Renewal Proposal

Proposals Due Wednesday, September 9, 2020 by 11:59 PM

CCSP Grant Renewal Proposal Webinar (pre-recorded):
Wednesday, August 5, 2020 at 12:00 PM MDT

CCSP Grant Renewal Proposal Open Forum Q&A Conference Call:
Wednesday, August 12, 2020 at 1:00 PM – 2:00 PM MDT

COLORADO CHARTER SCHOOLS PROGRAM
GRANT IMPLEMENTATION PHASE
2020-2021

For program questions contact:
Tanesha Bell | bell_t@cde.state.co.us | 303-866-3295

For fiscal/budget questions contact:
Marti Rodriguez | rodriguez_m@cde.state.co.us | 303-866-6769

Required
(To Obtain Benefit)
FORM # SOC-103
EDAC APPROVED
Approved 06/05/2020 for 2020-2021

COLORADO CHARTER SCHOOLS PROGRAM GRANT
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COLORADO CHARTER SCHOOLS PROGRAM GRANT
2020-21 Grant Calendar

Date	Type	Event	Time
Tuesday, July 21, 2020	*Event*	**ELD Programming in Charter Schools**	**9:00 AM – 11:00 AM**
Wednesday, August 05, 2020	*Event*	**CCSP Grant Renewal Proposal Webinar [pre-recorded]**	**12:00 PM**
Wednesday, August 12, 2020	*Event*	**CCSP Grant Renewal Open Forum Q&A**	**1:00 PM – 2:00 PM**
Thursday, August 27, 2020	*Event*	**CCSP Grant and Application Training** (for New and Replication/Expansion Charter Schools)	**9:00 AM – 3:00 PM**
Wednesday, September 02, 2020	*Event*	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Thursday, September 03, 2020	*Deadline*	*DUE DATE:* **Submit CCSP Grant Intent to Apply and Eligibility Form** (for New and Replication/ Expansion Charter Schools)	**11:59 PM**
Wednesday, September 09, 2020	*Deadline*	*DUE DATE:* **Submit CCSP Grant Renewal Proposal**	**11:59 PM**
Thursday, September 10, 2020	*Event*	**CCSP Sub-grantee Conference Call**	**10:00 AM – 11:00 AM**
Thursday, September 17, 2020	*Reminder*	*REMINDER*: **Constitution Day is Thursday, September 17th** - all schools receiving federal funding are required to teach to the U.S. Constitution on this day	
Thursday, September 17, 2020	*Event*	**CCSP Grant Budget Workshop**	**9:30 AM – 11:30 AM**
Friday, September 18, 2020	*Event*	**Authorizer Meeting** *(In conjunction with CACSA)*	**9:00 AM – 3:00 PM**
Friday, September 18, 2020	*Deadline*	*DUE DATE:* **CCSP Grant Reviewer Requests**	**11:59 PM**
Friday, September 25, 2020	*Event*	**Annual Finance Seminar**	**9:00 AM – 2:30 PM**
Wednesday, September 30, 2020	*Deadline*	*NOTIFICATION:* **CCSP Grant Renewal Proposal Feedback**	**5:00 PM**
Wednesday, September 30, 2020	*Deadline*	*DUE DATE:* **Submit 2019-20 CCSP Grant AFR** (for all sub-grantees)	**11:59 PM**
Wednesday, September 30, 2020	*Deadline*	*DUE DATE:* **Submit Final CCSP Grant Report** (for 2019-20 Year 2 Implementation sub-grantees)	**11:59 PM**
October 2020	*Event*	**Fall Equity Convening**	**TBD**
Beginning week of October 19, 2020	*Deadline*	*NOTIFICATION*: **2019-20 Annual Financial Report (AFR) Feedback**	
Wednesday, October 07, 2020	*Event*	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Thursday, October 08, 2020	*Event*	**CCSP Grant Reviewer Training, Part I [pre-recorded; *by invitation only*]**	**12:00 PM**
Thursday, October 15, 2020	*Deadline*	*DUE DATE:* **Submit CCSP Grant Application** (for New and Replication/Expansion Charter Schools)	**11:59 PM**
Friday, October 16, 2020	*Event*	**CCSP Grant Reviewer Training, Part II and Distribution [*by invitation only*]**	**9:00 AM – 11:30 AM**
Friday, October 30, 2020	*Event*	**Board Fundamentals**	**9:00 AM – 2:00 PM**
Wednesday, November 04, 2020	*Event*	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Tuesday, November 10, 2020	*Event*	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Thursday, November 12, 2020	*Event*	**Statewide Business Manager Network Meeting** *(hosted within the Northern region in conjunction with The League)*	**9:30 AM – 11:30 AM**
Thursday, November 12, 2020	*Event*	**CCSP Grant Application Reviewer Debrief [*by appointment only*]**	**8:30 AM – 4:00 PM**
Friday, November 13, 2020	*Event*	**CCSP Grant Application Reviewer Debrief [*by appointment only*]**	**8:30 AM – 4:00 PM**

