## 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>.