department of Education Logo

Renewal Proposal

**Proposals Due** Wednesday, October 11, 2023 by 11:59 PM

***CCSP Grant Renewal Proposal Webinars posted online (pre-recorded):***

*Wednesday,**August 16, 2023 at 12:00 PM MDT*

COLORADO CHARTER SCHOOLS PROGRAM **GRANT IMPLEMENTATION PHASE**

**2023-2024**

**For program/application questions contact:**

Tanesha Bell │ SOC@cde.state.co.us

**For fiscal/budget questions contact:**

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**A close-up of a sign

Description automatically generated**

# Colorado Charter Schools Program Grant

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| Colorado Charter Schools Program2023-24 Grant & Training Calendar (Created 7/31/2023 without new grant competition) |

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| --- | --- | --- | --- | --- | --- |
| **LEGEND:** | | | | | |
| **CCSP Grant** | **Extra** | **Administrators** | **Authorizers** | **Business Operations** | **Governing Board** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE:** | **TYPE:** | **SUBJECT:** | **TIME:** |
| **Saturday, July 01, 2023** | ***Reminder*** | *REMINDER:* **Start of the new CCSP Grant performance period** | **11:59 p.m.** |
| **Wednesday, August 16, 2023** | ***Event*** | **Access CCSP Renewal Proposal Training by CDE on Moodle** (for applicable sub-grantees) | **12:00 p.m.** |
| **Wednesday, September 06, 2023** | ***Event*** | **Administrator Mentoring Cohort (AMC) Meeting** | **8:00 a.m. – 3:15 p.m.** |
| **Thursday, September 07, 2023** | ***Event*** | **CCSP Grant and Application Training (GAT)** (for New or Replication/Expansion Charter Schools) | **9:00 a.m. – 4:00 p.m.** |
| **Monday, September 11, 2023** | ***Deadline*** | *DUE DATE:* **Submit CCSP Grant Intent to Apply and Eligibility Form to CDE** (for New and Replication/Expansion Charter Schools) | **11:59 p.m.** |
| **Tuesday, September 12, 2023** | ***Event*** | **Rural and Non-Metro (RNM) Charter Support Forum** | **4:00 p.m. – 5:00 p.m.** |
| **Wednesday, September 13, 2023** | ***Event*** | **Charter School Black, Indigenous, & People of Colorado (BIPOC) Leader Support Forum** | **10:00 a.m. – 11:30 a.m.** |
| **Thursday, September 14, 2023** | ***Event*** | **CCSP All Sub-grantee Conference Call (ASGC)** | **10:00 a.m. – 11:30 a.m.** |
| **Friday, September 15, 2023** | ***Event*** | **Authorizer Meeting** *(In conjunction with CACSA)* | **9:00 a.m. – 3:00 p.m.** |
| **Friday, September 15, 2023**  **or**  **Monday, September 18, 2023** | ***Reminder*** | *REMINDER***: Constitution Day is September 17th** - all schools receiving federal funding are required to teach to the U.S. Constitution on this day |  |
| **September 20–22, 2023** | ***Event*** | **Colorado Association of School Executives (CASE) Fall Conference** | **TBD** |
| **Thursday, September 21, 2023** | ***Event*** | **Annual Finance Seminar** | **9:00 a.m. – 2:00 p.m.** |
| **Wednesday, September 27, 2023** | ***Event*** | **Fall SOC Equity Convening** | **9:00 a.m. – 4:00 p.m.** |
| **September 27–29, 2023** | ***Event*** | **Colorado Association of School Business Officials (CASBO) Fall Conference - Vail, CO** | **TBD** |
| **Saturday, September 30, 2023** | ***Deadline*** | *DUE DATE:* **Submit 2022-23 CCSP Grant Annual Financial Report** (for all sub-grantees) | **11:59 p.m.** |
| **October 2023 – March 2024** | ***Reminder*** | *REMINDER:* **Charter School Support Initiative (CSSI) Site Review** (for Implementation Year 2 sub-grantees) |  |
| **Wednesday, October 04, 2023** | ***Event*** | **Administrator Mentoring Cohort (AMC) Meeting** | **8:00 a.m. – 3:15 p.m.** |
| **October 06–07, 2023** | ***Event*** | **Colorado Association of School Boards (CASB) Fall Conference - Glenwood Springs, CO** | **TBD** |
| **Wednesday, October 11, 2023** | ***Deadline*** | *DUE DATE:* **Submit CCSP Grant Renewal Proposal** (for applicable sub-grantees) | **11:59 p.m.** |
| **Friday, October 13, 2023** | ***Deadline*** | *DUE DATE:* **Submit CCSP Grant Progress Report** (for applicable sub-grantees) | **11:59 p.m.** |
| **Wednesday, October 18, 2023** | ***Event*** | **Charter Development Summit Webinar #1** | **12:00 p.m. – 1:00 p.m.** |
| **October 23–26, 2023** | ***Event*** | **National Association of Charter School Authorizers (NACSA) Conference - Oakland, CA** | **8:00 a.m. – 5:00 p.m.** |
| **Friday, October 27, 2023** | ***Event*** | **Board Fundamentals** | **9:00 a.m. – 12:30 p.m.** |
| **Tuesday, October 31, 2023** | ***Deadline*** | *DUE DATE:* **Submit CCSP Final Grant Report** (for applicable sub-grantees) | **11:59 p.m.** |
| **Wednesday, November 01, 2023** | ***Event*** | **Administrator Mentoring Cohort (AMC) Meeting** | **8:00 a.m. – 3:15 p.m.** |
| **Wednesday, November 01, 2023** | ***Deadline*** | *DUE DATE:* **Submit CCSP Budget Revision #1** | **11:59 p.m.** |
| **Wednesday, November 01, 2023** | ***Deadline*** | *NOTIFICATION:***Receive CCSP Grant Renewal Proposal Feedback** | **11:59 p.m.** |
| **November 01–02, 2023** | ***Event*** | **CDE Equity and Excellence Conference** | **TBD** |
| **Tuesday, November 07, 2023** | ***Event*** | **Rural and Non-Metro (RNM) Charter Support Forum** | **4:00 p.m. – 5:00 p.m.** |
| **Wednesday, November 08, 2023** | ***Event*** | **Charter School Black, Indigenous, & People of Colorado (BIPOC) Leader Support Forum** | **10:00 a.m. – 11:30 p.m.** |
| **Tuesday, November 14, 2023** | ***Event*** | **Topic-based Webinar (TBW)** | **11:00 a.m. – 12:30 p.m.** |
| **Thursday, November 16, 2023** | ***Event*** | **Statewide Business Manager Network Meeting***(hosted in conjunction with the Colorado League of Charter Schools)* | **11:00 a.m. – 1:00 p.m.** |
| **December 07–09, 2023** | ***Event*** | **Colorado Association of School Boards (CASB) Annual Convention - Colorado Springs, CO** | **8:00 a.m. – 5:00 p.m.** |
| **Tuesday, December 12, 2023** | ***Event*** | **Topic-based Webinar (TBW)** | **11:00 a.m. – 12:30 p.m.** |
| **Friday, December 15, 2023** | ***Event*** | **Authorizer Meeting** *(in conjunction with CACSA)* | **9:00 a.m. – 3:00 p.m.** |
| **Tuesday, January 09, 2024** | ***Event*** | **Topic-based Webinar (TBW)** | **11:00 a.m. – 12:30 p.m.** |
| **Tuesday, January 09, 2024** | ***Event*** | **Rural and Non-Metro (RNM) Charter Support Forum** | **4:00 p.m. – 5:00 p.m.** |
| **Tuesday, January 16, 2024** | ***Event*** | **Charter School Black, Indigenous, & People of Colorado (BIPOC) Leader Support Forum** | **10:00 a.m. – 11:30 a.m.** |
| **Wednesday, January 24, 2024** | ***Event*** | **Charter Development Summit Webinar #2** | **12:00 p.m. – 1:00 p.m.** |
| **February – April 2024** | ***Reminder*** | *REMINDER*: **CDE Grants Fiscal Desk Review** (for a specific year or all sub-grantees) |  |
| **February – May 2024** | ***Reminder*** | *REMINDER*: **CDE Site Visit** (for Implementation Year 1 sub-grantees) |  |
| **Thursday, February 01, 2024** | ***Deadline*** | *DUE DATE:* **Submit CCSP Budget Revision #2** | **11:59 p.m.** |
| **Wednesday, February 07, 2024** | ***Event*** | **Administrator Mentoring Cohort (AMC) Meeting** | **8:00 a.m. – 3:15 p.m.** |
| **Tuesday, February 13, 2024** | ***Event*** | **Topic-based Webinar (TBW)** | **11:00 a.m. – 12:30 p.m.** |
| **Thursday, February 15, 2024** | ***Event*** | **Statewide Business Manager Network Meeting** *(hosted in conjunction with the Colorado League of Charter Schools)* | **11:00 a.m. – 1:00 p.m.** |
| **Tuesday, February 20, 2024** | ***Event*** | **Charter School Black, Indigenous, & People of Colorado (BIPOC) Leader Support Forum** | **10:00 a.m. – 11:30 a.m.** |
| **February 21–23, 2024** | ***Event*** | **Colorado Association of School Executives (CASE) Winter Conference - Loveland, CO** | **TBD** |
| **Monday, February 26, 2024** | ***Event*** | **Authorizer Meeting** *(In conjunction with CACSA and CLCS Conference)* | **9:00 a.m. – 3:00 p.m.** |
| **February 27–28, 2024** | ***Event*** | **Colorado Charter Schools Annual Conference - Denver, CO** *(hosted by the Colorado League of Charter Schools)* | **TBD** |
| **March – June 2024** | ***Reminder*** | *REMINDER***: Ensure LEA has applied to CDE on behalf of Charter School for School Code** |  |
| **Tuesday, March 05, 2024** | ***Event*** | **Rural Non-Metro (RNM) Charter Support Forum** | **4:00 p.m. – 5:00 p.m.** |
| **Wednesday, March 06, 2024** | ***Event*** | **Administrator Mentoring Cohort (AMC) Meeting** | **8:00 a.m. – 3:15 p.m.** |
| **Wednesday, March 06, 2024** | ***Event*** | **Charter Development Summit Webinar #3** | **12:00 p.m. – 1:00 p.m.** |
| **Thursday, March 07, 2024** | ***Event*** | **Rural and Non-Metro Charter School Support Seminar** | **9:30 a.m. – 12:30 p.m.** |
| **Wednesday, March 20, 2024** | ***Event*** | **CCSP Grant Assembly for Authorizers** | **10:30 a.m. – 12:00 p.m.** |
| **Thursday, March 21, 2024** | ***Event*** | **CCSP All Sub-grantee Conference Call (ASGC)** | **10:00 a.m. – 11:30 AM** |
| **Monday, April 01, 2024** | ***Deadline*** | *DUE DATE:* **Submit CCSP Grant Interim Financial Report** (for all sub-grantees) | **11:59 p.m.** |
| **Monday, April 01, 2024** | ***Deadline*** | DUE DATE: **Last Day to Submit Executed Charter Contract to CDE** | **11:59 p.m.** |
| **Thursday, April 04, 2024** | ***Event*** | **Charter Development Summit** | **9:00 a.m. – 3:30 p.m.** |
| **Wednesday, April 17, 2024** | ***Event*** | **CCSP Grant Budget Workshop (GBW)** | **9:30 a.m. – 11:30 p.m.** |
| **May – June 2024** | ***Reminder*** | *REMINDER:* **CDE Program Desk Review** |  |
| **Wednesday, May 01, 2024** | ***Event*** | **Administrator Mentoring Cohort (AMC) Meeting** | **8:00 a.m. – 3:15 p.m.** |
| **Wednesday, May 01, 2024** | ***Deadline*** | *DUE DATE:* **Submit CCSP Budget Revision #3** | **11:59 p.m.** |
| **May 01–03, 2024** | ***Event*** | **Colorado Association of School Business Officials (CASBO) Spring Conference - Pueblo, CO** | **TBD** |
| **Thursday, May 09, 2024** | ***Event*** | **Statewide Business Manager Network Meeting** *(hosted in conjunction with the Colorado League of Charter Schools)* | **11:00 a.m. – 1:00 p.m.** |
| **Friday, May 10, 2024** | ***Event*** | **Authorizer Meeting** *(In conjunction with CACSA)* | **9:00 a.m. – 3:00 p.m.** |
| **Tuesday, May 14, 2024** | ***Event*** | **Topic-based Webinar (TBW)** | **11:00 a.m. – 12:30 p.m.** |
| **Monday, May 15, 2024** | ***Deadline*** | *DUE DATE:* **Submit FY 2024-25 CCSP Original Budget** | **11:59 p.m.** |
| **Thursday, May 16, 2024** | ***Event*** | **CCSP All Sub-grantee Conference Call (ASGC)** | **10:00 a.m. – 11:30 a.m.** |
| **Friday, May 17, 2024** | ***Event*** | **Board Fundamentals** | **9:00 a.m. – 12:30 p.m.** |
| **Tuesday, June 04, 2024** | ***Event*** | **Rural and Non-Metro (RNM) Charter Support Forum** | **4:00 p.m. – 5:00 p.m.** |
| **Friday, June 28, 2024** | ***Deadline*** | *DUE DATE*: **Ensure Waivers to State Statutes have been Approved** |  |
| **Sunday, June 30, 2024** | ***Reminder*** | *REMINDER:* **End of fiscal year for all grants** (all grant funds must be obligated, and all technical assistance requirements completed) |  |
| **June 30–July 03, 2024** | ***Event*** | **National Charter Schools Conference 2024 (NCSC24) - Boston, MA** *(hosted by the National Alliance for Public Charter Schools)* | **TBD** |

Grant calendar updates and registration details can be found on the [SOC website](http://www.cde.state.co.us/cdechart/socevents).

