RENEWAL PROPOSAL

COLORADO CHARTER SCHOOLS PROGRAM GRANT IMPLEMENTATION PHASE 2019-20

Proposals Due: Wednesday, October 2, 2019

CCSP Grant Renewal Proposal Webinar: Wednesday, August 21, 2019
12:00 - 2:00 PM

For program questions contact:

Tanesha Bell | bell_t@cde.state.co.us | 303-866-3295

Peg McMillen | mcmillen_p@cde.state.co.us | 303-866-6790

For fiscal/budget questions contact:

Marti Rodriguez | rodriguez_m@cde.state.co.us | 303-866-6769

Mandatory
FORM # CGA-232
EDAC APPROVED
Approved 6/7/2019 for 2019-2020

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

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Colorado Charter Schools Program
2019-20 Grant Calendar

Date	Type	Description	Time
Monday, July 01, 2019	*Reminder*	*REMINDER*: **CCSP Year 1 and Year 2 Implementation grant recipients can begin incurring expenses for the 2019-20 grant year, though expenses cannot be reimbursed until the 2018-19 annual financial report (AFR) is approved and the initial 25% of 2019-20 award is released, upon request.**	
Tuesday, August 13, 2019	DEADLINE	**DUE DATE: Final 2018-19 request for funds (RFF) for the CCSP grant (for all sub-grantees <u>not</u> receiving an extension)**	**11:59 PM**
Wednesday, August 14, 2019	Event	**CCSP Grant and Application Training**	**9:00 AM – 4:00 PM**
Wednesday, August 21, 2019	DEADLINE	**DUE DATE: CCSP Grant Intent to Submit and Eligibility forms**	**11:59 PM**
Wednesday, August 21, 2019	Event	**CCSP Grant Renewal Proposal Webinar**	**12:00 PM – 2:00 PM**
Wednesday, September 04, 2019	Event	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Friday, September 06, 2019	Event	**Equity Convening**	**8:00 AM – 4:00 PM**
Friday, September 13, 2019	Event	**Annual Finance Seminar**	**8:00 AM – 4:00 PM**
Friday, September 13, 2019	DEADLINE	**EXTENDED DUE DATE: Final 2018-19 RFF for the CCSP grant (for all grantees receiving an extension)**	**11:59 PM**
Friday, September 13, 2019	DEADLINE	**DUE DATE: CCSP grant reviewer applications**	**11:59 PM**
Tuesday, September 17, 2019	*Reminder*	*REMINDER*: **Constitution Day is Tuesday, September 17th - all schools receiving federal funding are required to teach to the U.S. Constitution on this day**	
Tuesday, September 17, 2019	Event	**CCSP Grant Budget Workshop**	**9:30 AM – 11:30 AM**
Friday, September 27, 2019	DEADLINE	**DUE DATE: CCSP 2018-19 AFR (for all sub-grantees)**	**11:59 PM**
Friday, September 27, 2019	DEADLINE	**DUE DATE: CCSP final report (for all 2016-17 Year 2 Implementation sub-grantees)**	**11:59 PM**
Wednesday, October 02, 2019	Event	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Wednesday, October 02, 2019	DEADLINE	**SUBMISSION DEADLINE: CCSP renewal proposals**	**11:59 PM**
Friday, October 4, 2019	Event	**Authorizer Meeting** *(In conjunction with CACSA)*	**9:00 AM – 3:00 PM** *(CACSA 12:00 – 3:00)*
Wednesday, October 16, 2019	DEADLINE	**SUBMISSION DEADLINE: CCSP grant applications**	**11:59 PM**
Friday, October 18, 2019	Event	**CCSP Grant Reviewer Distribution and Training -** *by invitation only*	**1:00 PM – 4:00 PM**
Friday, October 25, 2019	Event	**Board Fundamentals**	**9:00 AM – 2:00 PM**
Thursday, October 31, 2019	Event	**CCSP Grant Application Review - *by invitation only***	**9:00 AM – 3:00 PM**
Tuesday, November 05, 2019	Event	**Business Manager Network Meeting, Northern Region** *(in conjunction with The League)*	**9:00 AM – 10:30 AM** *(CLCS 11:00-1:00)*
Wednesday, November 06, 2019	Event	**Business Manager Network Meeting, South-Metro Region** *(in conjunction with The League)*	**11:00 AM -12:30 PM** *(CLCS 9:00-10:30)*

