



COLORADO
Department of Education

Funding Opportunity

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

Grant and Application Training:

Friday, October 9, 2020 from 1:00 PM – 2:30 PM MDT or
Wednesday, October 14, 2020 from 9:00 AM – 10:30 AM MDT

**COLORADO CHARTER SCHOOLS PROGRAM
(CCSP)**

**Remote Learning Grants for
Colorado Charter Schools**

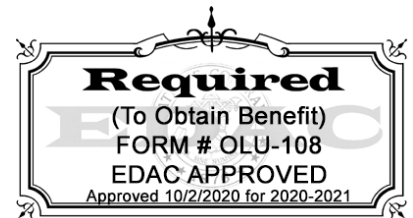
Federal Funds: CFDA #84.282A –
Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of
1965, as amended by No Child Left Behind Act of 2001

For Application Questions:

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CSP: Remote Learning Grants for Colorado Charter Schools

Program Background Information

The Colorado Department of Education (CDE) was approved for a waiver and amendment of its 2015 SEA Charter School Program grant (CSP, Award U282A150018) by the United States Department of Education – Office of Elementary and Secondary Education that is allowing a one-time set aside of available funds for this sub-grant opportunity.

The purpose of this waiver and amendment is to allow CDE to adapt the state CSP program in a way that will help Colorado charter schools respond to new educational demands that have arisen from a national and state emergency. By supporting schools with building and implementing new remote learning models, charter schools will be better equipped to sustain high quality learning opportunities, grow leadership capacity, and inform an evolving understanding of quality learning in a time of emergency.

As approved by the Federal office, the remote learning subgrants would be used to assist charter schools in transitioning from remote learning back to in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials.

Funding Purpose/Priorities

Charter schools are invited to apply for funding to address critical needs related to implementing remote, blended, and/or socially distanced learning as an emergency response to COVID-19. Critical needs eligible for funding include:

- Expenses for the purchase of hardware and software deemed necessary to provide remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis;
- Expenses for the purchase of FERPA-compliant technology licenses through the 2020-21 school year deemed necessary to provide remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis;
- Purchase of student emotional support materials (curriculum, subscriptions, software, etc.) that respond to needs resulting from the impact of COVID-19;
- Expenses for professional development or consultation services associated with implementing remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis;
- Expenses to expand education in the areas of counseling, social work, and/or family engagement services for students and staff with new or greater needs resulting from the impact of COVID-19 to ensure all students are able to stay actively engaged in remote learning activities during the COVID-19 crisis;
- Expenses to conduct family engagement services to connect with students who have been hard to stay in contact with as a result of remote learning implemented in response to COVID-19; and/or
- Offsetting of one-time costs related to COVID-19 for implementing strategies to safely deliver services to students with disabilities and other special populations during distance learning.

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

Type of Award

Discretionary Non-Competitive

Total Funding Amount

The total amount of funding available for the CSP Remote Learning Grants for Colorado Charter Schools project is approximately \$2 million.

The subgrant awards will have a maximum award of either:

- \$35,000 for single-site charter schools with a student population under 699 students in 2019-20;
- \$60,000 for single-site charter schools with a population over 700 students in 2019-20; or
- Tiered funding for charter schools that are part of an organization that oversees multiple campuses¹, regardless of the size of student enrollment for any individual campus, as outlined below.

Award amounts for organizations that operate multiple schools

School in organization qualifying for funding	Maximum award to school
1 st school	\$ 35,000.00
2 nd school	\$ 25,000.00
3 rd school	\$ 10,000.00
4 th school	\$ 10,000.00
5 th school	\$ 10,000.00
6 th school	\$ 10,000.00
7 th school or later	Ineligible. Only six schools per multi-school organization are eligible

Budget/Program Performance Period

For funded proposals, the budget and performance period will run from the date the Schools of Choice Unit activates each sub-grant project as specified in a Grant Award Letter (GAL) through June 30, 2021. Because the purpose of the program is to provide emergency support to help offset the cost of remote learning during COVID-19, the Schools of Choice unit does not anticipate extending project periods for schools beyond this date.