Friday, November 13, 2020	Deadline	*EXTENDED DUE DATE:* **Submit Final 2019-20 CCSP Grant Reimbursement Request via Formsite** (for all sub-grantees receiving an extension)	11:59 PM
Thursday, November 19, 2020	Deadline	*NOTIFICATION:* **CCSP Grant Applicant Feedback/Award**	5:00 PM
Thursday, December 03, 2020	Event	**CCSP Grant Post-Award Webinar** (for all newly awarded sub-grantees)	1:00 PM – 4:00 PM
Friday, December 04, 2020	Event	**Authorizer Meeting** *(in conjunction with CACSA)*	9:00 AM – 3:00 PM
Tuesday, December 08, 2020	Event	**Topic-based Webinar**	11:00 AM – 12:30 PM
Thursday, December 10, 2020	Event	**CCSP Sub-grantee Conference Call**	10:00 AM – 11:00 AM
Thursday, December 17, 2020	Event	**CCSP Grant Budget Workshop**	9:30 AM – 11:30 AM
Wednesday, December 30, 2020	Deadline	*EXTENDED DUE DATE:* **Submit CCSP Final Grant Report** (for 2019-20 Year 2 Implementation sub-grantees)	11:59 PM
Wednesday, December 30, 2020	Deadline	*DUE DATE:* **Submit CCSP Grant Application Clarifications and Revisions**	11:59 PM
Thursday, December 31, 2020	Deadline	*DUE DATE:* **CCSP Grant 2019-20 Extension Period AFR** (for all sub-grantees)	11:59 PM
January – April 2021	Reminder	*REMINDER:* **Charter School Support Initiative (CSSI) Site Review** (for Implementation Year 2 sub-grantees)	
Tuesday, January 12, 2021	Event	**Topic-based Webinar**	11:00 AM – 12:30 PM
February – April 2021	Reminder	*REMINDER***: CDE Grants Fiscal Desk Review** (for all sub-grantees)	
Wednesday, February 03, 2021	Event	**Administrator Mentoring Cohort Meeting**	8:30 AM – 3:00 PM
Thursday, February 11, 2021	Event	**Statewide Business Manager Network Meeting** *(hosted within the Denver metro region in conjunction with The League)*	9:30 AM – 11:30 AM
Tuesday, February 23, 2021	Event	**Topic-based Webinar**	11:00 AM – 12:30 PM
March – May 2021	Reminder	*REMINDER***: CDE Site Visit** (for Implementation Year 1 sub-grantees)	
Wednesday, March 03, 2021	Event	**Administrator Mentoring Cohort Meeting**	8:30 AM – 3:00 PM
March 03 – 04, 2021	Event	**Colorado Charter Schools Conference** *(hosted by the Colorado League of Charter Schools)*	TBD
Friday, March 05, 2021	Event	**Authorizer Summit** *(In conjunction with CACSA; synchronized with the Colorado Charter Schools Conference)*	9:00 AM – 1:00 PM
Tuesday, March 09, 2021	Event	**Topic-based Webinar**	11:00 AM – 12:30 PM
Thursday, March 18, 2021	Event	**CCSP Sub-grantee Conference Call**	10:00 AM – 11:00 AM
April – June 2021	Reminder	*REMINDER***: Ensure LEA has applied to CDE on behalf of Charter School for School Code**	
April – June 2021	Reminder	*REMINDER:* **CDE Program Desk Review** (for all CCSP grant sub-grantees)	
Thursday, April 01, 2021	Deadline	DUE DATE: **Absolute last day to submit executed Charter Contract and CCSP Grant Budget to CDE**	11:59 PM
Thursday, April 01, 2021	Deadline	*DUE DATE:* **Request to extend CCSP Grant period to July 31, 2020 – extenuating circumstances ONLY**	11:59 PM

Thursday, April 08, 2021	*Event*	**Statewide Business Manager Network Meeting** *(hosted within the Southern region in conjunction with The League)*	**9:30 AM – 11:30 AM**
April 14 – 16, 2021	*Event*	**Charter School Boot Camp**	**8:30 AM – 4:00 PM**
May 2021	*Event*	**Spring Equity Convening**	**TBD**
Friday, May 07, 2021	*Event*	**Western Slope Seminar**	**9:00 AM – 3:00 PM**
Tuesday, May 11, 2021	*Event*	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Wednesday, May 12, 2021	*Event*	**Accountability and School Improvement Training Series, Part I**	**9:00 AM – 11:00 AM**
Thursday, May 13, 2021	*Event*	**Accountability and School Improvement Training Series, Part II**	**9:00 AM – 11:00 AM**
Friday, May 14, 2021	*Event*	**Accountability and School Improvement Training Series, Part III**	**9:00 AM – 11:00 AM**
Thursday, May 20, 2021	*Event*	**CCSP Sub-grantee Conference Call**	**10:00 AM – 11:00 AM**
Friday, May 28, 2021	*Event*	**Board Fundamentals**	**9:00 AM – 2:00 PM**
June 2021	*Event*	**National Charter Schools Conference** *(hosted by the National Alliance for Public Charter Schools in New Orleans, LA)*	**TBD**
Wednesday, June 02, 2021	*Event*	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 12:00 PM**
Friday, June 04, 2021	*Event*	**Authorizer Meeting** *(In conjunction with CACSA)*	**9:00 AM – 3:00 PM**
Friday, June 10, 2021	*Event*	**Statewide Business Manager Network Meeting** *(hosted within the Western slope region in conjunction with The League)*	**9:30 AM – 11:30 AM**
Friday, June 30, 2021	*Deadline*	DEADLINE: **Ensure your waivers to state statutes have been approved**	
Wednesday, June 30, 2021	*Reminder*	*REMINDER:* **End of fiscal year for all grants** (all grant funds must be obligated, and all technical assistance requirements completed)	

Grant calendar updates and registration details can be found on the SOC website.