Wednesday, November 06, 2019	**Event**	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Thursday, November 07, 2019	**Event**	**Business Manager Network Meeting, Western Region** *(in conjunction with The League)*	**1:30 PM – 3:00 PM** *(CLCS 11:00-1:00)*
Tuesday, November 12, 2019	**Event**	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Friday, November 15, 2019	**DEADLINE**	**NOTIFICATION: CCSP grant awards**	**5:00 PM**
Thursday, November 21, 2019	**Event**	**CCSP Grant Post-Award Webinar**	**12:30 PM – 3:30 PM**
Tuesday, December 03, 2019	**Event**	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Thursday, December 5, 2019	**Event**	**CCSP Grant Budget Workshop**	**9:30 AM – 11:30 AM**
Friday, December 6, 2019	**Event**	**Authorizer Meeting** *(in conjunction with CACSA)*	**9:00 AM-3:00 PM** *(CACSA 12:00-3:00)*
Monday, December 16, 2019	**DEADLINE**	**DUE DATE: CCSP grant recipients - deadline for submitting required application and budget revisions**	**11:59 PM**
Tuesday, January 14, 2020	**Event**	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Wednesday, February 05, 2020	**Event**	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Tuesday, February 11, 2020	**Event**	**Business Manager Network Meeting, Northern Region** *(in conjunction with The League)*	**11:00 AM - 12:30 PM** *(CLCS 9:00-10:30)*
Wednesday, February 12, 2020	**Event**	**Business Manager Network Meeting, South-Metro Region** *(in conjunction with The League)*	**9:00 AM – 10:30 AM** *(CLCS 11:00-1:00)*
Thursday, February 13, 2020	**Event**	**Business Manager Network Meeting, Western Region** *(in conjunction with The League*	**1:30 PM – 3:00 PM** *(CLCS 3:30-5:00)*
Tuesday, February 25, 2020	**Event**	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
February – April 2020	*Reminder*	*REMINDER***: CDE Grants Fiscal desk review of all CCSP grant sub-grantees**	
March – May 2020	*Reminder*	*REMINDER***: Site visit for CCSP Year 1 Implementation grant sub-grantees**	
Wednesday, March 4, 2020	**Event**	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 3:00 PM**
Tuesday, March 10, 2020	**Event**	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Thursday, March 12, 2020	**Event**	**Authorizer Summit** *(Colorado Charter School Conference)*	**9:00 AM – 1:00 PM**
Monday, March 30, 2020	**DEADLINE**	**DUE DATE: Absolute deadline for CCSP grant recipients to submit charter contract and revisions**	**11:59 PM**
April – June 2020	*Reminder*	*REMINDER***: Ensure your district is applying to CDE on your behalf for waivers to state statute.**	
April – June 2020	*Reminder*	*REMINDER:* **CDE program desk review of all CCSP grant sub-grantees**	
Wednesday April 15, 2020	**Event**	**Charter School Boot Camp**	**8:30 AM – 4:00 PM**
Thursday, April 16, 2020	**Event**	**Charter School Boot Camp**	**8:30 AM – 4:00 PM**
Friday, April 17, 2020	**Event**	**Charter School Boot Camp**	**8:30 AM – 4:00 PM**
Tuesday, April 21, 2020	**Event**	**Business Manager Network Meeting, Northern Region** *(in conjunction with The League)*	**1:30 PM – 3:00 PM** *(CLCS 3:30-5:00)*
Wednesday, April 22, 2020	**Event**	**Business Manager Network Meeting, South-Metro Region** *(in conjunction with The League)*	**11:00 AM –12:30 PM** *(CLCS 9:00-10:30)*
Thursday, April 23, 2020	**Event**	**Business Manager Network Meeting, Western Region** *(in conjunction with The League)*	**1:30 PM – 3:00 PM** *(CLCS 3:30-5:00)*