Expenses incurred between the start of the project and 90 days prior to project start, may be reimbursable as pre-award costs.² CDE also reserves the right to modify the eligible pre-award project dates in the event that earlier date ranges are approved by the federal office.

Target Population(s)

Charter schools, students, and families

Eligible Applicants

Most Colorado charter schools are eligible to apply, but must also meet the following requirements:

- Applicant school must meet the federal definition of a charter school which includes, but is not limited to:

¹ For purposes of this grant, a campus is defined as a unique school code as shown in the school list provided as part of the RFA package.

² This would apply if items were purchased to facilitate implementation of remote-learning plans that resulted from the suspension of in-person learning due to the COVID-19 emergency and if the expenses are also allowable as specified by the program.

- Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- Does not charge tuition;
- Complies with the [Age Discrimination Act of 1975](#) [42 U.S.C. 6101 et seq.], title VI of the [Civil Rights Act of 1964](#) [42 U.S.C. 2000d et seq.], title IX of the [Education Amendments of 1972](#) [20 U.S.C. 1681 et seq.], section 504 of the [Rehabilitation Act of 1973](#) [29 U.S.C. 794], the [Americans with Disabilities Act of 1990](#) (42 U.S.C. 12101 et seq.), [section 1232g of this title](#) (commonly referred to as the “[Family Educational Rights and Privacy Act of 1974](#)”), and part B of the [Individuals with Disabilities Education Act](#) [20 U.S.C. 1411 et seq.];
- Admits students on the basis of a lottery for all grades in which more students apply for admission than can be accommodated; and
- Meets all applicable Federal, State, and local health and safety requirements.
- Applicant charter school must also meet additional requirements specified by the Office of Elementary and Secondary Education:
 - School demonstrates financial need;
 - School must have never provided remote learning as part of their educational program prior to responding to the COVID-19 related emergency;
 - School has a plan for reopening and transitioning from remote learning back to full-time or part-time, in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials;
 - School must not have an active CSP grant or subgrant. Schools cannot receive a CSP remote learning grant or subgrant concurrently. This would include any of the following: CSP grants or subgrants awarded under the CSP SEA, CSP Grants to Charter Management Organizations for the Replication and Expansion of High-Quality Charter Schools (CFDA No. 84.282M), CSP Grants to Developers for the Opening of New Charter Schools and for the Replication and Expansion of High-Quality Charter Schools (CFDA Nos. 84.282B and 84.282E);
 - Schools that were the recipient of a previous CSP grant or subgrant must have satisfactorily completed all activities under any previous CSP grant or subgrant; and
 - School demonstrates a plan to serve all students and hold all students accountable for meeting academic performance requirements during this time.
- Charter networks may apply on behalf of a charter school but must be the named organization on the current charter contract.

Given the finite source of funds, CDE will rank order applicants based on the percentage of the school’s enrollment eligible for Free and Reduced meals in the 2019-20 school year as measured by the Colorado Department of Education Pupil Membership report.³ A copy of the report is included as part of the grant announcement.

Use of Funds

To allow both for an efficient administration of the subgrant program and to ensure for a meaningful investment of resources related to COVID-19 impact, grant funds can only be used for the following expenses/activities:

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

³ If a charter school is a part of a larger organization like a charter network, each school’s individual FRL percentage will be used to determine funding priority and not the FRL percentage for the entire group of schools.

- Purchase of student emotional support materials (curriculum, subscriptions, software, etc.) that respond to needs resulting from the impact of COVID-19;
- Expenses for professional development or consultation services associated with implementing remote, blended, and/or socially distanced learning for all students during the COVID-19 crisis;
- Expenses to expand education in the areas of counseling, social work, and/or family engagement services for students and staff with new or greater needs resulting from the impact of COVID-19 to ensure all students are able to stay actively engaged in remote learning activities during the COVID-19 crisis;
- Expenses to conduct family engagement services to connect with students who have been hard to stay in contact with as a result of remote learning implemented in response to COVID-19; and/or
- Offsetting of one-time costs related to COVID-19 for implementing strategies to safely deliver services to students with disabilities and other special populations during distance learning.