Contact CDE Schools of Choice at SOC@cde.state.co.us with questions.

Legend:	
CCSP Grant	Business Office
Authorizers	Governing Board
Administrators	Extra

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 Charter Schools Program for 2018-2023 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 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 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.

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% of the anticipated 2020-21 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.

Available 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 –
   a. 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
   b. 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 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
- business consultants beyond 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 section of this document, as well as in the CCSP Guidebook, which serves as a resource companion for the CCSP grant and program.

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 technical assistance, corrective action, and/or grant suspension or termination.

Risk is assessed through a variety of fiscal criteria identified by CDE Grants Fiscal 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 their 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 at least monthly)
2) Programmatic and Fiscal Desk Reviews, coordinated with quarterly check-in
3) Renewal Proposal report (see below)
4) Annual Financial Report (see below)
5) On-site visits
    a. Year 1 Implementation - a site visit is conducted by 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 AFR.
    b. 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 and may be paid for with grant funds. More information about the CSSI visit can be found in the technical assistance section of the CCSP Guidebook.

6) <u>Year 3 Implementation Performance Award</u> – for recipients seeking to receive additional funding for Year 3 Implementation Performance Award, a simple evaluation form will be required during the spring of Year 2 Implementation. More information on this process will be provided in advance.

Schools that fail to adhere to Sub-grantee RFP 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 Schools of Choice 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](#). 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 technical assistance may be required. A changeover in school 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.

- <u>Annual Financial Report</u>: 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.

- <u>Renewal Proposal: Recipients must complete a Renewal Proposal heading into each new grant year that includes a progress report toward Grant Project Goals and grant activities and submission of the school's Unified Improvement Plan evidencing academic performance.</u>

- <u>Final Grant Report</u>: A final grant report is due to CDE Schools of Choice within 90 days of the end of the final grant year. The final report should contain the following:
    - Executive summary (not to exceed one page)
    - Report on each grant project goal, including a summary of the progress made on each goal and objective.
    - A report on the academic achievement and growth of the school, including a copy of the school's most recent School Performance Framework report and Unified Improvement Plan
    - Financial narrative report on how the grant was expended for each of the grant years and totals for the two- or three-year period.
    - Expenditure report that details 100% of awarded grant funds and includes a property inventory of all equipment and non-consumable goods purchased with CSP grant funds (UGG §200.439)

Note: Completion of all CCSP requirements are necessary in order 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, technical assistance 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

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 technical assistance options over the grant period that are intentionally designed to improve each school's chance for success. More information on technical assistance participation requirements over the multi-year grant is available in the CCSP Grant Technical Assistance Requirements section below, in the CCSP Guidebook, and in the CCSP Grant Calendar.

Renewal Proposal 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 5, 2020**. 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. This rich webinar will be followed by a **CCSP Grant Renewal Question and Answer (Q&A) Open Forum** from **1:00 – 2:00 PM** on **Wednesday, August 12, 2020**. Note: At minimum, the school grant contact is required to complete the webinar.

Review Process

Each section of the renewal proposal will be rated according to the selection criteria and evaluation rubric, 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 in compliance with Uniform Guidance (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
- 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, September 9, 2020**. 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 thirty days of the submission deadline, and grant award letters will be sent via email to successful applicants outlining their award amounts for subsequent year(s).
- The grant award letter may stipulate that additional information must be submitted within 30 days before final approval, including necessary revisions, budget modification and/or denied line items.
- Once additional information is satisfactorily provided to CDE Schools of Choice, the applicant will receive an email stating the Sub-grantee has final approval.
- A follow up email from the Grants Fiscal Management Unit will provide necessary grant fiscal forms and instructions concerning the reimbursement process for the grant.
- Schools can only incur 25% of their anticipated 2020-21 CCSP award amount prior to receiving final approval of their award.

The budget period for the implementation phase years of the CCSP grant run 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, September 9, 2020** to:
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.

AND

Postmark the original plus one copy (via U.S. mail) by
Wednesday, September 9, 2020 to:

Schools of Choice Unit
Colorado Department of Education
201 E. Colfax Avenue, Room 210
Denver, CO 80203

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, with signatures**
Certification and Assurance, initialed and with signatures

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

- A. Executive Summary
- B. Progress toward Grant Project Goals
- C. Project Budget Narrative
- D. Accountability and Accreditation
- E. Continued Operation

Part III: Appendices

- A. Charter School Enrollment Policy: Include lottery protocol and application form(s) if there have been any changes since initial application
- B. CCSP Grant Budget: Do not include. School's most current, approved budget will be used.
- C. Charter School Annual Budget: Include last audited financial statement (no more than 2 pages) and long-term budget showing five or more years
- D. Technology Plan: Include most current plan if there have been any changes since initial application
- E. Library Development Plan: Include most current plan if there have been any changes since initial application
- F. Professional Development Plan: Include most current plan if there have been any changes since initial application
- G. Performance Management Plan: Include most current plan if there have been any changes since initial application
- H. Waivers Sought: Provide information on waivers in executive summary
- I. Technical Assistance Proposal: Include most current plan
- J. Disclosure Information: 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**.
- Part II: Narrative cannot exceed 16 pages.
- Number all pages.
- Do not use a table of contents page or divider pages.
- Cover Page and Certification and Assurance must include **original signatures**.
- Staple the original and copy of the proposal in the top left corner. If too thick to staple, please use a binder clip.

- Do not attach 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 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. Do not send any material that must be returned.