Thursday, April 30, 2020	**DEADLINE**	**DUE DATE: CCSP request to extend period to July 31, 2020 – extenuating circumstances ONLY**	**11:59 PM**
Friday, May 1, 2020	Event	**Authorizer Meeting** *(In conjunction with CACSA)*	**9:00 AM – 3:00 PM** *(CACSA 12:00 – 3:00)*
Friday, May 8, 2020	Event	**Western Slope Seminar**	**9:00 AM – 3:00 PM**
Tuesday, May 12, 2020	Event	**Topic-based Webinar**	**11:00 AM – 12:30 PM**
Friday, May 29, 2020	Event	**Board Fundamentals**	**9:00 AM – 2:00 PM**
Wednesday, June 03, 2020	Event	**Administrator Mentoring Cohort Meeting**	**8:30 AM – 12:00 PM**
Friday, June 26, 2020	*Reminder*	*REMINDER*: **Ensure your waivers to state statutes have been approved**	
Tuesday, June 30, 2020	*Reminder*	*REMINDER*: **End of fiscal year for all grants** (all grant funds must be obligated; all technical assistance requirements completed)	

Grant calendar updates can be found on the [CDE website](#)

CDE Schools of Choice can be contacted at [SOC@cde.state.co.us](#)

Legend:	
CCSP Grant	**Business Office**
Authorizers	**Governing Board**
Administrators	**Extra**

Colorado Charter Schools Program Grant
2019-20

Background

Authorized by title V, part B, subpart 1 of the Elementary and Secondary Education Act of 1965, as amended (ESEA)[1] 20 USC 7221-7221j, the federal Charter Schools Program (CSP) provides funding to State Educational Agencies with the purpose to increase national understanding of the charter school model and to expand the number of high-quality charter schools available to students across the nation by providing financial assistance for planning, program design and initial implementation of charter schools, and to support the dissemination of information about, including successful practices in, charter schools.

Purpose of the Grant

The Colorado Department of Education (CDE) has received a competitive grant under this federal program for 2015-2018 to carry out the following objectives within Colorado.

- Increase the number of new, high-quality charter schools and expand the number of high-quality charter school places that enable all students to become educated and productive citizens capable of succeeding in society, the workforce, and life
- Build and grow capacity among authorizers, board members, administrators, and staff at new and existing charter schools to conduct quality authorizing, exert effective school leadership, implement quality, high-impact educational practices, and engage in continuous school improvement, so that all students become educated and productive citizens capable of succeeding in society, the workforce, and life

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 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. CDE retains 5% of these federal grant funds for CCSP statewide activities.

Eligible Applicants

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.

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[1] Note: On December 10, 2015, the President signed into law the Every Student Succeeds Act (ESSA), Public Law 114–95, which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB). Under section 5(c) of the ESSA, CSP grants awarded in FY 2016 and earlier years will operate in accordance with the requirements of the ESEA, as amended by NCLB, and any continuation awards applicable to these grants also will operate in accordance with such requirements.

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 2019-20 award may be requested 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 36 consecutive fiscal months of funding be provided to any one sub-grant, with no more than 24 of those months in implementation phase, thus the CCSP grant has been set up to be awarded over two or three sequential fiscal years.[2]

CCSP grants are renewed as a result of the 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 2019-20 award may be requested before the renewal proposal is approved, subject to a completed and approved AFR for the previous grant year.

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.

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[2] Schools awarded in Planning Year that due to unforeseen circumstances fail to open the subsequent year may be allowed to continue in Planning mode for an additional 12 months; however, if the school fails to open that subsequent year they may forfeit a portion or all of their remaining award.

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[3], title V, part B, section 5204(f)(3), grant funds must be used for the following:

- Post-award planning and design of the educational program, including refining results (standards) and measurements (evaluation) of progress toward those results.
- Research-based professional development for teachers and other staff that includes national staff development standards.
- Initial implementation of the charter school including:
    o Informing the community about the school,
    o Acquiring necessary equipment and educational materials and supplies,
    o Acquiring, developing or aligning curriculum, and
    o Other initial operational costs.

Further details on allowable use of funds can be found in the budget instructions section of this proposal as well as in the CCSP Guidebook, which serves as a resource companion for the CCSP grant and program.

Participation, Evaluation and Reporting

The CCSP grant is available to charter schools that are able to

- Demonstrate eligibility,
- Participate in regular required technical assistance.
- Budget funds according to federal guidelines
- Comply with reporting requirements, due dates and reviews

Participation is an inherent expectation and required in return for funding. Sub-grantees are expected to meet technical assistance, evaluation, and reporting participation requirements. Application indicates acknowledgement and consent to these contingencies.