Additional information related to allowable costs:

- Costs must be allowable under section 5204(f)(3) of the ESEA (20 U.S.C. § 7221c(f)(3)) and the cost principles in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR Part 200.
- All expenditures must be necessary for the performance of the grant.
- All expenditures must tie to the approved budget.
- All expenditures must be adequately documented.
- All expenditures must be necessary, reasonable, and allocable to the grant to be allowable under (2 CFR 200.403(a)). In particular, grant recipients 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)).
- Any pre-award costs that are submitted for reimbursement shall not have been previously paid for from federal funds – including any applicable emergency relief funds.
- In review of the grant submission, the Schools of Choice Unit will determine the allowability of costs as specified in the school’s budget submission. As such, schools are encouraged to provide as great of specificity as they are able to as part of the grant submission in order to facilitate a timely approval and draw down of grant funds. Due to the short nature of the grant program, schools will not be allowed to make budget revisions.

Submission Process and Deadline

Applications must be completed (including all elements outlined below) and submitted through the [Smartsheet Application Form](#) by **Friday, October 30, 2020, at 11:59 pm**.

Application resources and required documents to include in the submission are available on the [CDE website](#). Incomplete or late applications will not be considered. Signed assurances may be submitted after the application deadline; however, in no instance will grant funds be released to a recipient until a complete signed assurance form is received by the Schools of Choice Unit. Applicants can elect to receive an automated confirmation email from the online system upon

submitting their application. If you do not receive an email confirmation of receipt of your submission within 24 hours after the deadline, please email Paola Paga at Paga_P@cde.state.co.us.

In consideration of social distancing objectives, scanned copies of signed assurance pages or use of digital signatures for the assurance pages will be allowed for this grant program.

Timeline and Review Process

The applicant’s submitted cover sheet, assurances, narrative, and budget will be reviewed by CDE staff to ensure they contain all required components and are in alignment to the requirements of the grant.

Note: This is a non-competitive process. Applicants that submit all required application elements and meet the eligibility requirements as outlined above, will be approved for funding. Approval will be based on a successful departmental review consistent with the checklist provided in Appendix A, a determination of allowable expenses, the school’s rank order for funding, and the availability of funds at that point in the rank order.

The applicant will be notified no later than **Monday, November 20, 2020** on the status of their application.

Required Elements

The CSP: Remote Learning Grants for Colorado Charter Schools [Smartsheet Application Form](#) includes the following elements, all of which must be completed. See the Reviewer Evaluation Checklist (Appendix A) for specific selection criteria.

- Part I: Cover Sheet – Charter Applicant Information
- Part II: Assurances
- Part III: Grant narrative
- Part IV: Budget

CSP: Remote Learning Grants for Colorado Charter Schools

Part I: Cover Sheet– Charter Applicant Information and Assurances

This document is for planning purposes. Please submit responses via the [Smartsheet Application Form](#).

Charter School Information			
School Name:		School Code:	
School Address:			
Year School Opened:			
Current (20/21) Enrollment:		2019-20 Enrollment:	
Charter Network Information (if applicable)			
Network Name:			
Network Address:			
Is Network the Signing Entity to the Charter Contract?		Term of Current Contract:	
Authorized Representative Information (who is responsible for grant compliance)			
Name:		Title:	
Telephone:		E-mail:	
Program Contact Information (if different from above)			
Name:		Title:	

Telephone:		E-mail:	
Fiscal Manager Information			
Name:			
Telephone:		E-mail:	
Charter Authorizer Information			
Authorizer Name:		Authorizer Code:	
Staff Contact:		Staff Telephone:	
Staff E-mail:			
Charter Authorizer – Fiscal Contact			
Name:		Title:	
Telephone:		E-mail:	
Amount of Funding Requested for School:		\$	

Has the school/network been the prior recipient of a Charter School Program (CSP) grant? If your answer is yes, please list each of the grants as well as the years of the grant period and whether it was received through CDE’s Schools of Choice unit or directly from the US Department of Education. Please note that if a school is an active recipient of a CSP grant, they are ineligible for this grant opportunity. Schools that are part of a charter organization in which the organization has an active CMO grant, but the school is not a current beneficiary of the grant may apply for this program.