CCSP Grant Programmatic Technical Assistance Requirements

A technical assistance proposal must be completed and included as Appendix K or Appendix L, 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 technical assistance events is expected of sub-grantees. Flexibility exists within the technical assistance requirements for schools to tailor their selection of trainings to best meet the school's unique needs. Using the technical assistance 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 must be completed and submitted to CDE Schools of Choice at SOC@cde.state.co.us PRIOR TO any individualized training for pre-authorization, and credit will be issued once the authorized training 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 Workshop	2	Encouraged		
CCSP Grant Post-Award Webinar	1	Required		
CCSP Grant Renewal Proposal Webinar	1		Required	
CCSP Implementation Grant Site Visit	CDE Schools of Choice schedules with school		Required	
Charter School Support Initiative Webinar	recording			Encouraged
Charter School Support Initiative Site Visit	CSSI team lead schedules with school			Required
Governing Board Support				
Charter School Board Training Modules	30 modules, complete collectively	Complete modules 1-6, 8-11, 14, 17, 18, 23, and 25	Complete modules 7, 12, 13, 15, 16, 19-22, 24, and 26-30	
Board Fundamentals	2	1 Required	Encouraged	Encouraged
Specialized Governing Board Training	scheduled individually	Encouraged		
Topic-based Webinars	4 to 6	Encouraged	Encouraged	Encouraged
Colorado or National Charter Schools Conference Breakout Sessions	scheduled individually			

Performance Management Training	scheduled individually	CDE Unified Improvement Plan training or tutorial encouraged / Data dashboard with academic, culture, financial and 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	8-10 hours Required	32-40 hours Required	20-25 hours Required
School Administrator Mentoring Cohort	6	3 Required	3 Required	4 Required
Specialized Instructional Leadership Training	scheduled individually			
CDE Unified Improvement Plan Training	scheduled individually	Encouraged	Required	
Topic-based Webinars	4 to 6	Encouraged	Encouraged	Encouraged
Business Office Support				
Annual Finance Seminar	1		Required	Required
Business Managers Network Meetings	4	1 required	3 Required	3 Required
Specialized Business Office Training	scheduled individually			
CDE Individualized Business Technical Assistance	scheduled individually		Encouraged	Encouraged
Business Operations Mentor	scheduled individually		Encouraged	Encouraged

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

CCSP Grant Budget Instructions

The CCSP grant budget, created in MS Excel, is the document that guides the charter school, authorizer, and CDE over the grant period and maintained for the life of the grant. Sub-grantees are expected to:

- Ensure compliance with state and federal regulations.
- Provide the planned expenditures for the entire grant period.
- Maintain the history of the budgeted and actual expenditures.

The most current, approved CCSP budget on file at CDE will be reviewed. The school's budget narrative should support the grant budget goals identified in part II section B of the application. There should be evidence of a clear relationship between the progress towards the identified goals, the completion of activities, and grant fund spending. Renewal proposals should contain budget narratives for all years of funding. Grant funds must be spent sequentially; first year funds must be drawn down before accessing second year funds, etc. The budget period for CCSP Implementation grant is from July 1 – June 30 and the proposed sub-grantee budget should reflect this timeframe.

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: object category, quantity, budgeted amount (initial entry must be under original amount), grant project goal number it is aligned to and year, justification (include a cost per unit and an explanation of quantity, such as number of items or kits, number of students, classrooms or employees served, etc.), and date the activity will be completed.

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.
- Budgets have sections for each year to expedite approval.
- Do keep in mind that budget submissions can go through several reviews prior to approval; budget *time* adequately.
- Up to $100 per hour can be budgeted for administrator mentoring costs. It is important to include the rate and or 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 (not to exceed $700 of grant funds for half-day trainings or $1,000 for full-day trainings), and a plan for sustaining that training.
- Budget expenditures must be supported by a 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 in the Uniform Grant Guidance §200.317.

Allowable Costs

To ensure that federal funds go as far as possible, proposed budgets must adhere strictly to the federal policy (i.e. supplement not supplant). 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 the Uniform Grant Guidance (UGG). All expenditures must tie to the approved application. All expenditures must also 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 in order to be allowable under the CSP (2 CFR 200.403(a)). In particular, 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).*

The following is a list of costs that are covered by the grant. It is important to note that this 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 school opening. Additional costs must be reviewed by CDE to ensure they are allowed.
- **Community Engagement Activities –** The costs related to student and staff recruitment along with informing 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 Furnishings –** should be based on projected enrollment

Generally allowable costs are:
- Customary (e.g., interventionist or coaching salaries and benefits, professional development opportunities based on need);
- Allowed by circulars, regulations, policy, and guidance;
- Disclosed in the budget submitted to the State agency; and
- Approved in advance through the budget.

Recurring Costs – Examples – 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
- 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 inclusive 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. It is not a comprehensive list 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.)
- Student recruitment expenses beyond $10,000 in Planning Year and $5,000 in Year 1 Implementation (none allowed in 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 inclusive but is presented to show typical items that cannot be covered with CCSP grant funds.

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.

(735) 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.

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, grantees may use CSP funds to provide "one-time, startup costs associated with providing transportation to 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" (see response to Question #7 above and Uniform Guidance at 2 CFR 200.12, 200.13, 200.329, 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, September 1, 2007-2015, February 1, 1999-2007 or October 1, 1993-1999), 1 CCR 301-26 Operation Maintenance and Annual Inspection of School Transportation Vehicles, and Rules for the Administration of the Public School Transportation Fund (CCR 301-14) and guidance. Additionally, the Schools of Choice Unit will require Sub-grantees requesting these funds to establish contact with the Department's Transportation Unit 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 and all necessary technical assistance trainings. This information may be requested during a monitoring visit.