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 will be required 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 is available in the technical assistance section below and in the CCSP Guidebook.

Risk Assessment

Under all federal programs, CDE is required to assess Sub-grantees 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. This includes assessing the performance of ESPs as it relates to Sub-grantees' successful operations.

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3   Ibid.

Award amounts may be reduced if Sub-grantees do not adhere to the terms of their grant; 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.

Evaluation

As a condition of this federal grant, CDE is responsible for evaluating Sub-grantees to ensure that they adhere to federal rules and regulations and accomplish their performance goals. This monitoring system reviews charter schools each year.

Year 1 Implementation - A site visit is conducted by grant program staff to review a list of indicators to identify 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.

Year 2 Implementation - A Charter School Support Initiative (CSSI) 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.

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 during the full two or three-year grant cycle. 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.
- Financial reporting: 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.
- Final Grant Report: A final grant report is due to the CDE Schools of Choice within 90 days of the end of the final grant year. The final report should contain the following.
  1. Executive summary (not to exceed one page)
  2. Report on each grant project goal, including a summary of the progress made on each goal and objective
  3. 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

4. Financial narrative report on how the grant was expended for each of the grant years and totals for the two- or three-year period
5. 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 (EDGAR §80.32, §74.34)

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

- Change of Status: Should the charter school change to non-charter status within ten years of receiving a CCSP grant, grant funds must be reimbursed to CDE. An exception may be made for schools that convert status due to either federal or state law requirements for academic purposes.

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 Colorado Charter School Program 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.

Renewal Proposal Technical Assistance

Those submitting a renewal proposal **MUST** participate in the live **CCSP Grant Renewal Proposal Webinar** to be held on **Wednesday, August 21, 2019**, **12:00 PM – 2:00 PM**. This training 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 attend this training. Note: The school grant contact is required to complete the webinar.

Review Process

Continued CCSP funds are distributed to schools that successfully complete a renewal proposal following each CCSP grant year. Schools must first apply for and secure a CCSP grant to be eligible to apply for a renewal award.

This 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. 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 October 2, 2019**. 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 three weeks 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 Office of Grants Fiscal will provide necessary grant fiscal forms (Fiscal Agreement and Request for Funds) and instructions on the reimbursement process for the grant.
- Schools can only incur 25% of their anticipated 2019-20 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, October 2, 2019** 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 mail) by
> Wednesday, October 2, 2019 to:
>
> **Schools of Choice**
> **Colorado Department of Education**
> **201 E. Colfax Avenue, Suite 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.

Technical Assistance Information

A technical assistance proposal must be completed and included as appendix H, which reflects participation from the initial CCSP grant year and proposes how requirements will be met for the remaining year(s) of the grant.

CDE 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. This is why participation in technical assistance events is expected of grant recipients. There is flexibility 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 PRIOR TO any individualized training for pre-authorization, and credit will be issued once the authorized training request form is resubmitted with reflections on professional development gains from the training.

Below is an outline of the technical assistance requirements for Sub-grantees for each grant year of the CCSP grant cycle. Additional information on technical assistance can be found in the CCSP Guidebook.

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	Required	Encouraged	Encouraged
Specialized Governing Board Training	scheduled individually	Encouraged		
Topic-based Webinar	4 to 6	Encouraged	Encouraged	Encouraged

Colorado or National Charter Schools Conference Breakout Sessions	scheduled individually			
Performance Management Training	scheduled individually	CDE School Performance training or tutorial required	CDE Unified Improvement Plan training required	Board self-assessment required
		Data dashboard with academic, culture, financial and operational measures required		Strategic planning training required
Administrator Support				
Administrator Mentoring	scheduled individually	8-10 hours required	32-40 hours required	20-25 hours required
Administrator Mentoring Cohort Meeting	6			
Specialized Instructional Leadership Training	scheduled individually	3 required	4 required	4 required
CDE Unified Improvement Plan Training	scheduled individually			
Business Office Support				
Annual Finance Seminar	1		Required	Required
Business Managers Network Meeting	4	1 required	3 required	3 required
Specialized Business Office Training	scheduled individually			

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

CCSP Grant Budget Instructions

The most current, approved CCSP budget on file at CDE will be reviewed. The school's budget narrative should support the grant project goals identified in part II section B of the application. There should be evidence of a clear relationship between the progress toward identified goals, the completion of activities, and grant fund spending. Renewal proposals should contain budget narratives for all years of funding.