Part II: Program Assurances

Signed assurances form must be uploaded to [Smartsheet Application Form](#). A signed assurances form may be submitted after the application deadline (via email to paga_p@cde.state.co.us); however, in no instance will grant funds be released to a recipient until a complete signed assurance form is received by the Schools of Choice Unit.

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 Remote Learning 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 CSP Grant award.

On _____, 2020, the Board of _____
 (date) (name of charter school or charter network)

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 CSP Grant agree to the following certifications and assurances:

Program Requirements

- 1) The applying school meets all elements of the Federal definition of a charter school, which includes:
 - a. Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
 - b. Does not charge tuition;
 - c. Complies with the Age Discrimination Act of 1975 [42 U.S.C. 6101 et seq.], title VI of the Civil Rights Act of 1964 [42 U.S.C. 2000d et seq.], title IX of the Education Amendments of 1972 [20 U.S.C. 1681 et seq.], section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794], the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), section 1232g of this title (commonly referred to as the “Family Educational Rights and Privacy Act of 1974”), and part B of the Individuals with Disabilities Education Act [20 U.S.C. 1411 et seq.];
 - d. Admits students on the basis of a lottery for all grades in which more students apply for admission than can be accommodated; and
 - e. Meets all applicable Federal, State, and local health and safety requirements.
- 2) The authorized representative for the charter school or charter network possesses the legal authority to request funding for this grant, to execute the grant, to comply with certifications, budget, and fiscal requirements, and act as the governing body’s authorized official for the grant program. The representative has no conflict of interest with any party (employee, management organization, contractor, vendor, etc.) that has a financial interest in the grant award.
- 3) The charter school or charter network operates compliant 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) The charter school or charter network will be aware of and comply with other applicable federal laws including, but not limited to:
 - a. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475);
 - b. The following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474; and
 - c. The charter school or charter network is 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 a funded recipient. Further, the recipients certify they will avoid apparent and actual conflicts of interest when administering grants and entering into contracts for equipment and services.
- 5) The charter school or charter network is 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 a funded recipient. 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) Programs operated or overseen by the charter school or charter network will remain in compliance with the requirements of the federal Children’s Internet Protection Act.
- 7) The charter school or charter network will be aware of and comply with Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, by acknowledging that the charter

school or charter network and their personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