Contact CDE Schools of Choice at [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us) with questions.

# Colorado Charter Schools Program Grant

# 2023-24 Renewal Proposal

## Background

Authorized by title IV, part C of the Every Student Succeeds Act (ESSA, Public Law 114–95), which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA), the federal Charter Schools Program (CSP) provides funding to State Entities (CFDA number 84.282A) with the purpose “to expand opportunities for all students, particularly traditionally underserved students, to attend public charter schools and meet challenging State academic standards; provide financial assistance for the planning, program design, and initial implementation of charter schools; increase the number of high-quality charter schools available to students across the United States; evaluate the impact of charter schools on student achievement, families, and communities; share best practices between charter schools and other public schools; encourage States to provide facilities support to charter schools; and support efforts to strengthen the charter school authorizing process.”

The CSP State Entities program provides financial assistance to State Entities to support charter schools that serve elementary and secondary school students in a given state. Under the program, recipient State Entities make sub-grants to eligible applicants for the purpose of opening new public charter schools and replicating and expanding high-quality public charter schools. Grant funds may also be used to provide technical assistance to eligible applicants and authorized public chartering agencies in opening new charter schools and replicating and expanding high-quality charter schools, and to work with authorized public chartering agencies to improve authorizing quality, including developing capacity for, and conducting, fiscal oversight and auditing of charter schools.

## Purpose of the Grant

Colorado Department of Education (CDE) has received a competitive grant under this federal CSP for 2018-2023 (with a No Cost Extension for 2023-2024) in the amount of $55,171,335 to carry out the following objectives within Colorado:

* Objective 1: Increase the number of high-quality charter school options and the number of students who attend them.
* Objective 2: Raise educational outcomes for all charter school students by increasing capacity among authorizers and charter school leaders to increase quality charter school programs and to successfully address access and equity gaps among educationally disadvantaged students.

In carrying out these objectives, the Colorado Charter Schools Program (CCSP) provides sub-grants to qualified charter school developers for the planning phase and/or early years of implementation of new, replicating, and expanding charter schools through the CCSP grant and assists new and existing charter schools within Colorado to support and improve their performance through coordinating and facilitating quality technical assistance.

At least 90 percent of Colorado’s federal CSP award will be utilized for competitive CCSP grants to eligible charter school applicants. CDE will retain at least 7 percent of these federal funds to be utilized for CCSP statewide technical assistance activities and program evaluation/research, and not more than 3 percent will be utilized by CDE for administering the overall program, not to exceed 10 percent combined.

## Eligible Applicants

Schools must have first applied for and secured a CCSP grant in the previous year to be eligible to apply for a renewal award. Continuation of CCSP funds are distributed to schools that successfully complete a renewal proposal following the initial CCSP grant year. The renewal process to continue grant funding is not competitivebut is subject to available federal funds, appropriateness of the renewal proposal concerning the grant budget, student enrollment, need, student academic achievement, and progress made toward grant goals as outlined in the initial application.

### Educational Service Providers

Schools choosing to engage a for-profit or non-profit educational service provider (ESP) or educational management organization (EMO) **MUST** demonstrate that they and their governing boards are independent of the provider, and that all fees and agreements are fair and reasonable. The ESP does not qualify as an eligible applicant nor may it hold or manage a CCSP grant awarded to a school. Schools must exercise special care to ensure that a direct representative of the applicant school, independent of the ESP, is identified to administer the grant 34 CFR 75.700-75.702 and 76.701. Contracts between schools and ESPs will be subject to review as a part of the eligibility process.

### Regulations and Guidance

Applicants should also be aware of the following relevant provisions: January 2014 CSP Nonregulatory Guidance and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Nonregulatory Guidance Student Support and Academic Achievement Programs.

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### Proof of Eligibility

Only those applicants determined to meet eligibility may receive the grant. Awards issued to schools, subsequently determined to be non-qualifying, will be suspended.

## Available Funds

CCSP sub-grants are renewed as a result of this renewal process and are based on the school’s initial CCSP grant awarded amount. The renewal process to continue grant funding is not competitive, but is subject to available federal funds, appropriateness of the renewal proposal concerning the grant budget, student enrollment, need, student academic achievement, and progress made toward grant goals as outlined in the application. A school whose renewal proposal does not reach a minimum score will not be funded. Access to up to 25 percent of the anticipated 2023-24 award may be released before the renewal proposal is approved, subject to a completed and approved Annual Financial Report (AFR) for the previous grant year.

## Duration of Grants

The federal CSP program stipulates that not more than 60 consecutive fiscal months of funding be provided to any one sub-grant, with no more than 18 of those months in planning phase.

Continuation funding may be terminated if substantial progress is not being made to accomplish the grant project goals articulated in the initial CCSP grant application or if the charter school fails to make satisfactory student academic progress. Failure to draw down funds in a regular and timely manner, fulfill technical assistance (TA) requirements, or meet enrollment projections by a significant amount may potentially disrupt funding. Regular communication regarding changes in plans, administration, or ability to fulfill obligations of the grant is encouraged to identify early solutions.

## Allowable Use of Funds

The CCSP grant is a reimbursement program, which means recipients will be reimbursed following proof of expenditures on allowable, approved activities.

Under the allowable activities described in the ESEA § 4303 (h), CCSP grant funds must be used for one or more of the following activities:

1. Preparing teachers, school leaders, and specialized instructional support personnel, including through paying costs associated with –
   1. Providing research-based professional development for teachers and other staff that includes national staff development standards (including travel costs for school leaders, staff, and school board to attend conferences and training, or visiting other charter schools); and
   2. Hiring and compensating, during the eligible applicant’s planning period specified in the application for funds, one or more of the following: (i) Teachers. (ii) School Leaders. (iii) Specialized instructional support personnel.
2. Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials or aligning curriculum).
3. Under ESEA § 4303(h)(4), providing one-time startup costs associated with providing transportation to students to and from the charter school.
4. Carrying out community engagement activities, which may include paying the cost of student and staff recruitment and informing the community about the school.
5. Providing for other appropriate, non-sustained costs related to opening, replicating, or expanding high-quality charter schools when such costs cannot be met from other sources, providing support requests are reasonable and appropriate.
6. Under ESEA § 4303(h)(3), grantees may use CSP funds to carry out “necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).” *See Appendix E. Minor Facility Repairs for more information*.

**Note:** CCSP Grant funds are generally not allowed to be used for the following purposes:

* recurring costs for which per-pupil revenue (PPR) should be utilized,
* before and after school programs,
* salary and benefits for staff once the school has opened,
* major capital costs,
* food costs for staff, students, or parents,
* promotional/novelty items for advertising, events, or recruiting,
* student travel costs,
* continuing educational credits for professional development coursework,
* professional memberships,
* financial audit fees,
* grant oversight expenses, and
* business consultants beyond the first year of CCSP grant funding.

Expenses must be necessary, reasonable, and allocable to the grant in order to be allowable under the CSP (2 CFR 200.403(a)). Further details on allowable use of funds can be found in the [CCSP Grant Budget Instructions](http://www.cde.state.co.us/cdechart/ccspgrantbudgetinstructions) provided in the initial Request for Application (RFA) for which the school applied and awarded grant and later archived on the Schools of Choice Unit website. This document serves as a resource companion for the CCSP grant recipients.

## Participation, Evaluation and Reporting

Recipient participation in Technical Assistance, Evaluation, and Reporting is an inherent expectation and required in return for funding. Application indicates acknowledgement and consent to these contingencies.

### Risk Assessment

Under all federal programs, CDE is required to assess applicants and their applications to identify potential fiscal and programmatic risks, which may result in increased reporting, monitoring, additional TA, corrective action, and/or grant suspension or termination.

Risk is assessed through a variety of fiscal criteria identified by CDE Grants Fiscal Management Unit and programmatic criteria identified in this application document and federal regulations, statute, and guidance. A fiscal and a programmatic risk rating will be identified for each applicant based on past and current performance for both the applicant and their authorizer. This includes assessing the performance of CMO/EMO/ESP services to the recipients as it relates to the successful operation of their schools.

### Evaluation

As a condition of this federal grant, CDE is responsible for evaluating recipients to ensure they adhere to federal rules and regulations and accomplish their performance goals. This monitoring system reviews charter schools each year through the following system:

1. Quarterly call or check-in (if identified as at risk, calls may be increased to occur monthly)
2. Programmatic and Fiscal Desk Reviews, coordinated with quarterly check-in
3. Renewal Proposal, Progress Report, or PIY Verification (see below)
4. Interim Financial Report (IFR) and Annual Financial Report (AFR) (see below)
5. On-site visits
   1. Year 1 Implementation - a site visit is conducted by CCSP grant program staff to review a list of indicators identifying progress toward grant objectives, spending according to budget, educational programming, enrollment procedures, receipt of other federal funds and compliance to various other requirements, including fulfillment of TA, review of certifications, and submission of the IFR and AFR.
   2. Year 2 Implementation - A Charter School Support Initiative (CSSI) school diagnostic visit is conducted over the course of a three-day examination of the charter school to further evaluate and monitor for quality. This comprehensive review looks at academic performance, learning environment, organizational effectiveness, governance, and quality leadership through a variety of lenses. This review is conducted by a group of outside professional consultants who have experience in Colorado charter schools. The school is provided with a final written report that includes suggestions for both short- and long-term school improvements. The CSSI visit is a requirement of the CCSP grant program in implementation year 2 and may be paid for with grant funds. More information about the CSSI visit can be found online [here](http://www.cde.state.co.us/cdechart/cssi.asp).

Schools that fail to adhere to this application and/or federal guidelines or to demonstrate high academic achievement will be subject to corrective action and placed on high-risk status until concerns are resolved.

### Reporting

CDE is required to track specific information as a part of its federal CSP grant. Sub-grantees will be required to:

* Join [CDE Schools of Choice listserv](http://www.cde.state.co.us/cdechart/joinlistserv.htm). Multiple people from each school are encouraged to be on this list.
* Provide contact information for current board members, with officers identified, including a phone number and e-mail address for each board member.
* Notify CDE Schools of Choice upon any transition of administrator, leadership, or board at the school anytime during the grant period. Note: Additional TA may be required. A changeover in the school’s grant contact will require the governing board to submit a written notification and the new school grant contact will be required to complete the CCSP Grant Post-Award Webinar within five business days.
* Provide information requested via survey and other data collection projects (e.g., TA needs assessment, frequency and duration of training/special events, problems of practice and satisfaction surveys, etc.).
* IFR: An IFR is required to be filed each year for the duration of the grant. The IFR should include the general ledger of actual expenses accrued July 1 through March 15 of the given fiscal year.
* AFR: An AFR is required to be filed within 90 days following each grant fiscal year. The AFR reports actual expenditures made from the grant. If an AFR is not filed, sub-grantees risk losing their funds for the following year.
* Renewal Proposal: Recipients must complete a Renewal Proposal after their Planning year that includes a progress report toward grant project goals and grant activities.
* Progress Report: Recipients must complete a Progress Report after their first year of implementation. This report includes detailed information about grant project goals, grant activities, and submission of the school’s Unified Improvement Plan (UIP) evidencing academic performance.
* PIY Verification (if applicable): Recipients eligible for PIY will complete a simple evaluation form after year two of implementation that highlights grant project goals, TA compliance, fiscal expenditures, and academic success over the course of the grant.
* Final Grant Report: A final grant report is due to CDE Schools of Choice within 120 days of the end of the final grant year, including a final asset inventory.

Note: Completion of all CCSP requirements is necessary to exit the program in good standing.

Award amounts may be reduced if recipients do not adhere to the terms of their grant award; this includes if projected enrollment is not met, TA requirements are not completed each year, funds are not spent in a timely manner, and reporting not completed. In order for schools to exit the program in good standing, it is imperative that sub-grantees comply with all requirements of the program.

## Data Privacy

CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the CCSP grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Application materials and documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under 16 for students or 5 for educators.