Colorado 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.

SOC will work with grant applicants and their districts 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 Colorado CSP application.

Criteria – Colorado will use the following criteria for determining whether a proposed transportation expense is allowable under the CSP grant:
- Total annual expenses on transportation item is not to exceed 25% of annual grant award and only for the acquisition of a bus.
- School will provide annual reports on the status of the bus including evidence of proper record keeping, inventory, serial # and maintenance.
- Identified cost of a bus 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**.
- 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 the transportation goal and
- The school will provide an update in their annual report on their transportation plan and the plan's effectiveness.
- 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, state will not fund recurring costs in the grant.

Facilities

- "New Flexibilities under the Every Student Succeeds Act" Frequently Asked Questions (FAQ) (December 2017) PDF (190 KB).
- ESSA Flexibility Webinar Recording and Slides.

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 facilities repairs neither add to the permanent value of the property nor appreciably prolong its intended life, but rather, keep it in efficient operating condition

Finally, under section 4303(h)(4) of the ESEA, grantees may use CSP funds to provide "one-time, startup costs associated with providing transportation to students to and from the charter school."

Section 4303(h)(3) of the ESEA, 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)."

Under section 200.13 of the Uniform Guidance, 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. In order 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, grantees may use CSP 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 actually 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," the Department encourages 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; and

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

References and Additional Guidance

Additional information and guidance on budgeting, budget revision, and allowable expenses can be found in the CCSP Guidebook, 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 and Nonregulatory Guidance Student Support and Academic Achievement Programs.

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?
	Is the narrative limited to 16 pages?

✓	Printing, Signing and Assembling Proposal
	Have you prepared two (one original and one copy) hard copies of the grant to be given to CDE?
	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 (with appropriate signatures and certifications) printed and on top of each printed copy?
	Have you attached as Appendix A your charter school's lottery policy, if there have been any revisions in the last year?
	Did you include sheets 2-4 of the current approved Excel CCSP Grant Budget as Appendix B?
	Is your school's latest annual budget and long-term budget included as Appendix C?
	If you are requesting technology funds, is your current Technology Plan included as Appendix D?
	If you are requesting funds for a school or classroom-based library, is your current Library Development Plan included as Appendix E?
	Have you included your most current Professional Development Plan as Appendix F?
	Have you included your most current Performance Management Plan as Appendix G?
	Have you completed and included your Technical Assistance Proposal as Appendix H?
	Have you provided the necessary disclosure information in appendix I if any of your agreements or contractual relationships have changed in the last year?
	Have you attained prior approval from CDE for any additional attachments/appendices?
	Have you stapled or binder-clipped each copy of the proposal in the upper left-hand corner and have you refrained from using divider pages or binders?

COLORADO CHARTER SCHOOLS PROGRAM GRANT
2020-21 Renewal Proposal Cover Page and Assurances

PART IA: Cover Page *(Complete and attach as the first page of proposal)*	
Name of Charter School:	
Amount Requested for 2020-21: $	Number of students for 2020-21:
Amount Requested for 2021-22: $	Number of students for 2021-22:
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 DUNS Number[1]:	**NCES ID:**
CDE District 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: *(NOTE: District Fiscal Contact or CSI Fiscal Contact.)*	
Telephone:	Email:
Signature:	

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

Please note: If proposal is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

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 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*)

2019-20	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2020-21	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2021-22	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2022-23	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2023-24	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*)

2019-20	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2020-21	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2021-22	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2022-23	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
2023-24	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

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: _____

Part IB: Certifications and Assurances

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 _____(date)_____, 2020, the Board of _____(charter school)_____

hereby applies for and, if awarded, accepts the federal program funds requested in this application. In consideration of the receipt of these grant funds, 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 schools certify that they understand an approved charter application and a signed charter contract are required in order to be eligible for an award.

___ 3) Recipient schools operate (or will operate, if not yet open) a charter school in compliance with all state and federal laws and that does not discriminate based on race (including hair texture, hair type or hairstyle), creed, gender, sexual orientation, religion, ancestry, national origin, color, disability, or age.

___ 4) Recipient schools agree to notify the CDE Schools of Choice Office 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 schools and their authorizer will ensure that at least one person from the charter school will subscribe to and be responsible to receive communication from the CDE Schools of Choice Office email listserv for the life of the grant.

___ 6) Recipient schools understand that they will not own rights, title, and/or interest in any of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents created and paid for under this grant program.

Federal Compliance

___ 7) Recipient schools 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.

___ 8) Recipient schools 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 (Nonprocurement) 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.

___ 9) Recipient schools 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, use of grant funds, and administrative and fiscal responsibilities.

___ 10) Recipient schools and their authorizer shall ensure that a student's records, and, if applicable, a student's individualized education program as defined in section 602(11) of the Individuals with Disabilities Education Act, are transferred to a charter school upon the transfer of the student to that charter school, and to another public school upon the transfer of the student from a charter school to that public school, in accordance with applicable law (ESSA §4308).

___ 11) Recipient schools and their authorizer are aware that U.S. Department of Education regulations prohibit a person from participating in an administrative decision regarding this project if (a) the decision is likely to benefit that person or his or her immediate family member; and (b) the person is a public official or has a family or business relationship with the 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.