- 8) The charter school or charter network certifies that any contracted providers will not influence or exercise control over expenditure of federal funds, and that any applicable provider agreement with the charter school or charter network will be provided to CDE's Schools of Choice unit before grant funds are released.
- 9) The charter school or charter network will follow reimbursement procedures, requesting funds at a minimum of quarterly, and respond to all grant requirements in a timely fashion.
- 10) The charter school or charter network 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 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) The charter school or charter network shall comply with all federal and state annual independent audit requirements and ensure that arrangements have been made to finance mandatory audits. Funded projects will be required to maintain appropriate fiscal and program records. Auditors should be aware of the federal audit requirements contained in the Single Audit Act of 1984.
- 12) The charter school or charter network is required to keep and maintain all equipment purchased with grant funds in accordance with federal law and regulation.
- 13) The charter school or charter network understands 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 program requirements.
- 14) The charter school or charter network will ensure that these emergency relief funds will only be used to address the impact that COVID-19 has had, and continues to have, on the named public school in the application. For schools that are operated by an organization that oversees multiple charter schools, the funds for this award shall only be used for the benefit of the named school and shall not be used to benefit other schools in the organization or the central office.
- 15) The charter school or charter network will not use grant funds for bonuses, merit pay, or similar expenditures.
- 16) During the entire duration of time that the charter school or charter network is receiving funding under the CSP grant, the charter school or charter network will:
 - a. Ensure that it has taken steps to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs;
 - b. Ensure that control of funds and property acquired using CSP funds will be maintained and administered by the charter school or charter network; and
 - c. Report to CDE's Schools of Choice Unit as may be needed for CDE to perform its duties under the CSP grant;
- 17) The charter school or charter network will participate in and timely respond to any requests for reports from CDE to ensure federal grant compliance. Reporting activities may include: providing financial and performance reports, participating in desk reviews and monitoring calls, allowing for site-based audits and programmatic site visits and reporting on federal performance indicators which will include - but may not be limited to - a): Estimated average teacher instructional time per day through remote learning, b): average percentage of student participation in classes each day broken out by in-person and remote learning, and c): average results on performance-based tests (when available).
- 18) The charter school or charter network will complete project activities by no later than June 30, 2021 and the school/network recognizes that a delayed end to the project without prior approval from the grant administrator from the Schools of Choice Unit will result in the school being exited from the program in a status other than good standing, which may make the school/network ineligible for future CSP grants and may also result in a return of grant funds.

- 19) The charter school or charter network will not use funds from this remote learning grant program to carry out the same project or activities from a previous CSP grant or subgrant (i.e., any activities funded under the school's previous CSP grant or subgrant may not be funded under the remote learning grant).
- 20) The charter school or charter network has never provided remote learning as part of their educational model prior to the onset of the COVID-19 pandemic.
- 21) The charter school identified in this application either is currently operating, or has a plan to re-open and transition from remote learning back to, a full-time or part-time, in-person instructional model this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials.
- 22) The charter school identified in this application will implement an inventory control procedure that ensures items purchased with CSP funds are identified, marked, and accounted for on a regular basis. In the event that the charter school closes, the authorizer shall notify CDE Schools of Choice Unit of the reason for closure and oversee and ensure for the appropriate disposition of assets purchased under this grant.

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 thirty (30) days' notice if it is deemed by CDE that the recipient is not fulfilling the requirements of the funded program as specified in the approved grant award letter, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget are not allowed for this grant. Please contact Marti Rodriguez (E-mail: rodriguez_m@cde.state.co.us | Telephone: 303-866-6769) and Paola Paga (E-mail: paga_p@cde.state.co.us | Telephone: 303-866-6848) if you have any questions about the allowable use of funds.

School District or Charter School Institute Board President	Signature
School District Superintendent or Charter School Institute Executive Director	Signature
School District or Charter School Institute Fiscal Manager	Signature
Charter School or Charter Network Board President	Signature
Charter School or Charter Network Authorized Representative	Signature

Part III: Grant Narrative

This document is for planning purposes. Please enter responses into the [Smartsheet Application Form](#).

Section A: Proposed Activities and Implementation

1) Describe how you plan to use these grant funds to support the initial implementation of remote learning in the school for the specific and limited purpose of meeting the immediate educational needs of charter school students impacted by the COVID-19 national emergency.

2) Briefly describe how your school has worked to sustain continuity of learning for students through the COVID-19 pandemic and how this response has created a financial need for the resources requested through this program.

3) Please provide as an attachment to this application a copy of your school's remote learning plan (note: federal requirements specify that to be eligible under this grant, a school must have a plan to re-open and transition from remote learning back to full-time or part-time, in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials).

- If your remote learning plan demonstrates how the school will re-open and transition from remote learning back to full-time or part-time, in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials, simply state "SEE ATTACHED PLAN" in the response section below.
- If your remote learning plan does not demonstrate how the school will re-open and transition from remote learning back to full-time or part-time, in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials, please describe your plans for doing so below.
- If your school does not have a remote learning plan, then please state that your school does not have a remote learning plan and describe your school's plan to re-open and transition from remote learning back to full-time or part-time, in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of State and local health officials.