## Technical Assistance (TA)

CDE places great value on providing high-quality support and training to sub-grantees based on research-proven best practices as a means of ensuring high-quality school programs. Sub-grantees are expected as part of federal and state requirements to attend a variety of TA options over the grant period that are intentionally designed to improve each school’s chance for success. More information on TA participation requirements over the multi-year grant is available in the [CCSP Grant Technical Assistance Requirements](#Technical) section below.

### Renewal Proposal Training & Technical Assistance

Those submitting a renewal proposal **MUST** review the pre-recorded **CCSP Grant Renewal Proposal Webinar** posted on the CCSP webpage at **12:00 PM** on **Wednesday,** **August 16, 2023**. This presentation will review the aspects of the renewal process and is required each year of the implementation phase of the grant award. CDE highly recommends that two or more individuals from each applicant charter school engage with this information. Note: At minimum, the school grant contact is required to complete review of the webinars. Questions and need for clarification in follow up to review can be directed towards the designated point of contact for applicants staffed within the CDE Schools of Choice Unit.

## Review Process

Each section of the renewal proposal will be rated according to the [selection criteria and evaluation rubric](#_Part_I:_), included in this document. CDE program staff will review applications according to these criteria, as well as for completeness, adherence to the certifications of the applicant’s initial CCSP application, budgetary restrictions, eligibility, and compliance with formatting requirements. This review will determine if the application is compliant with UGG (2 CFR 200) and the Education Department’s General Administrative Regulations (EDGAR) and the basic requirements of the CCSP grant.

Generally, the renewal proposal will be reviewed in light of the sub-grantee’s attentiveness to fiscal consideration and responsible use of grant funds to date. The renewal proposal is intended to provide an update on the progress the school is making toward its initial CCSP grant proposal. Thus, a variety of factors will be considered during the renewal process, including but not limited to:

* appropriateness of the proposed budget,
* legitimacy and prudency of the planned expenditures within the context of the sub-grantee’s overall financial picture,
* continued alignment with the grant project goals established in the initial CCSP grant proposal,
* progress toward grant project goals,
* progress toward academic achievement,
* evidence the charter school is being operated in accordance with the information provided in the CCSP grant proposal, including the demonstration of accountability,
* student enrollment and need,
* appropriate and timely spend down of grant funds, and
* explanation of any significant discrepancies between the approved and actual expenditures of the prior grant year.

Implementation Grant renewal applications **must be submitted by Wednesday, October 11, 2023**. A school whose renewal proposal does not reach a minimum score will not be funded.

## Award Process and Start Date

* Renewal proposals will be reviewed and scored within 30 days of the submission deadline, and final approval notification will be sent via email to successful applicants outlining their award amounts for subsequent year(s).
* Once additional information is satisfactorily provided to the CCSP grant team, the applicant will receive an email stating the sub-grantee has final approval.
* Schools can only incur 25 percent of their anticipated 2023-24 CCSP award amount prior to receiving final approval of their award.

The budget period for the implementation phase years of the CCSP grant is from July 1 through June 30 each year. The proposed charter school grant project should reflect that timeframe.

## Submission Process and Deadline

Submit the electronic copy of the entire application by

**11:59 PM** on **Wednesday, October 11, 2023** to:

[**SOC@cde.state.co.us**](mailto:SOC@cde.state.co.us)

The electronic version should include all required components as one document.

**Incomplete or late applications will result in a delayed consideration.**

### Required Elements

The renewal proposal is intended to provide an update on the progress the school is making toward elements outlined in its initial CCSP grant application and **must** include the following elements in the sequence outlined:

**Part I: Cover Page and Program Assurance Form, completed with signatures**

**Part II: Narrative (limit to 16 pages)**

1. Executive Summary
2. Progress toward Grant Project Goals
3. Project Budget Narrative
4. Accountability and Accreditation
5. Continued Operation

**Part III: Appendices**

1. Charter School Enrollment Policy: Include most current lottery protocol and application form(s).
2. Colorado Charter Schools Program Grant Budget: Do not include. School’s most current, approved budget will be used.
3. Charter School Operating Budget: Include last audited financial statement (no more than 2 pages) and long-term budget showing five or more years.
4. Technology Plan: Include most current plan if there have been any changes since initial application.
5. Minor Facility Repair Plan: Include most current plan if there have been any changes since initial application.
6. Transportation Plan: Include most current plan if there have been any changes since initial application.
7. Library Development Plan: Include most current plan if there have been any changes since initial application.
8. Professional Development Plan: Include most current plan if there have been any changes since initial application.
9. Performance Management Plan: Include most current plan if there have been any changes since initial application.
10. Equity, Diversity, Inclusion Plan: Include most current plan if there have been any changes since initial application.
11. Waivers Sought: Provide information on waivers in executive summary.
12. Technical Assistance Proposal (2-year): If applicable, update as necessary and include most current plan.
13. Technical Assistance Proposal (3-year): If applicable, update as necessary and include most current plan.
14. Disclosure Information: Update and include most current information.

### 

### Application Format

* All pages must be standard letter size (8.5” x 11”).
* Use 12-point Times New Roman, Arial, or Calibri font, single line spacing, and 1-inch margins. Tables may be in an 11-point font.
* The narrative must address, in sequence, each section of part II identified in the CCSP Renewal Proposal Evaluation Rubric. State each part, section number and title in **bold**.
* Narratives are limited to 16 pages.
* Number all pages.
* Do not use a table of contents page or divider pages.
* Original signatureson the application Cover Page and the Program Assurances Form are expected. CDE will accept scanned copies of signed pages or digital signatures collected via Adobe Sign, DocuSign, or other comparable technology used to certify signatures from applicants.
* Do not include curriculum, invoices, or any other document not specifically required as an attachment. If, for good cause, the applicant wishes to include an additional attachment, email [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us) with your request for permission and a supporting rationale. Extraneous attachments, without proper authorization, will be removed and not submitted to the grant reviewer. Do not include cover pages for the attachments.

## CCSP Grant Programmatic Technical Assistance (TA) Requirements

A TA Proposal must be completed and included as Appendix L or Appendix M, which reflects participation from the initial CCSP grant year and proposes how requirements will be met for the remaining year(s) of the grant.

The CDE Schools of Choice places great value on providing high-quality support and training based on research-proven best practices that are intentionally designed to improve each school’s chance for success. Therefore, participation in TA events is expected of sub-grantees. Flexibility exists within the TA requirements for schools to tailor their selection of trainings to best meet the school’s unique needs. Using the TA requirements as a plan, and grant funds as a resource, schools should self-evaluate and use this opportunity to build capacity. A [training request form](http://www.cde.state.co.us/choice/tarequestform) must be completed and submitted to CDE Schools of Choice at [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us) PRIOR TO any individualized training for pre-authorization, and credit will be issued once the authorized [training](http://www.cde.state.co.us/cdechart/cchgrn00.asp) request form is resubmitted with a reflection on professional development gains from the training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Assistance Requirements** | **Events Per Year** | **Planning Year\*** | **Year 1 Implementation** | **Year 2 Implementation** |
| **Sub-grantee Support** | | | | |
| CCSP Grant and Application Training | 1 | Required |  |  |
| CCSP Grant Budget Workshops | 2 | Encouraged | 1 Required | 1 Required |
| CCSP Grant Post-Award Webinar | 1 | Required |  |  |
| CCSP Grant Renewal Proposal Webinar | 1 |  | Required |  |
| CCSP All Sub-Grantee Calls | 4 | 2 Required | 2 Required | 2 Required |
| CCSP Implementation Year 1 Site Visit | CDE Schools of Choice schedules with the school |  | Required |  |
| Charter School Support Initiative (CSSI) Overview Webinar | [Recording](https://drive.google.com/file/d/1rJGrELMNBa7ruKfHJoOxnjs5Xok7nuBy/view) |  |  | Encouraged |
| Charter School Support Initiative (CSSI) Site Visit | CSSI team lead schedules with the school |  |  | Required |
| **Governing Board Support** | | | | |
| Charter School Board Training Modules  *New platform available FY23* | 11 modules Completed collectively  (Accessible on [Freestone](https://coloradoleague.org/page/boardtrainingbundle)) | Complete 3 Governing Board Basics modules | Complete 5 Governing Board Effectiveness modules | Complete 3 Governing Board Continuous Improvement modules |
| Board Fundamentals | 2 | 1 Required | Encouraged | Encouraged |
| Specialized Governing Board Training | Scheduled individually with an outside entity | Encouraged |
| Topic-based Webinars | 4 to 6 | Encouraged | Encouraged | Encouraged |
| Colorado or National Charter Schools Conference Sessions | Attended individually |
| Performance Management Training | Offered [on demand](http://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) or scheduled individually with an outside entity | Data dashboard w/ academic, culture, financial & operational measures Required | CDE Unified Improvement Plan Training Required | Board Self-Assessment Required |
| Strategic Planning Training Required |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Assistance Requirements** | **Events Per Year** | **Planning Year\*** | **Year 1 Implementation** | **Year 2 Implementation** |
| **Administrator Support** | | | | |
| Administrator Mentoring | Scheduled individually with an approved mentor | 8-10 hours Required | 25-32 hours Required | 20-25 hours Required |
| School Administrator Mentoring Cohort Meetings | 6 | 3 Required | 3 Required | 4 Required |
| Specialized Instructional Leadership Training | Scheduled individually with an outside agency |
| CDE Unified Improvement Plan Training | Offered [on demand](http://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) or scheduled individually with CDE or an outside agency | Encouraged | Required |  |
| Topic-based Webinars | 4 to 6 | Encouraged | Encouraged |
| Colorado or National Charter Schools Conference Sessions | Attended individually |
| Equity Convening | 1 to 2 | 1 Required |
| **Business Operations Support** | | | | |
| Annual Finance Seminar | 1 |  | Required | Required |
| Business Operations Networking Meetings | 4 | 1 Required | 3 Required | 3 Required |
| Specialized Business Operations Training | Scheduled individually with an outside agency |
| Business Operations Mentoring | Scheduled individually with approved mentor | 20-25 hours Encouraged | 10-15 hours  Encouraged | 8-10 hours  Encouraged |

\*For schools entering the CCSP grant in Year 1 Implementation, the technical assistance requirements are modified. Please see Appendix L: Technical Assistance Proposal – CCSP Grant (2-year) for details.

## CCSP Grant Budget Instructions

The [CCSP one-year grant budget](http://www.cde.state.co.us/cdechart/ccspbudgettemplate), in Excel, is the document that will guide the charter school, authorizer, and CDE over the duration of the annual grant period. It is created to ensure:

* Compliance with state and federal regulations, including but not limited to tracking expenditures as require by the [CDE Chart of Accounts (COA),](https://www.cde.state.co.us/cdefinance/sfcoa)
* Provide the planned expenditures for the entire grant period, and
* Maintain the history of the budgeted and actual expenditures.

The [Excel CCSP grant budget](http://www.cde.state.co.us/cdechart/ccspbudgettemplate) will become the worksheet that will be used on an annual basis to track expenditures to be reimbursed by the grant. A new budget document will be released on an annual basis.

The proposed budget and the budget narrative should support the grant project goals identified in part II, section B of the application. There should be evidence of a clear relationship between identified goals, proposed activities, and how funds will be spent. Applications should contain budget narratives for allyears of funding. The budget will be completed annually and must continue to align to the approved application on file with CDE. Please be advised that this is a reimbursement grant, and it is imperative that schools have available general funding for initial purchases.

All schools are required to submit their proposed budget for the anticipated amount of funding for the first year of award on the CCSP grant budget and then updated once final award approval is reached. This process is repeated annually as sub-grantees transition into a new grant award year. Grant funds must be spent sequentially; first year funds must be drawn down before accessing second year funds, etc. The budget period for the Planning grant is ***upon final approval through June 30***. The budget period for CCSP Implementation grant is from ***final approval through June 30***. Implementation grants awarded during the year of application will not go back to July 1st of the first year. The proposed sub-grantee budget should reflect this timeframe.

When applications have been reviewed, final grant amounts will be determined based on funding structure detailed in Available Funds section and CCSP budget documents will be returned to the charter school and their authorizer with specific CDE comments that will require additional information of successful applicants. This original budget revision must comply with the application review comments and will serve as a basis for any future budget revisions. Any sub-grantee not properly submitting an original budget revision within 30 days of the date of the grant notification may be subject to losing their grant award. Contact the designated CDE Grants Fiscal Management Analyst at [CCSP\_GFMU@cde.state.co.us](mailto:CCSP_GFMU@cde.state.co.us) with any issues.

General Guidelines and Restrictions

CCSP grant budget form instructions are found within the document itself. Each line item in the Excel budget should include the following in the respective columns: program/object category, grant project goal, budgeted amount (initial entry must be under original amount), and adequate budget item description/justification including cost per unit and an explanation of quantity (such as number of items or kits, number of students, grade level, classrooms or employees served, etc.).

The following guidance is provided to assist in the preparation of the budget.