General Guidelines and Restrictions

Allowable Costs

To ensure that federal funds go as far as possible, proposed budgets must adhere strictly to the federal policy to "**supplement and not supplant**" (ESEA[4] Sec.5205(b)(3)(C)) any federal, state, and local moneys being provided to the school. Grant expenditures must follow 2 CFR §200.403 Factors Affection 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 be adequately documented. The following is provided to assist in the preparation of the budget.

- CURRICULUM alignment 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 related to employee and lease contract are allowed. If this fee is submitted beyond the first year, additional information must be provided to support the request. This cannot be recurring as this is intended to cover the initial review and set up of these contracts.
- MARKETING COSTS (LIMITED) – a maximum of $10,000 in Planning Year and $5,000 in Year 1 Implementation. Sub-grantees cannot purchase promotional items as outlined in the section below.
- SALARIES – ONLY one administrator and one key staff person for **three** months prior to school opening. Required information includes name, title, list of activities funded by the grant, percentage of time per week, and length of time grant funding will be used to cover the salary. Instructional salaries are not allowed under this grant. 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.
- RECURRING COSTS are expected to shift to the operating budget for Implementation Years 1 and 2. Due to scale-up, this might not always be possible, so routine costs will only be allowed in Implementation Years 1 and 2 for expenditure associated for newly added cohorts/grades/classrooms. Schools that are unable to cover all or part of recurring costs for Implementation Years 1 and 2 with their operating budget can include the gap expense in their CCSP budget, but this requires an explanation in the line item narrative and certification by the school that these costs cannot be covered by Implementation Years 1 and 2 operating budgets.
- Site licenses for software are considered a recurring, operational cost and will not be allowed in Implementation Year 2.
- Telephones
- Computers for staff and students

This list is not inclusive but is presented to show items that would be allowed under the CCSP grant.

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[4] Ibid.

<u>Recurring Costs</u>
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.

<u>Costs not Covered by CCSP Grant</u>
The following items **CANNOT** be funded and should not be requested.

- Architecture fees
- Before and after school programs
- Bus passes
- Building insurance costs are considered facility cost
- Capital expenses, such as remodeling, American with Disabilities (ADA) compliance work, technology leases, elevators, water main valves, vans, tractors, bobcats, permanent fixture of equipment/furniture (rental or occupancy costs will be considered for a reasonable period of time before the school opens)
- 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
- Promotional/novelty items for advertising, events or recruiting
- 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.
- Program expenses outside of the scope of the school's charter or K-12 education; i.e., before/after school programs and preschool
- 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.

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.

CCSP Grant Final Checklist

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

✓	**Revising, Editing, and Formatting Proposal**
	Does your lottery policy comply with the federal Charter Schools Program, title V, part B nonregulatory guidance? Has it been reviewed for compliance by CDE Schools of Choice?
	Have you stated things concisely and without redundancy?
	Have people not involved in writing the renewal proposal been used to edit the document and make sure that the document is clear and understandable?
	Have you checked for grammatical errors and spelling mistakes?
	Have you used bullets and headings to help the grant reviewer to follow the main sections of your grant proposal?
	Have you used a 12-point font in your document?
	Have you used 1-inch margins and formatted your proposal to print on 8.5" x 11" paper?
	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
2019-20 Renewal Proposal

PART IA: Cover Page *(Complete and attach as the first page of proposal)*		
Name of Charter School:		
Amount Requested for 2019-20:	**Number of students for 2019-20:**	
Amount Requested for 2020-21:	**Number of students for 2020-21:**	
Physical Address (*Street, City, State, Zip*):		
School Grant Contact Person, Title *(May not be a member of a EMO or collaborative):*		
Telephone:	Email:	
Signature:		
Authorizer (LEA) Information	**LEA DUNS Number[5]:**	
CDE District Code:	**CDE School Code:**	**NCES ID:**
Authorizer:		
Authorizer Grant Contact Person, Title *(Authorized Representative)*:		
Telephone:	Email:	
Signature:		
Authorizer Superintendent/Executive Director:		
Signature:		
Authorizer Board President:		
Signature:		
Authorizer Fiscal Manager *(Please note: Charter schools within a district must list the District Fiscal Contact. Institute charter schools must list the CSI Fiscal Contact.)*		
Fiscal Manager:		
Telephone:	Email:	
Signature:		