4) Please describe how your school will ensure that ALL STUDENTS of the school are properly served during remote learning and how the remote learning model complements the overall learning model of the school. How will your school ensure that ALL STUDENTS are accountable for meeting the academic performance requirements of the school during this period?

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5) Please provide a copy of the following adopted policies and/or definitions for your school:

- A description of how and when remote learning may be used this year
- A description of how instruction will be delivered during remote learning and activities that would demonstrate that a student is “engaged in the educational process”
- How attendance will be taken during remote learning

*Please also note that as part of monitoring activities, the US Department of Education has asked CDE’s Schools of Choice Unit to collect the following information from subgrant recipients in at least quarterly reports (January 1, April 1, and July 1): Estimated average teacher instructional time per day through remote learning; average percentage of student participation in classes each day broken out by in-person and remote learning.

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6) Grant recipients must provide at least one update over the grant period on overall student learning at the school. Please describe a process for how you will report on the progress of student learning at your school over the grant period as well as how you will use this information to improve the quality of your remote learning programming.

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Part IV: Electronic Budget

The Electronic Budget Workbook should be submitted in the original Excel format.

Electronic Budget Workbook
1) Complete and attach the Electronic Budget Workbook (Excel file). On the <i>Grant Budget Detail</i> tab, include a description of the activity/item to be funded and the calculation to show how amounts were determined. Budget lines must be completed to provide sufficient information to enable CDE reviewers to understand the nature and reason for the line item cost, to ensure that the costs are directly related to implementing remote learning for the first time and are directly related to the COVID-19 emergency, and to confirm that any pre-award costs are allowable under the grant.

*Please note: The charter school must implement an inventory control procedure that ensures items purchased with CSP funds are identified, marked, and accounted for on a regular basis. Also, project modifications and changes in the approved budget are not allowed for this grant.

CSP: Remote Learning Grants for Colorado Charter Schools
Appendix A: Reviewer Evaluation Checklist

Criteria	Met by Applicant?	Applicable Evidence	Notes:
Applicant school meets the federal definition of a charter school.		-Signed assurances (#1)	
Applicant school demonstrates a financial need		-Response to application question A2	
Applicant school has never provided remote learning as part of their educational program prior to responding to the COVID-19 emergency		-Signed assurances (#20)	
Applicant school has a plan for re-opening and transitioning from remote learning back to full-time or part-time in-person instruction this fall or as soon as practicable and safe to do so based on the guidance of the State and local health officials		-Signed assurances (#21) -Remote learning plan (if applicable) -Response to application question A3	
Applicant school must not have an active CSP subgrant.		-Cover sheet response -Research by program office	
If applicant school received a previous CSP grant or subgrant, the school must have satisfactorily completed all activities under the grant or subgrant.		-Cover page response -Research by program office	
Applicant school describes how they will hold all students accountable for meeting academic performance requirements		-Response to application questions A4, A5, and A6	
Applicant school acknowledges their willingness to meet grant reporting and evaluation requirements, and includes a written statement for how the school will report on the progress of student learning at your school over the grant period		-Signed assurances (#17) -Response to application question A6	

Evaluator determination and notes	
Overall, does school present an application that is deemed eligible for funding?	
If deemed ineligible, for what reason(s) is the school determined to be ineligible?	
What amount from the submitted budget is deemed eligible for funding based on a review by grants-fiscal officers of the eligibility of budget line items against federal guidelines and allowable expenses?	

If any budget items were denied, what items were denied and for what reason?	
Is the school a single-site charter school or is the school part of a larger organization that oversees multiple charter schools in the state?	
If the school is part of a larger organization that oversees multiple charter schools in the state, what prioritized funding position is the school relative to the other schools within the organization that submitted applications (for example, 1 st , 2 nd , etc.)?	
What is the overall priority rank order of the school when compared to all charter schools in the state?	