* Any single line item more than $1,000 should have a detailed justification. Break down line items exceeding $1,000 through notations of quantity, explanation, or additional line items to clarify how funding will be expended. Note: The Excel document does not calculate the quantity by the original amount; the original amount must be the total cost of the purchase.
* Do keep in mind that budget submissions can go through several reviews prior to approval; therefore, budget *time* adequately.
* Up to $125 per hour can be budgeted for administrator and business mentoring costs. It is important to include the rate and total estimated hours.
* Attendance at conferences must be justified against the grant project goals and is limited to two individuals (unless it can be demonstrated that attendance is necessary for additional staff for professional development purposes).
* Requests for specialized training must include expected attendees, expected outcomes, topic(s), provider, cost, and a plan for sustaining that training.
* Budget expenditures must be supported by a sufficient description that provides the number of staff/students to be served; this can be grade level or actual number of participants. In subsequent years, this is critical as the grant is not intended to address recurring costs.
* Performance management and professional development requests must include number of participants, number of days, and cost per person per day, topic, and provider.
* It is in the best interest of the charter school applicant to request only reasonable funding levels in order to maximize the total award. Budget line items that are unrealistic will be cut or trimmed. For example, if $8,000 is requested to send six individuals to a national conference, you may be asked to instead send two people each year over a three-year period.
* Subcontracting is allowed, but schools must comply with procurement policies as outlined UGG § 200.317.
* Please follow your authorizer’s internal policies and procedures when budgeting for supplies, non-capital, and capital equipment.
  + In general supplies are small purchases that are consumed, worn out or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances
  + In general, non-capital purchases are valuable in nature and classified as equipment but costing less than the authorizer’s policy for capital assets inventory. For example, iPads are generally a non-capital purchase and should be tracked and inventoried to mitigate theft
  + In general, capital purchases are above $5,000 per unit including any taxes, shipping, and installation charges. These items are meant to be used for more than a year and need to be properly depreciated through the authorizer’s accounting system. At the end of the useful life, CDE needs to be made aware of any possible sale or disposal of capital equipment as funds may need to be sent back to the federal government.

**Required Policies and Procedures**

Schools awarded will be required to establish the following fiscal policies and procedures. This is a requirement of the UGG 2 CFR 200 and must be in place to established to ensure compliance.

* 200.302 Financial Management
* 200.319 Procurement
* 200.318 Conflict of Interest
* 200.320 Micro-Purchases
* 200.333 Record Retention

**Allowable Costs**

To ensure that federal funds go as far as possible, proposed budgets must adhere strictly to the federal policy. Fundable activities are limited to those identified in ESEA §4303 (h), with what is allowable under 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Grant expenditures must follow 2 CFR §200.403 Factors Affecting Allowability of Costs. All expenditures must be necessary for the performance of the grant and be allowable under UGG. All expenditures must tie to the approved application and must be adequately documented. As a general matter, the following are examples of costs that may be include, but are not necessarily limited to:

* All expenditures must be necessary, reasonable, and allocable to the grant to be allowable under the CSP (2 CFR 200.403(a)). In particular, sub-grantees should refer to the following provisions:
  + ***Necessary cost:*** *The cost should be for an activity or function that is generally recognized as ordinary and required for the institution to operate the program. The cost must be essential to fulfill regulatory requirements for proper and efficient administration of the program.*
  + ***Reasonable cost:*** *A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining reasonableness of a given cost, consideration must be given to, among other things, whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award, and market prices for comparable goods or services for the geographic area. (2 CFR 200.404) The type and amount of cost should not exceed what a “prudent person” would pay under the same circumstances.*
  + ***Allocable cost:*** *A cost is allocable if the goods and services involved are chargeable or assignable to the grant in accordance with the relative benefits received. (2 CFR 200.405(a)) An example of allocability would be the purchase of computers for grade levels not covered by the grant. The grant was written for 4th and 5th graders; however, the budget has included costs for 6th grade. The costs that would be covered would be those allocable to the 4th and 5th grade only.*

The following is a list of costs that are covered by the grant. It is not a complete list and is provided as guidance for budget preparation:

* **Curriculum** – Expenditures are only allowed for initial training prior to the implementation of a new curriculum or existing curriculum for a new grade level.
* **Legal fees** limited to direct legal services for employee and lease contract are allowed. If legal fees are budgeted beyond the first year, additional information must be provided to support the request. It is anticipated that the legal fees covered by the grant would be completed prior to the school opening. Additional costs must be reviewed by CDE to ensure they are allowed.
* **Marketing –** The costs associated with student recruitment and creating parent awareness of the school such as creating a webpage for the new school, advertisement via mailings, business cards for staff.
* **Community Engagement Activities –** The costs related to student and staff recruitment along with informing the community about the school. Cannot include food costs or promotional items.
* **Salaries (Contracted Services)** – Hiring and compensating teachers, school leaders, and/or specialized instructional support during the planning period is allowed. Time and effort documentation is required for all personnel compensated with federal funds UGG § 200.430 Compensation-Personal Services (i) Standards for Documentation of Personnel. If a school will be submitting salary for two staff that are not the principal/head of school or the business manager, they must submit this request for prior approval.
* **Site licenses** for software
* **Telephones**
* **Computers** for staff and students
* **Student/Classroom Furnishings –** should be based on projected enrollment

Generally allowable costs are:

* Customary (e.g., interventionist or coaching salaries and benefits, and professional development opportunities based on need)
* Allowed by circulars, regulations, policy, and guidance
* Disclosed in the budget submitted to the State agency
* Approved in advance through the budget authorization process

**Recurring Costs Not Covered by CCSP**

The following items are examples of recurring costs that are not allowed without additional documentation explaining the additional request:

* Software licensing renewals
* Supplies that were clearly purchased in the prior year
* Curriculum purchased in the prior year
* Legal fees for lease or employment contracts that were included in a prior year or in final year of grant.
* Professional development that is not progressive in nature is considered recurring if it does not clearly indicate it is for a new cohort of teachers

This list is not fully comprehensive but is presented to show typical items that would be considered recurring under the CCSP grant.

**Costs Not Covered by CCSP Grant**

The following are examples of costs that are not covered by the CCSP grant and is provided as guidance in preparation of the budget:

* Architecture fees
* Before and after school programs
* Bus passes
* Building insurance costs are considered facility cost
* Financial audit fees
* Food costs for staff, students, or parents
* Gift certificates, alcoholic beverages, school apparel for staff or students, fines and penalties, and lobbying
* Grant oversight expenses
* Hiring/recruitment expenses such as a placement firm or travel for prospective employees (small amounts for advertising are acceptable)
* Installation costs associated with playground and/or fitness equipment, unless demonstrated as necessary to the school’s vision/goals (subject to pre-approval)
* Kitchen equipment such as funding to purchase the equipment to set up food services within the school. Requests for this type of equipment are limited. The purchase of cafeteria tables is an example of what could be included on the CCSP grant.
* Legal fees outside of those directly related to employee and lease contracts
* Normal operating expenses such as utilities
* Professional dues or memberships
* Rental insurance costs are considered facility cost
* Salary and benefits for staff once the school has opened
* Student recruitment in the form of promotional items, food costs or any type of incentives
* Traffic study fees
* Travel costs for student expeditions (travel, etc.)
* Moving expenses such as truck rental, movers, moving equipment or supplies, or storage facility fees
* Student recruitment expenses beyond $20,000 in Planning Year and $10,000 in Year 1 and Year 2 Implementation.
* Non-educational/non-informative promotional/novelty items for advertising, events, or recruiting.
* Continuing education credit costs for professional development coursework completed at a college or university, as this would be considered compensation. The cost to complete college or university coursework relevant to grant project goals without credit may be considered.
* Colorado League of Charter School’s accountability self-studies and site visit expenses
* Colorado League of Charter School’s or other retreats, unless based on needs assessment
* Out-of-state travel unless it can be demonstrated that the goal of the travel cannot be accomplished in-state (no out-of-country travel is permitted)

This list is not fully comprehensive but is presented to show typical items that cannot be covered with CCSP grant funds.

Chart of Accounts – Coding of Expenditures

CDE COA was developed in response to 22-44-105(4), C.R.S., introduced as H.B. 1213 and enacted by the legislature in 1994. CDE and all school districts and Board of Cooperative Educational Services in the state shall use the system to report and obtain necessary financial information. It is important to review the CDE COA available at: <https://www.cde.state.co.us/cdefinance/sfcoa>

Program/Object Categories

Examples of the types of expenses that may be included in each object category are listed below for categorization guidance only. Your budget narrative should give enough detail so that the appropriate object category can be confirmed.

Instructional Program

Instruction includes activities dealing with direct interactions between staff and students. Teaching may be provided for students in a school classroom, in another location (such as a home or hospital), and in other learning situations, such as those involving co-curricular activities. Instructional activities may also include approved media, such as computer programs/software, television, radio, telephone, and correspondence. Included here are the activities of paraprofessionals, aides and classroom assistants, clerks, or graders, and the use of teaching machines or computers that assist in the instructional process of interaction between teachers and students.

*(0300) Purchased, Professional and Technical Services* - Consultant fees, professional educational services and other services performed by persons or firms with specialized skills and knowledge. In addition, property services to operate, repair or maintain school property (not continuous).

*(0500) Other Purchased Services* – Includes services performed outside of professional or technical development related to the planning and implementation of the school or expansion project. Examples of such services include telephone service in the planning phase, printing services, postage, advertising, and any expenditure related to travel such as registration, mileage/airfare, and lodging. Please remember that any out of state travel must have prior approval before expenses may be incurred.

*(0600) Supplies/Materials* – Instructional materials, supplies, books, and other general supplies that can be consumed, worn out, or deteriorate through use. Curriculum software licenses and inexpensive classroom furnishings below $500 each would fall under this category.

Support Program

Support service programs are activities that 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.

*(0100) Salaries* - Amounts paid related to personal services for both permanent and temporary employees. Amounts for planning, administration, etc. should be broken out.

*(0200) Employee Benefits* - Amounts paid for personal services for both permanent and temporary employees. Amounts for planning, administration, etc. should be broken out.

*(0300) Purchased Professional and Technical Services* – Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, brokers, etc. Identification of specific vendors within the application does not remove the sub-grantee responsibility to follow their established procurement procedures. The grant requires **ALL** services that require a Contract or Memorandum of Understanding (MOU) follow the established sub-grantee procurement procedure to ensure there is no conflict of interest and all vendors have been cleared through the System of Award Management (sam.gov).

(0430) *Repairs and Maintenance Service* – Expenditures for repairs and maintenance services not provided directly by school personnel or contracted services that align with the Minor Facility Repair Appendix.

*(0500) Other Purchased Services* - Includes services performed outside of professional or technical development related to the planning and implementation of the school or expansion project. Examples of such services include telephone service in the planning phase, printing services, postage, advertising; and any expenditure related to travel such as registration, mileage/airfare, and lodging. Also includes student transportation. Please remember that any out of state travel must have prior approval before expenses may be incurred.

*(0600) Supplies/Materials* - Office supplies, books, non-curriculum software licenses, and other general supplies. Computer peripherals purchased outside of a system package (such as mice, keyboards, and computer speakers) also fall under this category.

Equipment

The Federal definition of equipment is tangible personal property, (including information technology systems) having the useful life of more than one year and a per unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes. Items considered equipment must be listed on a separate worksheet from the rest of the budget, as they must be tagged and inventoried according to §200.439 Equipment.

Sensitive inventory items (small and attractive assets) are assets that do not meet the district/school’s capitalization policy but are considered particularly vulnerable to loss, thus subject to special property control. These must be tagged and inventoried regardless of costs.

*(0735) Equipment* – The CCSP grant requires items over $500 each or electronic in nature that will be used for more than one year are considered equipment. This includes computers, computer and/or phone networking equipment, SMART or Promethean boards, video projectors, large printers, copy machines, large pieces of staff and office furniture, vocational education equipment, and specialized technology furniture such as media carts. Please be sure to provide detail on large technology purchases, including cost per unit.

**Example -** $25,000 for “computer network” – should be budgeted by the individual pieces such as $5,000 for servers, $10,000 for computers, and $10,000 for routers and switches. This will help determine reasonableness and allocation of the purchase, along with providing better controls and accuracy related to equipment inventory tracking.

Transportation

Under section 4303(h)(4) of the ESEA, sub-grantees may use federal CSP funds to provide “one-time, startup costs associated with providing transportation of students to and from the charter school.” One-time startup costs may not be sustained in nature and must be related to the startup or expansion of the charter school. Therefore, provided that the costs are necessary, reasonable, and allocable to the grant or sub-grant, a newly opened or expanded charter school could use a portion of its CSP funds to purchase a school bus or to procure a bus service to transport students to and from the charter school during the startup or expansion phase of the school. Grantees should be aware that, depending on the facts, a school bus may be considered a “capital asset,” in which case the grantee would be required to treat the cost of purchasing the school bus as a “capital expenditure” (UGG 2 CFR 200.12, 200.13, 200.329, and 200.439).