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[5] Per 2CFR chapter I 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):	

October 1 Count (actual) or Projected Enrollment					
2018-19	Pre-K:	**K-12 Total:**	Grades K-5:	Grades 6-8:	Grades 9-12:
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:

Federal Program Funds the Charter School Applied For or Will Be Applying For
(Check with your school district to understand how these funds may be or are available to your charter school)

- ❑ 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

Please identify your school model (check all that apply):

- ❑ Arts/Performing Arts
- ❑ Alternative Education Campus/Credit Recovery
- ❑ 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

Colorado Charter Schools Program Grant

The Board President and Board-Appointed Authorized Representative must sign below to indicate their approval of the contents of the application, and the receipt of program funds.

On _____(date)_____ , 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, the board agrees that the general assurances for all federal funds and the terms therein are specifically incorporated by reference in this application. The board also certifies that all program and pertinent administrative requirements will be met. These include the Education Department General Administrative Regulations, the Office of Management and Budget Accounting Circulars, and the Department of Education's General Education Provisions Act requirement. In addition, the board certifies that the charter school is in compliance with the requirements of the federal Children's Internet Protection Act, and that no policy of the local educational agency prevents or otherwise denies participation in constitutionally protected prayer in public schools.

Charter school / authorizer partnerships that accept funding through the Colorado Charter Schools Program grant agree to the following certifications:

- 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 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 request for proposal, including participation in CDE Schools of Choice annual evaluations, studies and surveys and submission of annual financial reports, final grant report and supporting documentation.
- 3. 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 email listserv for the life of the grant.
- 4. 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, gender, national origin, color, disability, or age.
- 5. Recipients will be aware of and comply with all provisions of the ESEA[6]), including, but not limited to, provisions on title V, part B, subpart 1, title IX, Boy Scouts of America Equal Access Act, Armed Forces

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[6] Ibid.

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, Pub. L. 107-110.

— 6. Recipients will be aware of and comply with federal laws including, but not limited to, 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, Part B of the Individuals with Disabilities Education Act ,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..

— 7. 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.

— 8. Recipient schools and their authorizer will ensure knowledge of and compliance with all provisions of U.S. Department of Education 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.

— 9. Applicant has provided the school's authorizer with "adequate and timely notice" of this grant application including the opportunity to review the complete CCSP application prior to submission

— 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, Pub. L. 107-110, section 5208.

— 11. Authorizer recipients ensure 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.

— 12. Recipient schools and their authorizer will be aware of and comply with ESEA[7], title V, part B [20 USC 7221c. section 5204, (e)(4)(B)], which states, "A local educational agency may not deduct funds for administrative fees or expenses from a sub-grant awarded to an eligible applicant, unless the applicant enters voluntarily into a mutual agreed upon arrangement for administrative services with the relevant local educational agency. Absent such approval, the local educational agency shall distribute all sub-grant funds to the eligible applicant without delay."

— 13. 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.

— 14. Recipients shall maintain 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

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7   Ibid.

permitted to audit, review, and inspect the grantee's activities, books, documents, papers and other records relating to the expenditures of grant proceeds. The recipient further agrees to comply with all federal and state audit requirements and ensures that arrangements have been made to finance mandatory audits.

— 15. Recipients shall ensure that none of the funds authorized under the ESEA[8], 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, Pub. L. 107-110, section 9526).

— 16. 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 regarding the appropriate disposition of assets purchased under this grant.

— 17. Recipient schools will ensure that they will budget for and comply with the required Charter School Support Initiative visit according to their projected student count for the year of the visit.

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

— 20. 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.

— 21. 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.

— 22. 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.

— 23. 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.

— 24. Recipient schools and their authorizer certify that a high degree of autonomy is built into its charter contract, and that they have sought, or will seek, all the appropriate automatic and other waivers to support the level of autonomy negotiated in their charter contract.

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8   Ibid.