___ 12) Recipient schools and their authorizer must remain in compliance with the requirements of the federal Children's Internet Protection Act.

___ 13) Recipient schools 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.

___ 14) Recipient schools and their authorizer will be aware of and comply with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, by acknowledging that grant recipients and their personnel are prohibited from text messaging while

driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

___ 15) Recipient schools shall ensure that students enrolled in the charter school will be taught the United States Constitution each year on September 17, Constitution Day (https://www2.ed.gov/policy/fund/guid/constitutionday.html).

Finances, Budget, and Audit

___ 16) Authorizer of recipient schools 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.

___ 17) Authorizer of recipient schools 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.

___ 18) Recipient schools, with authorizer review and approval, will submit a revised budget narrative and budget workbook to CDE Schools of Choice within 30 days of notification of a grant award; budget changes must meet the approval of CDE Schools of Choice before any grant funds will be released.

___ 19) Recipients using an educational service provider (ESP) certify that the ESP will not influence or exercise control over expenditure of federal funds, and that the ESP agreement with the charter school governing board will be provided to CDE Schools of Choice before grant funds are released.

___ 20) Recipient schools will ensure that they will budget for and comply with the required Charter School Support Initiative visit during Implementation Year 2 according to their projected student count for the year of the visit.

___ 21) Recipient schools 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 the Annual Financial Report (AFR).

___ 22) Recipient schools are required not to have expenditures that exceed the approved budget line items by more than a total of 10 percent of the total project period award. 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.

___ 23) Recipient schools will ensure that the awarded grant funds will be spent or encumbered by June 30 of each grant year, unless extenuating circumstances warrant an extension request. Recipients understand that any such extension request must be made by the Authorizer on their behalf no later than June 1 of the respective grant year, and that if an extension request is not approved by CDE on the grounds that extenuating circumstance have not been established the recipient school will be held to the June 30 deadline.

___ 24) Recipient schools and their authorizer shall provide the Grants Fiscal Management Unit at CDE a written account of expenditures no later than October 1 following each grant year, utilizing the Annual Financial Report (AFR).

___ 25) Recipient schools 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 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.

___ 26) Recipient schools 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.

___ 27) Recipient schools will use an independent auditor for annual financial audits that is different from their authorizer's auditor.

___ 28) Recipient schools are required to keep and maintain all equipment purchased with grant funds in accordance with federal law and regulation. Should the charter school close, the authorizer agrees to notify CDE Schools of Choice Office of the reason for closure and agrees to notify CDE Schools of Choice Office regarding the appropriate disposition of assets purchased under this grant.

___ 29) Recipients 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).

___ 30) Recipient schools and their authorizer understand that if any findings of misuse of grant funds are discovered project funds must be returned to CDE, and that CDE may terminate a grant award upon 30 days' notice if it deems that the recipient is not fulfilling the funded program as specified in the approved grant application.

___ 31) Grant history of the Recipient schools 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

___ 32) Recipient schools and their authorizer will participate in at least one site visit and one diagnostic review through the Charter School Support Initiative (CSSI) within the multi-year grant cycle by CDE and possibly a visit by the U.S. Department of Education.

___ 33) Recipient schools will submit any necessary annual year-end reports to CDE by September 30th 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.

___ 34) Recipient schools and their authorizer will, for the life of the grant, participate in all federal, state, and authorizer data reporting and evaluation activities expected of all publicly-funded schools, unless exempt through waiver; and will participate in those activities outlined in the **Participation, Evaluation and Reporting** section of the CCSP grant "Funding Opportunity" request for applicants, including participation in CDE Schools of Choice Office annual evaluations, studies and surveys and submission of annual financial reports, final grant report and supporting documentation.

Authorization, Accountability, and Governance

___ 35) The applicant charter 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.

___ 36) Recipient schools 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.

___ 37) The 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.

___ 38) Recipient schools 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.

___ 39) Recipient schools and their authorizer certify that their charter contract allows the opportunity for the school to purchase services via a third party.

___ 40) Recipient schools 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)*

___ 41) Charter school acknowledges that any facility repairs will be minor, and any other renovations will be necessary to ensure compliance with applicable statutes and regulations.

___ 42) Charter school acknowledges that any minor facility repairs paid for through CCSP funds must be reviewed and approved by the CDE Schools of Choice Office and Grants Fiscal Office before funds related to the activity will be released can be incurred.

___ 43) Total annual expenses will not exceed 10% percent of the annual CCSP grant award in a given year.

___ 44) Charter school acknowledges that expenses are only for minor facility repairs that are non-sustained/one-time associated for one-time costs.

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

___ 45) Charter 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.

___ 46) Charter school acknowledges that any one-time transportation costs are "essential" and fall within the scope for of the approved project.

___ 47) Total expense for this modification that will be charged to the CSP grant will not exceed 25% of the annual grant.

___ 48) The School will report on its Transportation Goal by completing the Transportation Annual Report for Charters.

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

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE <u>before</u> modifications are made to the expenditures. Please contact Marti Rodriguez (Email rodriguez_m@cde.state.co.us | Telephone 303-866-6769 |) and Tanesha Bell, CCSP Sub-Grant Monitor (Email bell_t@cde.state.co.us | Telephone 303-866-3295) for any modifications.