The RFA and rubric under this grant will require applicants to include a description of the transportation needs of the school and its proposed plan to fulfill them. All applicants will be required to submit a transportation plan as an addendum. Schools choosing to provide their own transportation, whether using grant funds or not, will also need to demonstrate that they have a state statute aligned and CDE approved transportation policy in place. This policy will address state statute and rules related to public transportation safety, which are outlined in 1 CCR 301-25 Colorado Minimum Standards Governing School Transportation Vehicles (one of 4 versions by manufacture date: April 30, [2015-Present](https://www.cde.state.co.us/transportation/252015), September 1, [2007-2015](https://www.cde.state.co.us/transportation/252007), February 1, [1999-2007](https://www.cde.state.co.us/transportation/251998) or October 1, [1993-1999](https://www.cde.state.co.us/transportation/25-1993)), [1 CCR 301-26 Operation Maintenance and Annual Inspection of School Transportation Vehicles](https://www.cde.state.co.us/transportation/finaltransportationoperationruleseffectivejuly82016), and [Rules for the Administration of the Public School Transportation Fund](https://www.cde.state.co.us/sites/default/files/documents/cdenutritran/download/pdf/transportation/nutri-transrule301.14.pdf) (CCR 301-14) and guidance. Additionally, CDE Schools of Choice will require sub-grantees requesting these funds to establish contact with the Transportation office at CDE to receive authorization on any purchases before purchases are made or grant funding is released, provide a multi-year transportation and maintenance budget, and comply with any additional and all necessary technical assistance trainings. This information may be requested during a monitoring desk review, visit and/or reporting period.

CDE encourages sub-grantee use of grant funds to cover one-time startup costs associated with providing transportation to students to and from school. This aligns with our goal to increase enrollment and attendance in these schools and increase access to equitable educational opportunities in Colorado, particularly among historically underserved and educationally disadvantaged student populations. More students will have greater options available to them to enroll in a high-quality charter schools and authorizers will become better able to understand how to find a path for public charter schools to offer transportation services to students.

CDE Schools of Choice will work with grant applicants and their authorizer to ensure those seeking grant funding for transportation identify one-time startup costs associated with transporting students into their project goals and budget. Applicants are also asked to address this set aside in a transportation plan that considers transportation needs of its students beyond the startup phase of the charter school that would become an appendix to the CCSP application.

Criteria – CDE will use the following criteria for determining whether a proposed transportation expense is allowable under the CCSP grant:

* Total expenses on transportation are not to exceed 25 percent of annual grant award for a three-year annual award and only for the acquisition of a CDE approved transportation bus/vehicle.
* The school will provide annual reports on the status of the bus/vehicle including evidence of proper record keeping, inventory, serial # and maintenance.
* Identified cost of a bus/vehicle will be evaluated by CDE Transportation Unit to determine whether identified cost is a reasonable cost for the bus **before a purchase would be allowed**.
* The primary goals of the grant are clearly met and not compromised based on expenditures made related to transportation costs.
* The school will provide a transportation goal and write a measure and metric to report on related to that goal.
* The school will provide an update in their APR on their transportation plan and effectiveness of the plan.
* School will provide an assurance that funds used are clearly associated as a cost that is a one-time cost to the school.
* Consideration of management of recurring transportation costs.
* Schools will be asked to complete a budget template that allows them to demonstrate an understanding of what reasonable cost assumptions look like over a five-year period for managing transportation expenses and how these costs will be incorporated into a long-term sustainable operational budget for the school.
* As with other assurances, CDE will not fund recurring costs in the grant.

Facilities

Section 4303(h)(3) of the ESEA, grantees or sub-grantees may use federal CSP funds to carry out “necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facility repairs (excluding construction).”

* “New Flexibilities under the Every Student Succeeds Act“ Frequently Asked Questions (December 2017) [PDF](https://oese.ed.gov/files/2017/12/CSP-ESSA-Flexibilities-FAQ-2017.pdf).
* ESSA Flexibility Webinar [Slides](https://www2.ed.gov/policy/elsec/leg/essa/essaflexibilitiesseapresentation.pdf) (November 2018) [PDF](https://www2.ed.gov/policy/elsec/leg/essa/essaflexibilitiesseapresentation.pdf).

Examples of “minor facilities repairs” under ESEA § 4303(h)(3) include: repairing a leak in a roof, replacing a broken window, and repairing a furnace or air conditioning unit. In essence, minor facility repairs neither add to the permanent value of the property nor appreciably prolong its intended life, but rather, keep it in efficient operating condition.

Under UGG § 200.13, renovations or improvements that materially increase the value or useful life of a “capital asset” (e.g., land, building or facility, equipment, and intellectual property (including software)) are “capital expenditures” and are not covered by the CCSP grant without prior approval from CDE. To charge a capital expenditure to the CSP grant or sub-grant, the grantee or sub-grantee must obtain the prior written approval of the Department or SEA (i.e., “pass-through entity”) (2 CFR 200.439(b)(3)). For information regarding title, use, and disposition of real property improved with Federal grant funds and reporting requirements for such property, grantees should refer to 2 CFR 200.311 and 200.329, respectively.

As stated above, sub-grantees may use CCSP funds to carry out “necessary renovations to ensure that a new school building complies with applicable statutes and regulations.” In determining whether a proposed renovation is necessary to ensure that a new school building complies with applicable statutes and regulations, the Department encourages grantees to consider, and to explain in their amendment requests, whether the renovation is required by a statute or regulation (i.e., not simply suggested or proposed), including the source and citation for the specific compliance requirement and the consequences for non-compliance. In determining whether the cost of a proposed renovation is “necessary and reasonable,” CDE encourages sub-grantees to consider, and to explain in their amendment requests, the following:

• Whether the renovation is necessary for the performance of the grant.

• Whether the cost of the renovation (e.g., materials and labor) is commensurate with the market rate for such goods and services.

• The relative cost of the renovation calculated as a percentage of the overall dollar size of the CSP grant allocated to the charter school.

• The relative cost of the renovation calculated as a percentage of the overall cost basis of the underlying property.

• Whether the costs are non-sustained (i.e., “one-time” costs associated with the startup or expansion of the charter school).

**Example 1 - ALLOWABLE**

Allowable: A charter school is required under a Federal or State statute (e.g., the Americans with Disabilities Act (ADA)) to provide accessibility in the form of an elevator; without it, the school will not be permitted to operate. To comply, the charter school requests approval to amend its approved application to use $50,000 of its $900,000 CSP grant for expenditures it will incur (such as engineering drawings, labor, equipment, and materials) to install an elevator in its building that has a cost basis of $1 million. Assuming the cost of installing the elevator is reasonable and the proposed amendment to the approved application does not result in a substantial change in the scope or objectives of the grant, then the $50,000 renovation cost appears to be allowable, as 1) installation of the elevator is necessary to comply with a statute or regulation (i.e., the ADA); 2) the expenditure is necessary for the performance of the grant (i.e., opening and operating a new charter school); and 3) the renovation cost is reasonable insofar as it represents only 5.6 percent of the overall size of the grant and only 5-6 percent of the current cost basis of the real property (prior to the renovation) and, therefore, does not represent a significant grant expenditure under the grant project budget or in the context of the overall dollar cost of the real property.

**Example 2 - Unallowable**

A charter school requests approval to amend its approved application to use $250,000 of CSP grant funds to acquire commercial real property (a land parcel with a former warehouse) and renovate it for use as a permanent school facility for the charter school. In this scenario, the charter school may not use any CSP funds to acquire the property, as the acquisition of the property represents an unallowable capital expenditure for real property (34 CFR 75.533). Nor may the charter school use CSP funds to renovate the facility, unless the charter school can show that the renovations are “necessary” to ensure that the building complies with a specific statute or regulation (e.g., a State safety regulation requiring installation of a sprinkler system). In such a case, the charter school also must demonstrate that the cost for the renovation is necessary, reasonable, and allocable to the grant (2 CFR 200.403(a)). Further, if the renovation would result in a material increase in the value or useful life of the property, then the cost for the renovation would qualify as a “capital expenditure,” and the charter school would be required to obtain prior written approval from the Department or, in the case of a charter school sub-grantee, the SEA (UGG at 2 CFR 200.12, 200.13, 200.329, and 200.439).

A sub-grantee may use CCSP funds to acquire portable classrooms, provided that the classrooms are **temporary** and directly related to opening or preparing for the operation of a new charter school or replicated high-quality charter school or expanding a high-quality charter school (see section 4303(b)(1) of the ESEA). In accordance with the cost principles in UGG, acquisition of the portable classrooms also must be necessary, reasonable, and allocable to the grant (2 CFR 200.403-200.405).

A sub-grantee may not use CCSP funds to construct permanent or non-portable classrooms on school property due to the regulatory prohibition against the use of Federal funds for construction (34 CFR 75.533).

Under section 4303(h)(3) of the ESEA, CCSP funds may be used for minor facilities repairs (excluding construction). Examples of minor facilities repairs include repairing a leak in the roof, replacing a broken window, and repairing a furnace or air conditioning unit. In essence, minor facility repairs neither add to the permanent value of the property nor appreciably prolong its intended life, but rather, keep it in efficient operating condition (2 CFR 200.452).

References and Additional Guidance

Additional information and guidance on budgeting, budget revision, and allowable expenses can be found in other CCSP guidance, as well as in the federal January 2014 CSP Nonregulatory Guidance.

Applicants should also be aware of the following relevant provisions [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).

# Colorado Charter Schools Program Grant

# 2023-24 Renewal Proposal Final Checklist

This checklist is designed to help you in completing your renewal proposal. The left-hand checklist offers suggested steps in reviewing, revising, editing, and finalizing the format for your submission. The right-hand checklist identifies steps in printing, signing, and assembling your submission to ensure all of the necessary parts are included.

|  |  |
| --- | --- |
| **🗸** | **Revising, Editing, and Formatting Proposal** |
|  | Does your lottery policy comply with the federal Charter Schools Program, title V, part B nonregulatory guidance? Has it been reviewed for compliance by CDE Schools of Choice? |
|  | Have you stated things concisely and without redundancy? |
|  | Have people not involved in writing the renewal proposal been used to edit the document and make sure that the document is clear and understandable? |
|  | Have you checked for grammatical errors and spelling mistakes? |
|  | Have you used bullets and headings to help the grant reviewer to follow the main sections of your grant proposal? |
|  | Have you used a 12-point font in your document? |
|  | Have you used 1-inch margins and formatted your proposal to print on 8.5” x 11” paper? |

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| **🗸** | **Signing and Assembling Proposal** |
|  | Have you prepared the original draft of the grant proposal to be submitted to CDE electronically? |
|  | Is your Narrative saved as a Word file? Do not send Narrative as a PDF. Appendices may be submitted as a PDF document. |
|  | Is the Cover Page and Program Assurance Form complete with appropriate signatures and initialed certifications and included in the final electronic file (scanned or alternative e-signature) delivered to CDE? |
|  | Have you attached your charter school’s lottery policy as Appendix A? |

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| **🗸** | **continued… Signing and Assembling Proposal** |
|  | Did you abstain from including the most current approved Excel CCSP Grant Budget as Appendix B? |
|  | Is your school’s latest annual (operating) budget and long-term budget included as Appendix C? |
|  | If you are requesting technology funds, is your most current Technology Plan included as Appendix D? |
|  | If you are requesting funds to complete minor repairs, is your most current Minor Facility Repair Plan included as Appendix E? |
|  | Is your most current transportation plan included as Appendix F? Plus, if you are requesting funds to purchase a bus, have you completed and included your Transportation Report? |
|  | If you are requesting funds for a school or classroom-based library, is your most current Library Development Plan included as Appendix G? |
|  | Have you included your most current Professional Development Plan as Appendix H? |
|  | Have you included your most current Performance Management Plan as Appendix I? |
|  | Have you included your most current Equity, Diversity, and Inclusion Plan as Appendix J? |
|  | Have you ensured the school’s current waivers are on file with CDE and provided update in the executive summary? |
|  | Have you completed and included your Technical Assistance Proposal as Appendix L or M? |
|  | Have you provided the necessary disclosure information in Appendix N? |
|  | Have you attained prior approval from CDE for any additional attachments/appendices? |