— 25. Recipient schools and their authorizer certify that their charter contract allows the opportunity for the school to purchase services via a third party.
— 26. Recipient schools will ensure the governing body is apprised of the requirements of the grant and their obligation to complete technical assistance requirements or risk delayed or suspended grant funds.
— 27. 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.
— 28. 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.

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 recipient agencies 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.

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.

Name of School District Superintendent or Charter School Institute Executive Director	Signature of School District Superintendent or Charter School Institute Executive Director
Name of School District Board of Education President or Charter School Institute Board President	Signature of School District Board of Education President or Charter School Institute Board President
Name of School District or CSI Authorized Representative	Signature of School District or CSI Authorized Representative
Name of Charter School Authorized Representative (Grant Contact)	Signature of Charter School Authorized Representative (Grant Contact)
Name of Authorizer Fiscal Manager	Signature of Authorizer Fiscal Manager

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(Printed) | Signature |
| Charter School Board President | Charter School Board President |

| Name (Printed) | Signature |
| Charter School Authorized Representative | Charter School Authorized Representative |

Applicant: _____

Part I:	Cover Page	No Points
	Certification and Assurance	
Part II:	Narrative	
	Section A: Executive Summary	/1
	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**

Part III:	Appendices (Indicate N/A if appendix is not submitted)	No Points
	Appendix A: Charter School Enrollment Policy	____
	Appendix B: CCSP Grant Budget	N/A
	Appendix C: Charter School Annual Budget	____
	Appendix D: Technology Plan (if requesting funds)	____
	Appendix E: Library Development Plan (if requesting funds)	____
	Appendix F: Professional Development Plan	____
	Appendix G: Performance Management Plan	____
	Appendix H: Waivers Sought	____
	Appendix I: Technical Assistance Proposal	____
	Appendix J: 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 _____** |

CCSP Renewal Proposal Criteria and Evaluation Rubric

Part I: Cover Page   **No Points**

- ✓ Cover Page, signed
- ✓ Certification and Assurance, signed

Parts II: Narrative   **25 Points**

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, <u>applicants must score at least **16** points out of the possible **25** points,</u> 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.

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	**Not Addressed or Met No Criteria**	**Partially Met Criteria**	**Met All Criteria**
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**

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	**Not Addressed or Met No Criteria**	**Partially Met Criteria**	**Met All Criteria**
The narrative indicates significant progress toward the completion of grant project goals.	0	2	4

	Not Addressed or Met No Criteria	Partially Met Criteria	Met All Criteria
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	Not Addressed or Met No Criteria	Partially Met Criteria	Met All Criteria
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 G.

Criteria	Not Addressed or Met No Criteria	Partially Met Criteria	Met All Criteria
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	Not Addressed or Met No Criteria	Partially Met Criteria	Met All Criteria
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 Annual 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. Library Development Plan: Include most current plan if requesting funds for school or classroom-based library resources

F. Professional Development Plan: Include most current plan

G. Performance Management Plan: Include most current plan

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

I. Technical Assistance Proposal: Required of all applicants (provide a narrative, plan and date of completion for any previous incomplete TA)

J. Disclosure Information: Required of all applicants

School Name:

Grant Contact Person:

Session Title/Event	Requirement	Target Dates	Attendees
		Please "X" the event you intend to attend or have completed. Where not provided, please indicate the scheduled or targeted date.	*Please "X" the actual or proposed attendees for each event.*

Year 1 Implementation Sub-grantee Participation (record what has been completed, and what is proposed)

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	Required	___ Fall ___ Spring	___ Board member(s) (required) ___ Administrator(s)
CDE School Performance Management Training or Tutorial *(training request form required)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
Data Dashboard with Academic, Culture, Financial, and Operational Measures *(training request form required)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)
CDE Unified Improvement Plan Training *(training request form required)*	Required	___ Fall	___ Board member(s) (required) ___ Administrator(s)

Administrator Support			
Administrator Mentoring *(training request form required)*	32-40 hours required	___ Provider: _____	___ Administrator(s)
CDE Administrator Mentoring Cohort Meeting	4 required	___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
CDE Unified Improvement Plan Training *(training request form required)*		___ Fall	___ Board member(s) ___ Administrator(s) (required) ___ Business manager ___ Instructional staff
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	3 required	___ Fall	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Business Managers Network Meetings		___ November ___ January ___ March ___ May	___ 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 Participation