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

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

APPLICANT: _____

Part I:	Cover Page Certification and Assurance		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 submitted)		No Points
	Appendix A:	Charter School Enrollment Policy	___
	Appendix B:	CCSP Grant Budget	<u>N/A</u>
	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 (and Report if requesting Funds)	___
	Appendix G:	Library Development Plan (if requesting funds)	___
	Appendix H:	Professional Development Plan	___
	Appendix I:	Performance Management Plan	___
	Appendix J:	Waivers Sought	___
	Appendix K:	Technical Assistance Proposal (2-year)	___
	Appendix L:	Technical Assistance Proposal (3-year)	___
	Appendix M:	Disclosure Information	___

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** _____ |

Part I: Cover Page   No Points

- ✓ Cover Page, signed
- ✓ Certification and 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 Schools of Choice will rank those applications that qualify and make final decisions about which schools are funded.

A. **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**

B. 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**

C. 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**

D. 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 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**

E. 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 16-page limit. Plan templates and instructions for appendices can be found in the CCSP Guidebook. If there is not a more current plan than the one submitted in the initial application, do not attach the plan from the initial application, but mark N/A below.

A. **Charter School Enrollment Policy:** Include lottery protocol and application form(s) if there have been changes since initial application.

B. **CCSP Grant Budget:** Do not include. Last, approved budget on file will be used.

C. **Charter School Operating Budget:** Include last audited financial statement (no more than two pages) and long-term budget showing five or more years.

D. **Technology Plan:** Include most current plan if requesting funds for technology.

E. **Minor Facility Repair Plan:** Include the most current plan if requesting funds for minor repairs or renovations.

F. **Transportation Plan:** Include Part A of the most current plan and if funds were requested for transportation, include Part B of the most current plan. In addition, provide a copy of the Transportation Annual Report for Charters submitted with the school's Annual Financial Report.

G. **Library Development Plan:** Include most current plan if requesting funds for school or classroom-based library resources.

H. **Professional Development Plan:** Include most current plan.

I. **Performance Management Plan:** Include most current plan.

J. **Waivers Sought:** Ensure CDE Schools of Choice has current waivers on file.

K. **Technical Assistance Proposal (2-Year):** Required of 2-year applicants (provide a narrative, plan, and date of completion for any previous incomplete TA).

L. **Technical Assistance Proposal (3-Year):** Required of 3-year applicants (provide a narrative, plan, and date of completion for any previous incomplete TA).

M. **Disclosure Information:** Required of all applicants.

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 manager
CCSP Grant Budget Workshop	Encouraged	___ Fall ___ Winter	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CCSP Grant Post-Award Webinar	Required	___ Fall	___ School grant contact (required) ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CCSP Implementation Grant Site Visit	Required	CDE Schools of Choice will schedule with school	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Governing Board Support			
CDE Charter School Board Training Modules	Required	Complete all 30 modules by date: _____	___ Founder(s) ___ Board member(s) (required)
CDE Board Fundamentals	1 Required	___ Fall ___ Spring	___ Board member(s) (required) ___ Administrator(s)
CDE Unified Improvement Plan Training *(training request form required)*	Required	CDE Schools of Choice will communicate schedule	___ Board member(s) (required) ___ Administrator(s)
Data Dashboard with Academic, Culture, Financial and Operational Measures *(training request form required; see link here)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Specialized Governing Board Training *(training request form required)*	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 required)*	32-40 hours required	___ Mentor: _____	___ Administrator(s)
CDE School Administrator Mentoring Cohort (Professional Development)	3 required	___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
Specialized Instructional Leadership Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) (required) ___ Instructional staff
CDE Unified Improvement Plan Training *(training request form required)*	Required	CDE Schools of Choice will communicate schedule	___ Board member(s) ___ Administrator(s) (required)
Topic-based Webinars	Encouraged	___ November ___ December ___ January ___ February ___ March ___ May	___ Board member(s) ___ Administrator(s)
Business Office Support			
CDE Annual Finance Seminar	Required	___ Fall	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Regional Business Manager Network Meeting *(offered regionally; see TA calendar)*	3 Required	___November ___ February ___ April	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager

Year 2 Implementation Sub-Grantee Activities

Sub-Grantee Support			
CCSP Grant Renewal Proposal Webinar	Required	___ Fall	___ School grant contact (required) ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Charter School Support Initiative Webinar	Encouraged	___ Date: _____	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Charter School Support Initiative Site Visit	Required	CSSI team lead will schedule with school	___ Board member(s) ___ Administrator(s)
Governing Board Support			
Board Self-Assessment *(training request form required; see guidance here)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Strategic Planning Training *(training request form required)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Specialized Governing Board Training *(training request form required)*	Encouraged	___ Date: _____	___ Board member(s) (required) ___ 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 required)*	20-25 hours required	___ Mentor: _____	___ Administrator(s)
CDE School Administrator Mentoring Cohort *(Professional Development)*	4 required	___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
Specialized Instructional Leadership Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) (required) ___ Business manager ___ Instructional staff
Topic-based Webinars	Encouraged	___November ___December ___January ___February ___March ___May	___ Founder(s) ___ Board member(s) ___ Administrator(s)
Business Office Support			
CDE Annual Finance Seminar	Required	___ Fall	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Individualized Business TA *(by appointment)*	Encouraged	CDE Schools of Choice will communicate schedule	___Business manager
Business Operations Mentor *(training request form required. 4 hours = 1 credit)*		CDE Schools of Choice will communicate schedule	___Business manager
CDE Business Manager Network Meetings *(offered regionally; see TA calendar)*	3 required	___ November ___ February ___ April	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager
Other Support Options – All Years			
Equity Convening(s)	Encouraged	___September ___TBA	___ Instructional staff ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Western Slope Seminar		___April	___ Board member(s) ___ Administrator(s) ___ Business manager
Colorado or National Charter School Conference *(training request form may be required)*		___March ___June	___Instructional staff ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager

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 manager
CCSP Grant Budget Workshop	Encouraged	___ Fall ___ Winter	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CCSP Grant Post-Award Webinar	Required	___ Fall	___ School grant contact (required) ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Governing Board Support			
CDE Charter School Board Training Modules	Required	Complete modules 1-6, 8-11, 14, 17, 18, 23, and 25 by date: _____	___ Founder(s) ___ Board member(s) (required)
CDE Board Fundamentals	1 Required	___ Fall ___ Spring	___ Board member(s) (required) ___ Administrator(s)
CDE Unified Improvement Plan Training *(training request form required)*	Encouraged	CDE Schools of Choice will communicate schedule	___ Board member(s) ___ Administrator(s)
Data Dashboard with Academic, Culture, Financial and Operational Measures *(training request form required; see link here)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Specialized Governing Board Training *(training request form required)*	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 required)*	8-10 hours Required	___ Mentor: _____	___ Administrator(s)
CDE School Administrator Mentoring Cohort (Professional Development)	3 Required	___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
Specialized Instructional Leadership Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) (required) ___ Instructional staff
CDE Unified Improvement Plan Training *(training request form required)*	Encouraged	CDE Schools of Choice will communicate schedule	___ Board member(s) ___ Administrator(s)
Topic-based Webinars		___ November ___ December ___ January ___ February ___ March ___ May	___ Founder(s) ___ Board member(s) ___ Administrator(s)
Business Office Support			
CDE Regional Business Manager Network Meeting	1 Required	___ September ___ November ___ January ___ April	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager

Year 1 Implementation Sub-Grantee Activities

Sub-Grantee Support			
CCSP Grant Renewal Proposal Webinar	Required	___ Fall	___ School grant contact (required) ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CCSP Implementation Grant Site Visit	Required	CDE Schools of Choice will schedule with school	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Governing Board Support			
CDE Charter School Board Training Modules	Required	Complete modules 7, 12, 13, 15, 16, 19-22, 24, and 26-30 by Date: _____	___ Founder(s) ___ Board member(s) (required)
CDE Unified Improvement Plan Training *(training request form required)*	Required	CDE Schools of Choice will communicate schedule	___ Board member(s) (required) ___ Administrator(s)
Specialized Governing Board Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s)
Topic-based Webinars	Encouraged	___ November ___ December ___ January ___ February ___ March ___ May	___ Founder(s) ___ Board member(s) (required) ___ Administrator(s)

Administrator Support			
Administrator Mentoring *(signed mentor log required)*	32-40 hours required	___ Mentor: _____	___ Administrator(s)
CDE School Administrator Mentoring Cohort *(Professional Development)*	3 required	___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
Specialized Instructional Leadership Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) (required) ___ Instructional staff
CDE Unified Improvement Plan Training *(training request form required)*	Required	CDE will communicate schedule	___ Board member(s) ___ Administrator(s) (required)
Business Office Support			
CDE Annual Finance Seminar	Required	___ Fall	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Individualized Business TA *(by appointment)*	Encouraged	___Throughout year	___Business manager
Business Operations Mentor *(mentor log and growth plan required; 4 hours = 1 credit)*		___Ongoing	___Business manager
Topic-based Webinars		___ November ___ December ___ January ___ February ___ March ___ May	___Administrator(s) ___Board member(s) ___Business manager
CDE Business Manager Network Meetings	3 Required	___ November ___ February ___ April	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager

Year 2 Implementation Sub-Grantee Activities

Sub-grantee Support			
Charter School Support Initiative Webinar	Encouraged	___ Date: _____	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Charter School Support Initiative Site Visit	Required	CSSI team lead will schedule with school	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager ___ Instructional staff
Governing Board Support			
Board Self-Assessment *(training request form required)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Strategic Planning Training *(training request form required)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Topic-based Webinars	Encouraged	___ November ___ December ___ January ___ February ___ March ___ May	___ Board member(s) (required) ___ Administrator(s)

Specialized Governing Board Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s)
Administrator Support			
Administrator Mentoring *(signed mentor log required)*	20-25 hours required	___ Mentor: _____	___ Administrator(s)
CDE School Administrator Mentoring Cohort	4 required	___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
Specialized Instructional Leadership Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) (required) ___ Business manager ___ Instructional staff
Business Office Support			
CDE Annual Finance Seminar	Required	___ Fall	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Individualized Business TA *(by appointment)*	Encouraged	___Throughout year	___Business manager
Business Operations Mentor *(mentor log and growth plan required; 4 hours = 1 credit)*		___Ongoing	___Business manager
CDE Business Manager Network Meetings	3 Required	___ November ___ February ___ April	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager
Other Support Options – All Years			
Equity Convening(s)	Encouraged	___September ___TBA	___ Instructional staff ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
Colorado or National Charter School Conference Breakout Sessions *(training request form may be required)*		___ March ___ June	___Instructional staff ___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Western Slope Seminar		___April	___ Board member(s) ___ Administrator(s) ___ Business manager

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 (ESP, such as 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 M.

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 M: 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 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 M: 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.