# **Colorado Charter Schools Program Grant**

# 2023-24 Renewal Proposal Cover Page and Assurances

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| Part I: Cover Page *(Complete and attach as the first page of proposal)* | | | | | |
| **Name of Charter School:** |  | | | | |
| Amount Requested for 2023-24: | | $ | | Number of students for 2023-24: |  |
| Amount Requested for 2024-25: | | $ | | Number of students for 2024-25: |  |
|  | | | | | |
| **Physical Address of Charter School:**  (*Street, City, State, and Zip*) | | |  | | |
| **Name and Title of Grant Contact:**  *(May not be a member of an EMO or a Collaborative)* | | | |  | |
| Telephone: | | | | Email: | |
| ***Signature:*** | | | | | |
| **Authorizing Local Education Agency (LEA) Information** | | | | | |
| **LEA Name:** | | | | | |
| **LEA Unique Entity ID and Expiration Date:** | | | | **School NCES ID[[1]](#footnote-1):** | |
| **CDE District/LEA Code:** | | | | **CDE School Code:** | |
| **LEA Superintendent/Executive Director:** | | | | | |
| ***Signature:*** | | | | | |
| **Authorizer Board President:** | | | | | |
| ***Signature:*** | | | | | |
| **Name and Title of Authorizer Grant Contact:** *(Authorized Representative)* | | | |  | |
| Telephone: | | | | Email: | |
| ***Signature:*** | | | | | |
| **Name and Title of Authorizer Fiscal Manager:**  *(District Fiscal Contact or CSI Fiscal Contact)* | | | |  | |
| Telephone: | | | | Email: | |
| ***Signature:*** | | | | | |

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| Required Information | | | | | | | | | | | | |
| **Year School Started:** | | | | | | | **Year Charter Expires:** | | | | | |
| **School accreditation level from School Performance Framework** (if available)  Performance  Improvement  Priority Improvement  Turnaround  N/A | | | | | | | | | | | | |
| Percentage of Students Qualifying for Free or Reduced-Priced Lunch:  (*indicate if actual or approximate*) | | | | | | | | | | |  | |
| Percentage of Students with an Individualized Education Program:  (*indicate if actual or approximate*) | | | | | | | | | | |  | |
| Actual October Count or Projected Enrollment originally awarded: (*refer to previous year grant proposal*) | | | | | | | | | | | | |
| 2023-24 | Pre-K: | K-12 Total: | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: | |
| 2024-25 | Pre-K: | K-12 Total: | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: | |
| 2025-26 | Pre-K: | K-12 Total: | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: | |
| 2026-27 | Pre-K: | K-12 Total: | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: | |
| Adjusted Enrollment Projections: (*acceptable only if approved by Authorizer and/or CDE*) | | | | | | | | | | | | |
| 2023-24 | Pre-K: | | **K-12 Total:** | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: |
| 2024-25 | Pre-K: | | **K-12 Total:** | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: |
| 2025-26 | Pre-K: | | **K-12 Total:** | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: |
| 2026-27 | Pre-K: | | **K-12 Total:** | | | Grades K-5: | | | Grades 6-8: | | | Grades 9-12: |
| If enrollment projections have been adjusted, please explain when and how CDE and your Authorizer were notified/involved: | | | | | | | | | | | | |
| ESEA Programs that Charter Schools have access to:  *(Check with your school district to understand how these funds may be made available to charter schools; check all that apply)* | | | | | | | | | | | | |
| 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  School Lunch Program, Free and Reduced-Priced Meals  CARES Act Elementary and Secondary School Emergency Relief (ESSER): Education Stabilization Fund Program  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| **Please identify your school model:** (*check all that apply*) | | | | | | | | | | | | |
| Alternative Education Campus/ Credit Recovery  Arts/Performing Arts  Blended Learning  Career and Technical Education  Classical  College Prep  Competency-based | | | | Core Knowledge  Direct Instruction  Dual Language/Immersion  Early College/Concurrent Enrollment  Expeditionary Learning  Gifted Education  Inclusion | | | | | | Online format only  Montessori  Project-based  Single Gender  STEM/STEAM  Waldorf  Other: click to define | | |

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| Part I: Program Assurances Form |

The applicant charter school’s Board President and Board-Appointed Authorized Representative (“Grant Contact”) must initial each item to certify they have read and understand each of the terms and further sign below to indicate their approval of the contents of this Colorado Charter Schools Program (CCSP) grant application, and if funded, their agreement to carry out the activities presented in this application and the corresponding “Funding Opportunity” document upon award, and the receipt of program funds.

Signature from the applicant charter school’s authorizing local educational agency (LEA) is also required indicating the LEA agrees to serve as the grant fiscal agent on behalf of the applicant charter school for any CCSP Grant award.

|  |  |  |  |
| --- | --- | --- | --- |
| On | Click here to enter a date. | , 2023, the Board of | Click here to enter charter school name |

hereby applies for and, if awarded, accepts the federal program funds requested in this application. In consideration of the receipt of these grant funds, both the charter school’s board and their authorizer hereby agree that the general assurances for all federal funds and the terms therein are specifically incorporated by reference in this application. The charter school and their authorizer also certify that all program and pertinent administrative requirements, as outlined in the corresponding “Funding Opportunity” request for applications document, will be met.

Charter school / authorizer partnerships that accept funding through the CCSP Grant agree to the following certifications and assurances:

**Program Requirements**

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 school certifies that they understand an approved charter application and a signed charter contract are required in order to be eligible for an award.
3. Recipient school operates (or will operate, if not yet open) a charter school in compliance with all state and federal laws and does not discriminate based on race (including hair texture, hair type or hairstyle), creed, gender, sexual orientation, religion, ancestry, national origin, color, disability, or age.
4. Recipient school agrees to notify the CDE Schools of Choice Unit within two business days upon any transition of administrator, leadership, or board member(s) at the school, and provide written notification from the governing board of any change in the school’s Grant Contact.
5. Recipient school and their authorizer will ensure that at least one person from the charter school will subscribe to and be responsible to receive communication from CDE’s Schools of Choice email listserv for the life of the grant.
6. Recipient school understands 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.

**Federal Compliance**

1. Recipient school will be aware of and comply with all provisions of the federal Every Student Succeeds Act (ESSA, Public Law 114-95), which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA), 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.
2. Recipient school will be aware of and comply with federal laws including, but not limited to, 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, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), section 444 of the General Education Provisions Act (20 U.S.C. 1232g) (commonly referred to as the ‘‘Family Educational Rights and Privacy Act of 1974’’), and part B of the Individuals with Disabilities Education Act, and federal regulations applicable to the federal Charter Schools Program, including the Education Department General Administrative Regulations in 34 CFR parts 75-77, 79, 81, 82, 84, 97, 98, and 99, the Office of Management and Budget Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the U.S. Department of Education in 2 CFR part 3485, and The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200, as adopted and amended in 2 CFR part 3474.
3. Recipient school and their authorizer will ensure knowledge of and compliance with all provisions of any programmatic guidance identified on the U.S. Department of Education Charter Schools Program website, including but not limited to the 2015 Notice of Final Priorities, Requirements, Definitions, and Selection Criteria for the Charter Schools Program Grants to State Educational Agencies (80 FR 34201), New Flexibilities under the Every Student Succeeds Act Frequently Asked Questions (December 2017), and the 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, allowable use of grant funds, and administrative and fiscal responsibilities.
4. Recipient school and their authorizer shall ensure that a student’s records, and, if applicable, a student’s individualized education plan 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 (ESSA § 4308).
5. Recipient school 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 sub-grantee, 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.
6. Recipient school and their authorizer must remain in compliance with the requirements of the federal Children’s Internet Protection Act.
7. Recipient school and their authorizer certify that no policy of the school or local educational agency prevents or otherwise denies participation in constitutionally protected prayer in public schools.
8. Recipient school 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.
9. Recipient school shall ensure that students enrolled in the charter school will be taught the United States Constitution each year on September 17, Constitution Day (<https://www2.ed.gov/policy/fund/guid/constitutionday.html>).

**Finances, Budget, and Audit**

1. Authorizer of recipient school ensures 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.
2. Authorizer of recipient school may not deduct funds for administrative fees or expenses from a sub-grant awarded to an eligible applicant and shall distribute all sub-grant funds to the eligible applicant without delay.
3. Recipient school, with authorizer review and approval, will submit a revised budget narrative and budget workbook to CDE within 30 days of notification of a grant award; budget changes must meet the approval of CDE before any grant funds will be released.
4. Recipient 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 before grant funds are released.
5. Recipient school will ensure that they will budget for and comply with the required Charter School Support Initiative (CSSI) visit during Implementation Year 2 according to their projected student count for the year of the visit.
6. Recipient school and their authorizer will follow reimbursement procedures, requesting funds at a minimum of quarterly, and respond to all grant requirements in a timely fashion, including both the Interim Financial Report (IFR) and the Annual Financial Report (AFR).
7. Recipient school is required not to have expenditures that exceed the approved budget line items by more than a total of 10 percent. If they wish to deviate beyond 10 percent in any budget object core category, they must seek a revision of their budget prior to expenditure or legal obligation of those funds, or they may not be reimbursed for the excess amount.
8. Recipient school 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. Recipient school understands 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.
9. Recipient school and their authorizer shall provide CDE with a written account of expenditures no later than October 1 following each grant year, utilizing the AFR.
10. Recipient school and their authorizer shall maintain appropriate 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 sub-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.
11. Recipient school and their authorizer shall comply with all federal and state annual independent audit requirements and ensures that arrangements have been made to finance mandatory audits. 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 recipients 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.
12. Recipient school will use an independent auditor for annual financial audits that is different from their authorizer’s auditor.
13. Recipient school is 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 of the reason for closure and agrees to notify CDE regarding the appropriate disposition of assets purchased under this grant.
14. Recipient school shall ensure that none of the funds authorized under the ESSA, 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 (20 U.S. Code § 7906).
15. Recipient school 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.
16. Grant history of the recipient school and their authorizer, including but not limited to, past expenditure of funds, timely request of funds, and fulfillment of reporting requirements, may be considered for applicants in establishing the applicant’s fiscal and programmatic risk for new grant award letters, as applicable.

**Participation, Evaluation, Research and Reporting**

1. Recipient school and their authorizer will participate in at least one site visit and one diagnostic review through the CSSI visit within the multi-year grant cycle by CDE and possibly a visit by the U.S. Department of Education.
2. Recipient school will submit any necessary annual year-end reports to CDE by October following each fiscal year, which evaluates how program objectives were met during the previous fiscal year, and outlines the recipients plan for the next fiscal year. Continued funding for subsequent years is dependent upon completion of these annual reports.
3. Recipient school 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 ”Funding Opportunity” request for applicants, including participation in CDE’s annual evaluations, studies and surveys and submission of APRs, final grant report, and supporting documentation.

**Authorization, Accountability, and Governance**

1. Recipient school assures that they have provided their authorizer with “adequate and timely notice” of this grant application (as required by ESEA § 4310 (6)(B)), including the opportunity to review the complete CCSP application prior to submission.
2. Recipient school will ensure the governing board is apprised of the requirements of the grant and their obligation to complete technical assistance requirements or risk delayed or suspended grant funds.
3. Recipient school and their authorizer, per ESEA § 4303 (f)(1)(C)(i)(II), certify that the Charter Contract agreed for the school articulates that student achievement and growth, as measured by the state’s School Performance Framework, is one of the most important factors for renewal or revocation of the school’s charter contract, and that the authorizer reserves the right to revoke or not renew a school’s charter based on financial, structural, or operational factors involving the management of the school, or if not included agree to amend the charter contract accordingly, to include these before award monies are distributed.
4. Recipient school and their authorizer certify that a high degree of autonomy is built into its charter contract, consistent with the requirements of ESEA § 4310 (2) and ESEA § 4303 (f)(2)(A), including the school’s autonomy over budget, operations, and personnel decisions, and that they have sought, or will seek, all the appropriate automatic and non-automatic state waivers, and any necessary district waivers, to support the level of autonomy negotiated in their charter contract.
5. Recipient school and their authorizer certify that their charter contract allows the opportunity for the school to purchase services via a third party.
6. Recipient school shall include important information on the website of the school, as required by ESEA § 4303 (f)(2)(G), to help parents and the community to make informed decisions about the education options available to their children, including information on the educational program, student support services, parent contract requirements (including any financial obligations or fees and information regarding textbook assistance), and enrollment criteria. This section requires the school to also provide annual performance and enrollment data for the student body and subgroups of students on its website.

**Minor Facilities Repair Expenditures** *(initial if seeking a portion of CCSP funds be designated for this purpose)*

1. Recipient school acknowledges that any facility repairs will be minor, and any other renovations will be necessary to ensure compliance with applicable statutes and regulations.
2. Recipient school acknowledges that any minor facility repairs paid for through CCSP funds must be reviewed and approved by the CDE before funds related to the activity will be released can be incurred.
3. Total one-time expense will not exceed 10 percent of the annual CCSP grant award in a given year. For schools applying in their first year of implementation, the maximum award will not exceed 10 percent of a three-year annual award.
4. Recipient school acknowledges that expenses are only for minor facility repairs that are non-sustained/one-time associated costs.

**Transportation Expenditures** *(initial if seeking a portion of CCSP funds be designated for this purpose)*

1. Recipient school acknowledges that any transportation costs paid from this grant will be to support transporting students to and from the charter school, that costs will be one-time startup costs, and that the charter school will continue to meet transportation needs of its students after the sub-grant ends.
2. Recipient school acknowledges that any one-time transportation costs are “essential” and fall within the scope of the approved project.
3. Total one-time expense will not exceed 25 percent of the annual grant. For schools applying in their first year of implementation, the maximum award will not exceed 25 percent of a three-year annual award.
4. Recipient school will report on the transportation project goal by completing the Transportation Annual Report for Charters yearly and include in the APR.