Sub-grantee Support			
Charter School Support Initiative Webinar	Encouraged	___ Webinar recording	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CCSP Grant Renewal Proposal Webinar	Required	___ Fall	___ School grant contact (required) ___ 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
Governing Board Support			
Governing 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)

Administrator Support			
Administrator Mentoring *(training request form required)*	20-25 hours required	___ Provider: _____	___ Administrator(s)
CDE Administrator Mentoring Cohort Meeting	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
CDE Unified Improvement Plan Training *(training request form required)*		___ Fall	___ 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 Business Managers Network Meeting	3 required	___ November ___ January ___ March ___ May	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager

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

School Name:

Grant Contact Person:

Session Title/Event	Requirement	Target Dates	Attendees
		Please "X" the event you intend to attend or have completed. Where not provided, please indicate the scheduled or targeted date.	*Please "X" the actual or proposed attendees for each event.*

Planning Year Sub-grantee Participation (record what has been completed, and what is proposed)

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	Required	___ Fall ___ Spring	___ Board member(s) (required) ___ Administrator(s)
CDE School Performance Framework Training or Tutorial *(training request form required)*	Required	___ Fall	___ Board member(s) (required) ___ Administrator(s)
Data Dashboard with Academic, Culture, Financial, and Operational Measures *(training request form required)*	Required	___ Date: _____	___ Board member(s) (required) ___ Administrator(s)

Administrator Support			
Administrator Mentoring *(training request form required)*	8-10 hours required	___ Provider: _____	___ Administrator(s)
CDE Administrator Mentoring Cohort Meeting	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) ___ Business manager ___ Instructional staff

Business Office Support			
CDE Annual Finance Seminar		___ Fall	___ Founder(s) ___ Board member(s) ___ Administrator(s) ___ Business manager
CDE Business Managers Network Meetings	1 required	___ November ___ January ___ March ___ May	___ 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 Participation

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 Date: _____	___ Founder(s) ___ Board member(s) (required)
CDE Unified Improvement Plan Training *(training request form required)*	Required	___ Fall	___ Board member(s) (required) ___ Administrator(s)
Administrator Support			
Administrator Mentoring *(training request form required)*	32-40 hours required	___ Provider: _____	___ Administrator(s)
CDE Administrator Mentoring Cohort Meeting		___ September ___ October ___ November ___ February ___ March ___ June	___ Administrator(s)
Specialized Instructional Leadership Training *(training request form required)*	4 required	___ Date: _____	___ Board member(s) ___ Administrator(s) (required) ___ Business manager ___ Instructional staff
CDE Unified Improvement Plan Training *(training request form required)*		___ Fall	___ 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 Business Managers Network Meeting	3 required	___ November ___ January ___ March ___ May	___ 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 Participation (Proposed)

Sub-grantee Support			
Charter School Support Initiative Webinar	Encouraged	___ Webinar recording	___ 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)
Administrator Support			
Administrator Mentoring *(training request form required)*	20-25 hours required	___ Provider: _____	___ Administrator(s)
CDE Administrator Mentoring Cohort Meeting	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
CDE Unified Improvement Plan Training *(training request form required)*		___ Fall	___ 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 Business Managers Network Meeting	3 required	___ November ___ January ___ March ___ May	___ Board member(s) ___ Administrator(s) ___ Business manager
Specialized Business Office Training *(training request form required)*		___ Date: _____	___ Board member(s) ___ Administrator(s) ___ Business manager

Please indicate any changes to your initial agreements and contractual relationships. If there have been no changes, please indicate that with "no changes." If there have been changes, please answer all of the following relevant sections, or respond with N/A.

1. Describe any agreements or contractual relationships that have been established with individuals, groups, or companies. These would include educational management organizations (EMOs), charter management organizations (CMOs), 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 J.

2. Explain any relationship with an external service provider (including those identified under question 1 above) to include why the applicant is seeking to contract with an ESP rather than operate the school(s) directly. 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 these 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 grant funds are being requested for an item that may be included in the contract, please attach a copy of the related contract to the grant application.

4. Explain which entity holds the assets of the charter school and which entity will hold any assets obtained through charter school 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. 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 governing board, 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.

5. 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.