IF ANY FINDINGS OF MISUSE OF FUNDS ARE DISCOVERED, PROJECT FUNDS MUST BE RETURNED TO THE COLORADO DEPARTMENT OF EDUCATION. CDE may terminate a grant award upon 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.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Please contact the designated CDE Grants Fiscal Management Analyst (Email: [CCSP\_GFMU@cde.state.co.us](mailto:CCSP_GFMU@cde.state.co.us)) and the CCSP Grant Team (Email: [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us)) for any modifications.

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|  |  |  |
| Name of School District or Charter School Institute Board President (if applicable) |  | Signature |
|  |  |  |
| Name of District Superintendent or  Charter School Institute Executive Director (if applicable) |  | Signature |
|  |  |  |
| Name of Charter School Board President |  | Signature |
|  |  |  |
| Name of Charter School Authorized Representative  (Grant Contact) |  | Signature |
|  |  |  |
| Name of School District or Charter School Institute Authorized Representative (Fiscal Manager) |  | Signature |

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 certification. 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 of Charter School Board President |  | Signature |
|  |  |  |
| Name of Charter School Authorized Representative  (Grant Contact) |  | Signature |

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# COLORADO CHARTER SCHOOLS PROGRAM GRANT

# 2023-24 Renewal Proposal Scoresheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| APPLICANT: | |  | | |
| **Part I:** | **Cover Page**  Program Assurances Form | | | No Points |
| **Part II:** | **Narrative** | | |  |
|  | Section A: Executive Summary | | | /1 |
|  | *Sub-Section A1*: Focus Programming | | | /5 |
|  | Section B: Progress toward Grant Project Goals | | | /8 |
|  | Section C: Project Budget Narrative | | | /6 |
|  | Section D: Accountability and Accreditation | | | /6 |
|  | Section E:Continued Operation | | | /4 |
|  | Total | | | /25 **/30** |
| **Part III:** | **Appendices** (Indicate N/A if appendix is not applicable) | | | **No Points** |
|  | Appendix A: Charter School Enrollment Policy  Appendix B: CCSP Grant Budget  Appendix C: Charter School Operating Budget  Appendix D: Technology Plan (if requesting funds)  Appendix E: Minor Facility Repair Plan (if requesting funds)  Appendix F: Transportation Plan (+ if requesting funds)  Appendix G: Library Development Plan (if requesting funds)  Appendix H: Professional Development Plan  Appendix I: Performance Management Plan  Appendix J: Equity, Diversity, Inclusion Plan  Appendix K: Waivers Sought  Appendix L: Technical Assistance Proposal (2-year)  Appendix M: Technical Assistance Proposal (3-year)  Appendix N: Disclosure Information | |  | \_\_\_  N/A  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  \_\_\_  N/A  \_\_\_  \_\_\_ |

**GENERAL COMMENTS:** Please indicate support for scoring by including overall strengths and weaknesses. These comments are used on feedback forms to applicants.

#### Strengths:



#### Weaknesses:

**Required Changes:**

**RECOMMENDATION:**

**Funded** \_\_\_\_\_

**Funded w/Changes** \_\_\_\_\_

**Not Funded** \_\_\_\_\_

**Colorado Charter Schools Program Grant**

2023-24 Renewal Proposal Criteria and Evaluation Rubric

**Part I: Cover Page and Program Assurance Forms No Points**

* Cover Page, signed
* Program Assurance, signed

**Part II: Narrative 25 Points [30 Points for Focused Programs]**

The following criteria will be used by reviewers to evaluate the renewal proposal as a whole. In order for the project to be recommended for funding, applicants must score at least **16** points out of the possible **25** points, and all required parts must be addressed. Applications that received a larger award due to a higher score for their initial application will continue to receive greater funding so long as they remain in good standing. Applications that score below 16 points *may* be asked to submit revisions that would bring the application up to a fundable level. An application that receives a score of zero on any required part within the narrative will not be funded. Focused Programs are required to address additional questions [5 points] resulting in a total possible point value of 30 of which 19 must be met for continued funding.

If more schools meet the criteria to be funded than there are funds available, CDE will rank those applications that qualify and make final decisions about which schools are funded.

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| 1. **Executive Summary**   Reflect on the previous year’s efforts toward opening (or starting) your school. Describe the progress made and how the mission and vision of the school drives the work. | | | | |
| **CRITERIA** | **Minimally addresses criteria or does not meet** | **Addresses criteria but did not provide thorough detail** | **Addresses all criteria with thorough detail** | |
| The charter school demonstrates appropriate focus and progress toward a strong opening and first year of operation. | 0 | 0 | 1 | |
| **Reviewer Comments:** | | | | |
| **TOTAL POINTS** | | | | **/1** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Executive Summary - Focused Programming**   As applicable, the charter school provides a detailed description of its the ability to implement the intended focus programming outlined in original CCSP application. | | | | |
| **CRITERIA** | **Minimally addresses criteria or does not meet** | **Addresses criteria but did not provide thorough detail** | **Addresses all criteria with thorough detail** | |
| The percentage of enrolled students who meet the defined student population target. | 0 | 1 | 2 | |
| A description of flexibilities implemented to overcome initial challenges, if any, and planned strategies to ensure the fidelity of the focus program toward meeting the unique needs of the targeted student population. | 0 | 2 | 3 | |
| **Reviewer Comments:** | | | | |
| **TOTAL POINTS** | | | | **/5** |

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| --- | --- | --- | --- | --- |
| 1. **Progress toward Grant Project Goals**   Provide a progress report on each grant project goal that includes both narrative and quantitative measures. Report on any missed completion dates and how you plan to meet them. | | | | |
| **CRITERIA** | **Minimally addresses criteria or does not meet** | **Addresses criteria but did not provide thorough detail** | **Addresses all criteria with thorough detail** | |
| The narrative indicates significant progress toward the completion of grant project goals. | 0 | 2 | 4 | |
| Progress demonstrates strong likelihood of student academic achievement during the implementation grant period. | 0 | 2 | 4 | |
| **Reviewer Comments:** | | | | |
| **TOTAL POINTS** | | | | **/8** |

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| --- | --- | --- | --- | --- |
| 1. **Project Budget Narrative**   Report on the previous year’s grant spending and any budget revisions or reallocations you anticipate. If budget revisions were previously requested, explain why and how they remained within your project goals. | | | | |
| **CRITERIA** | **Minimally addresses criteria or does not meet** | **Addresses criteria but did not provide thorough detail** | **Addresses all criteria with thorough detail** | |
| All budget revisions clearly align with project goals and are well justified within the budget narrative. | 0 | 2 | 4 | |
| The previous year’s grant funds have been spent or encumbered. | 0 | 1 | 2 | |
| **Reviewer Comments:** | | | | |
| **TOTAL POINTS** | | | | **/6** |

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| 1. **Accountability and Accreditation**   As an independently governed public school, charters need to ensure plans, systems, and tools for strong oversight in the areas of academic performance, finance, governance, and operations. In this section, outline how your school will have adequate oversight to ensure quality implementation, operation, and accountability.   * Schools already in operation shall provide student baseline data and report progress on student achievement and teacher effectiveness. Explain what measures will be taken to meet student academic needs for any unmet goals. * Newly opening schools shall explain procedures for collecting and analyzing data by both school administrators and governing board members, and how the charter school intends for that data to drive instructional practices. * Accreditation, if applicable, must be reported and will be considered. * Submit the cover page of the preliminary School Performance Framework, if available, as part of Appendix I. | | | | |
| **CRITERIA** | **Minimally addresses criteria or does not meet** | **Addresses criteria but did not provide thorough detail** | **Addresses all criteria with thorough detail** | |
| There is a detailed plan in place to use baseline data to measure progress toward academic goals. | 0 | 1 | 2 | |
| The charter school can identify measures taken to demonstrate teacher effectiveness. | 0 | 1 | 2 | |
| The charter school has a broad and thorough plan in place for data management. | 0 | 0 | 1 | |
| Professional development and leadership support the use of data to drive instruction. | 0 | 0 | 1 | |
| **Reviewer Comments:** | | | | |
| **TOTAL POINTS** | | | | **/6** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Continued Operation**   One of the goals of the CCSP grant is to enable new charter schools access to funding early in their development to establish a strong foundation on which to build a quality-learning environment. Emphasis to assist new schools transition through start-up to full sustainability on per-pupil operating funds by Year 2 Implementation is thus inherent to the grant. Describe how the governing board of the charter school, in partnership with the authorizer and the local community, will provide for continued operation of the school once this CCSP federal grant has expired. Emphasize the progress you have made toward the plan for continued operation identified in the initial application. Note other federal title funds in use. List each of the governing board members, along with their title and term. Detail the enrollment of the school, the school’s marketing plan and level of success, and any adjustments made in response to actual conditions. | | | | |
| **CRITERIA** | **Minimally addresses criteria or does not meet** | **Addresses criteria but did not provide thorough detail** | **Addresses all criteria with thorough detail** | |
| The charter school is moving toward a position of financial stability without grant funds in the future. The governing board is fully transitioned and functional. The school has secured a facility utilizing a reasonable percentage of per-pupil operating funds. | 0 | 1 | 2 | |
| The school has met its projected enrollment. Student demand is strong and evident. The school monitors enrollment and is responsive to student retention and replenishment. | 0 | 1 | 2 | |
| **Reviewer Comments:** | | | | |
| **TOTAL POINTS** | | | | **/4** |

**Part III: Appendices No Points**

Updated appendices are required (except where noted) but will not be scored. They are not included in the narrative’s limit. Plan templates and instructions for appendices can be found on the website.

**If there is not a more current plan than the one submitted in the initial application, do not re-attach it, but rather indicate as there are no changes as noted below.**

1. **Charter School Enrollment Policy:** Required for all applicants. Include most current/updated lottery protocol and application form(s).
2. **Colorado Charter Schools Program Grant Budget:** Do not include. The latest approved budget on file will be used.
3. **Charter School Operating Budget:** Include last audited financial statement (no more than two pages) and long-term budget showing five or more years.
4. **Technology Plan:** Include most current/updated plan if requesting funds for technology. If there have been no changes since the initial application, mark as “no changes” to confirm applicability.
5. **Minor Facility Repair Plan:** Include the most current/updated plan if requesting funds for minor repairs or renovations. If there have been no changes since the initial application, mark as “no changes” to confirm applicability.
6. **Transportation Plan:** Include Part A even if there have been no changes since the initial application. If funds were requested for transportation, include Part B of the most current/updated plan if there have been changes since the initial application. In addition, provide a copy of the Transportation Annual Report for Charters submitted with the school’s Annual Financial Report.
7. **Library Development Plan:** Include most current/updated plan if requesting funds for school or classroom-based library resources. If there have been no changes since the initial application, mark as “no changes” to confirm applicability.
8. **Professional Development Plan:** Include most current/updated plan. If there have been no changes since the initial application, complete as “no changes” to confirm applicability.
9. **Performance Management Plan:** Include most current/updated plan. If there have been no changes since the initial application, complete as “no changes” to confirm applicability.
10. **Equity, Diversity, Inclusion Plan**: Include most current/updated plan. If there have been no changes since the initial application, complete as “no changes” to confirm applicability.
11. **Waivers Sought:** Ensure CDE Schools of Choice has current waivers on file.
12. **Technical Assistance Proposal (2-Year):** Required of 2-year applicants (provide a narrative, plan, and date of completion for any previous incomplete TA).
13. **Technical Assistance Proposal (3-Year):** Required of 3-year applicants (provide a narrative, plan, and date of completion for any previous incomplete TA).
14. **Disclosure Information:** Required of all applicants.

## Appendix L: Technical Assistance Proposal – CCSP Grant (2 year)

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| Charter School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Grant Contact Person, including phone and email: | | |
| **Session Title/Event** | **Participation** | **Target Dates** | **Attendees** |
|  |  | *Please "X" the event you intend to attend. Where not provided, please indicate the scheduled or targeted date.* | *Please "X" the proposed attendees for each event.* |
| **Year 1 Implementation Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant and Application Training | Required | \_\_\_ Fall | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Budget Workshop | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ December  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Post-Award Webinar | Required  (2-parts) | \_\_\_ Fall/Winter | \_\_\_ Sch grant contact (required)  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Implementation Grant Site Visit | Required | CDE Schools of Choice will initiate and schedule with school | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(New platform:* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *for 11 modules available beginning FY22-23)* | Required | Complete modules 1-8 (Governing Board Basics and Effectiveness) in Freestone by  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required) |
| Board Fundamentals | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Performance Management Training: Data Dashboard with Academic, Culture, Financial and Operational Measures *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with an outside entity*) | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |

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| --- | --- | --- | --- |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *Signed mentor log & reflection required)* | 20-25 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meeting *(Professional Development)* | 3 required | \_\_\_ September  \_\_\_ October  \_\_\_ November  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required)  \_\_\_ Instructional staff |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Business Office Support** | | | |
| Annual Finance Seminar | Encouraged | \_\_\_ Fall | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Business Operations Networking Meetings | 3 Required | \_\_\_November  \_\_\_ February  \_\_\_ April  \_\_\_ June | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Specialized Business Operations Training *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Business Operations Mentoring  *(Signed mentor log and growth plan required)* | 20-25 Hours Encouraged | \_\_\_ Mentor: \_\_\_\_\_\_\_\_ | \_\_\_ Business professional(s) |

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| **Year 2 Implementation Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant Renewal Proposal  Pre-recorded Webinars | Encouraged | \_\_\_ Fall | \_\_\_ Sch grant contact (required)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Budget Workshop | Required | \_\_\_ Spring | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Charter School Support Initiative (CSSI) Overview  [(Pre-recorded)](https://drive.google.com/file/d/1rJGrELMNBa7ruKfHJoOxnjs5Xok7nuBy/view) | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Charter School Support Initiative (CSSI) Site Visit | Required | CSSI team lead will initiate & schedule with school | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(Platform:* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle); *11 modules available beginning 2023)* | Required | Complete modules 9-11 (Governing Board Continuous Improvement) in Freestone  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required) |
| Performance Management Training: Board Self-Assessment *(Training request form required; conduct on board’s own or schedule individually with an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Performance Management Training: Strategic Planning Training *(Training request form required; conduct on board’s own or schedule with an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Board Fundamentals | Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_November  \_\_\_December  \_\_\_January  \_\_\_February  \_\_\_May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log and reflection required)* | 23-42 hours  Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 4 Required | \_\_\_ September  \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training  *(Training request form required; schedule individually with an outside entity)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s)  \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Business Office Support** | | | |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ May | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Charter School Business Professionals Training Modules and Capacity Building Program | 100 Level  Required | \_\_\_ Accounting 101  \_\_\_ Financial Fxns 101  \_\_\_ Revenue 101  \_\_\_ Grants 101  \_\_\_ Payroll/HR 101  \_\_\_ Benefits 101  \_\_\_ Procurement 101  \_\_\_ Audits 101  \_\_\_ Risk Mngmt 101 | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) (required) |
| Charter School Business ProfessionalsTraining Modules and Capacity Building Program | 200 Level Required | List of specific topics will be released in 2023; content will be available in 2024 | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) (required) |
| **Other Support Options – All Years** | | | |
| Equity Convening(s) | 1 Required | \_\_\_ Fall | \_\_\_ Instructional staff  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Rural and Non-Metro Charter School Support Seminar (formerly the Western Slope Seminar) | Encouraged | \_\_\_ Spring | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Colorado Charter School Conference or National Charter School Conference  *(Training request form is required for credit)* | \_\_\_ March  \_\_\_ June | \_\_\_Instructional staff  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |

\* *CCSP credit for attending technical assistance events or trainings identified in the “Other Support Options” category may be applied to remediate any missing technical assistance requirement. Please inquire with CDE Schools of Choice to learn more.*

## Appendix M: Technical Assistance Proposal – CCSP Grant (3-year)

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| Charter School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Grant Contact Person, including phone and email: | | | |
| **Session Title/Event** | **Participation** | **Target Dates** | **Attendees** |
|  |  | *Please "X" the event you intend to attend. Where not provided, please indicate the scheduled or targeted date.* | *Please "X" the proposed attendees for each event.* |
| **Planning Year Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant and Application Training | Required | \_\_\_ Fall | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Budget Workshop | 1 Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ December  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Grant Post-Award Webinar | Required  (2-parts) | \_\_\_ Fall/Winter | \_\_\_ Sch grant contact (required)  \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(New platform:* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *for 11 modules available beginning FY22-23)* | Required | Complete modules 1-3 (Governing Board Basics) in Freestone  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required) |
| Board Fundamentals | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Performance Management Training: Data Dashboard with Academic, Culture, Financial and Operational Measures *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with an outside entity*) | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log and reflection required)* | 8-10 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 3 Required | \_\_\_ September  \_\_\_ October  \_\_\_ November  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required)  \_\_\_ Instructional staff |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| **Business Operations Support** | | | |
| Business Operations Networking Meetings | 1 Required | \_\_\_ November \_\_\_ February \_\_\_ April \_\_\_ June | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Business Operations Mentoring  *(Signed mentor log and growth plan required)* | 20-25 hours Encouraged | \_\_\_ Mentor: \_\_\_\_\_\_\_\_ | \_\_\_ Business professional(s) |
| **Year 1 Implementation Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant Renewal Proposal Webinars  Pre-recorded | Required | \_\_\_ Fall | \_\_\_ Sch grant contact (required)  \_\_\_ Founder(s) \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| CCSP Grant Budget Workshop | Required | \_\_\_ Spring | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP Implementation Grant Site Visit | Required | CDE Schools of Choice will initiate and schedule with the school | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |

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| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(New platform:* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *for 11 modules available beginning FY22-23)* | Required | Complete modules 4-8 (Governing Board Effectiveness) in Freestone  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required) |
| Performance Management Training: CDE Unified Improvement Plan  *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Board Fundamentals | Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Founder(s)  \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log required)* | 25-32 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 3 Required | \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required)  \_\_\_ Instructional staff |
| Performance Management Training: CDE Unified Improvement Plan *(Training request form required; offered* [*on demand*](https://www.cde.state.co.us/cdechart/charter-school-topic-based-webinars) *or schedule individually with CDE or an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) (required) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Business Operations Support** | | | |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Founder(s)  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ May | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |

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| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Charter School Business Professionals Training and Capacity Building Program | 100 Level Required | \_\_\_ Accounting 101  \_\_\_ Financial Fxns 101  \_\_\_ Revenue 101  \_\_\_ Grants 101  \_\_\_ Payroll/HR 101  \_\_\_ Benefits 101  \_\_\_ Procurement 101  \_\_\_ Audits 101  \_\_\_ Risk Mngmt 101 | \_\_\_ Business professional(s) |
| **Year 2 Implementation Sub-Grantee Activities** | | | |
| **Sub-Grantee Support** | | | |
| CCSP Grant Budget Workshop | 1 Required | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| CCSP All Sub-Grantee Calls | 2 Required | \_\_\_ September  \_\_\_ December  \_\_\_ March  \_\_\_ May | \_\_\_ Sch grant contact  \_\_\_ Board member(s)  \_\_\_ Administrator(s)  \_\_\_ Business professional(s) |
| Charter School Support Initiative (CSSI) Overview  [(Pre-recorded)](https://drive.google.com/file/d/1rJGrELMNBa7ruKfHJoOxnjs5Xok7nuBy/view) | Encouraged | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Charter School Support Initiative (CSSI) Site Visit | Required | CSSI team lead will initiate and schedule with the school | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| **Governing Board Support** | | | |
| Charter School Board Training Modules  *(Accessible via* [*Freestone*](https://coloradoleague.org/page/boardtrainingbundle) *beginning FY22-23)* | Required | Complete modules 9-11 (Governing Board Continuous Improvement) modules by March 2025  \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required) |
| Performance Management Training: Board Self-Assessment *(Training request form required; conduct on board’s own or schedule individually with an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Performance Management Training: Strategic Planning *(Training request form required; conduct on board’s own or schedule individually with an outside entity)* | Required | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Board Fundamentals | Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Specialized Governing Board Training  *(Training request form required; schedule individually with an outside entity)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s)  \_\_\_ Administrator(s) |
| Topic-based Webinars | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Administrator Support** | | | |
| Administrator Mentoring  *(Signed mentor log and reflection required)* | 20-25 hours Required | \_\_\_ Mentor: \_\_\_\_\_\_\_\_\_ | \_\_\_ Administrator(s) |
| CDE School Administrator Mentoring Cohort Meetings *(Professional Development)* | 4 Required | \_\_\_ September \_\_\_ October \_\_\_ November \_\_\_ February \_\_\_ March  \_\_\_ May | \_\_\_ Administrator(s) |
| Specialized Instructional Leadership Training *(Training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) (required)  \_\_\_ Business professional(s)  \_\_\_ Instructional staff |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| **Business Operations Support** | | | |
| Annual Finance Seminar | Required | \_\_\_ Fall | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Business Operations Networking Meetings | 3 Required | \_\_\_ November \_\_\_ February \_\_\_ April  \_\_\_ June | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Specialized Business Operations Training  *(Training request form required)* | \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Topic-based Webinars | Encouraged | \_\_\_ November  \_\_\_ December  \_\_\_ January  \_\_\_ February  \_\_\_ March  \_\_\_ May | \_\_\_ Board member(s) (required)  \_\_\_ Administrator(s) |
| Charter School Business Professional Training Modules and Capacity Building Program | 200 Level Required | List of specific topics will be released in 2023; content will be available in 2024 | \_\_\_ Business professional(s) |
| **\*Other Support Options – All Years** | | | |
| Equity Convening(s) | Encouraged | \_\_\_ Fall  \_\_\_ Spring | \_\_\_ Instructional staff  \_\_\_ Board member(s)  \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Rural and Non-Metro Charter School Support Seminar (formerly the Western Slope Seminar) | Encouraged | \_\_\_ Spring | \_\_\_ Board member(s)  \_\_\_ Administrator(s) \_\_\_ Business professional(s) |
| Colorado Charter School Conference or National Charter School Conference  *(Training request form required)* | Encouraged | \_\_\_ March  \_\_\_ June | \_\_\_Instructional staff  \_\_\_ Board member(s) \_\_\_ Administrator(s) \_\_\_ Business professional(s) |

\* *CCSP credit for attending technical assistance events or trainings identified in the “Other Support Options” category may be applied to remediate any missing technical assistance requirement. Please inquire with CDE Schools of Choice to learn more.*

## Appendix N: Disclosure Information

**Instructions**

ALL applicants are required to respond to each of the following sections. Respond with N/A if a section is not applicable.

1. Certain organizational relationships and contractual arrangements can impact the award and use of CCSP grant funds. Describe any agreements or contractual relationships that have been or will be established with individuals, groups, or companies. These would include external service providers (such as educational service providers (ESPs), educational management organizations (EMOs), charter management organizations (CMOs), or charter collaboratives), technology providers, professional development providers, curriculum companies, or any other service providers). Failure to disclose these relationships could result in funds being retracted, even if already disbursed. If an agreement with an EMO, CMO, or collaborative has been or will be executed, please include a copy of the agreement as an attachment to the grant application under Appendix N: Disclosure Information. If a school is part of a charter network, please disclose this information here but a copy of the agreement is not needed so long as the network is the holder of the charter contract.
2. Explain any relationship with an ESP (including those identified under question 1 above) to include why the applicant is seeking to contract with an ESP. If this is the first time the applicant has contracted with this ESP, explain when and how the applicant learned of the ESP, what other ESPs were considered, and why the ESP was selected over other ESPs. Describe the key elements of the contract, if applicable. Is the service provider a for-profit or nonprofit organization/company? Describe the process used by founders to choose the service provider. Was there a competitive bid process? Did research demonstrate that the company was successful with the proposed student population or educational model?
3. Because certain contractual arrangements have bearing on what can and cannot be funded with CCSP grant funds, a charter school grant applicant requesting funds for anything that may also be covered in another contract must disclose that information. If there is a contract in place and CCSP grant funds are being requested for an item that may be included in that contract, please attach to the grant application a copy of the related contract(s) as part of Appendix N: Disclosure Information.
4. Explain which entity holds the assets of the charter school and which entity will hold any assets obtained through CCSP grant funds. Describe the governing board’s composition in relationship to a chosen service provider. Provide information on key individuals working with the service provider.
5. Provide a description of the roles and responsibilities of the ESP. If some portions of a function are the responsibility of both the ESP and the school, please explain. The description should align with the management agreement with the ESP and provide a clear picture of what are the responsibilities of the ESP. Identify the cost of services provided by the ESP in terms of percentage of per pupil revenue (PPR).
6. Describe any contract/lease/mortgage that is in place regarding the school's educational facility. Your facility costs are estimated to be what percentage of PPR? Please include a copy of any facility-related agreements.
7. Per state statute C.R.S. 22-32-109(1)(y), school districts and charter schools (by extension through their charter contract) are required to develop and maintain a conflict-of-interest policy. Likewise, C.R.S. 24-18-104 also outlines required board member conduct. Please describe the board member conduct and conflict of interest policies that have been put in place and include or attach with the grant application a copy of these policies as part of your response to Appendix N: Disclosure Information. Please see the following resource for what these policies should include: <https://www.cde.state.co.us/sites/default/files/documents/cdechart/guidebook/gov/pdf/conflictofinterestrules.pdf>.

1. National Center for Education Statistics (NCES) is the primary federal entity located within the U.S. Department of Education for collecting and analyzing data related to education. Learn more by visiting <https://ies.ed.gov/>.

   **Please note:** If proposal is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application. [↑](#footnote-ref-1)