


# Welcome: The webinar will begin shortly

- If you are dialing in for audio, *PLEASE, mute your line.*
- Use the Chat option to send questions, on the right hand side of the screen, or click the chat icon in the top right of screen. 
- Slides and Questions and Answers will be posted to:  
<http://www.marylandpublicschools.org/programs/Pages/Charter-Schools/CSPGrant.aspx> ; or enter **Charter grant** in search box on the home page for MSDE, <http://www.marylandpublicschools.org>



May 21, 2018

# Maryland Charter Schools Program Preview: Request for Grant Applications



May 21, 2018

# Agenda

Welcome

Maryland Charter Schools Overview

Charter Schools Grants

# Maryland Charter Schools

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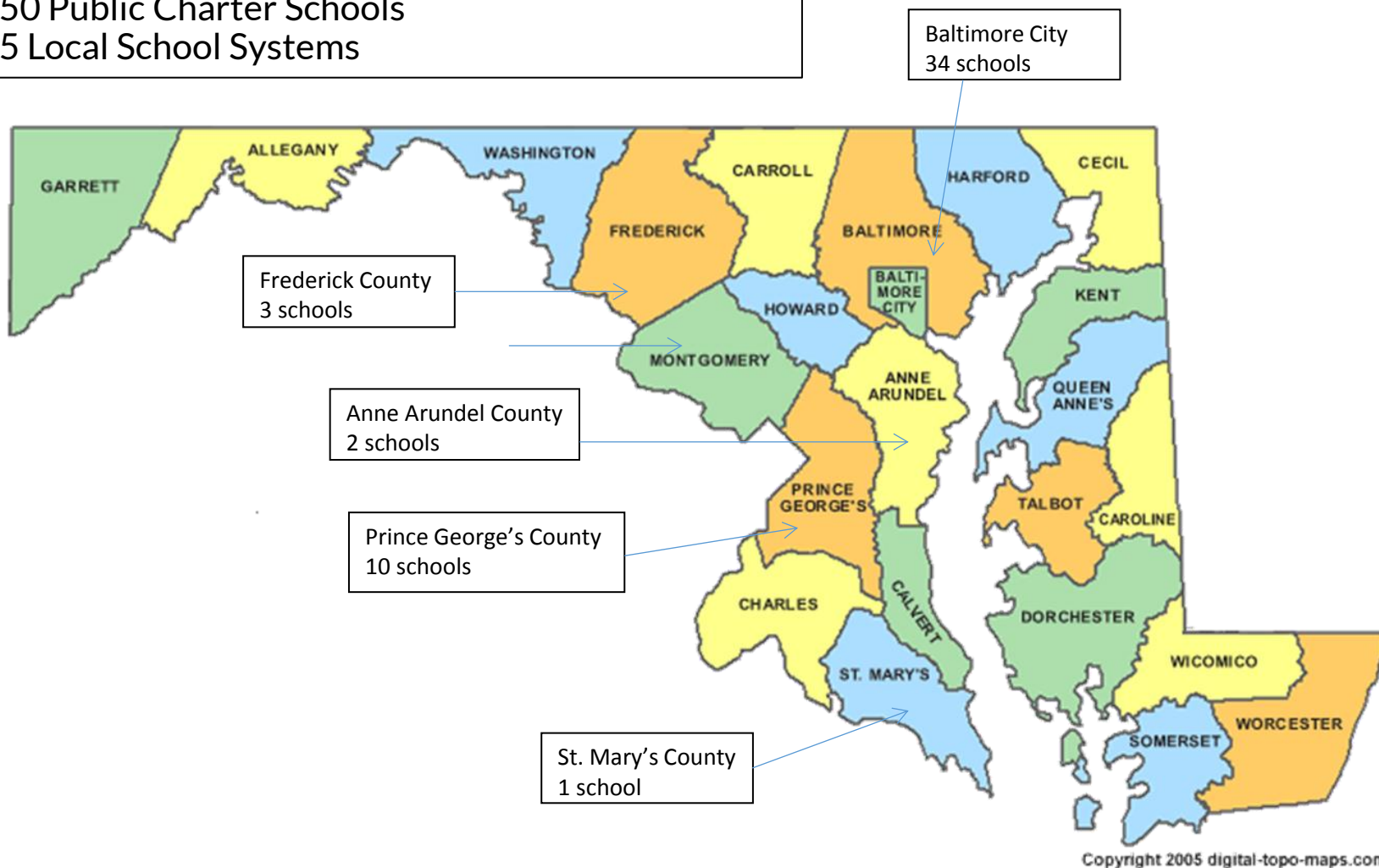
- ✓ Number of schools and enrollment
- ✓ Location
- ✓ Provisions of the Law

# Public Charter Schools in Maryland



- ◆ 50 Public Charter Schools
- ◆ 5 Local School Systems
- ◆ 20,000 K-12 Students
- ◆ 31 Nonprofit Operators

**Maryland Public Charter Schools: 2017-2018**  
50 Public Charter Schools  
5 Local School Systems



## Provisions of MD Public Charter School Law (Education Article § 9-101 *et seq*)

### Authorizing:

Local School Boards are the authorizers of public charter schools. The State Board hears appeals.

### Accountability:

Public Charter Schools participate in the State accountability system

### Employees:

Public Charter School staff are employees of the Local School System and are represented by the local bargaining units.

### Funding:

Per pupil funding must be commensurate with the amount of funding expended on behalf of all public school students.

### Autonomy:

Key areas of increased autonomy are curriculum, governance, financial management, and selection of staff. Waivers are required from state and local regulations.

### Enrollment:

Open Enrollment and admission by lottery. Weighted lotteries are allowed in some circumstances.

# Maryland Charter Schools Grant Program

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- ✓ Overview
- ✓ Eligibility
- ✓ Timelines
- ✓ Allowable Expenses



## Maryland Charter Schools Program Grant

Initial Award	\$5,490,859
Initial Grant Period (2 years)	10/1/17 through 9/30/19
<b>Total Award</b>	<b>\$17,222,222</b>
Years 1 and 2	\$5,490,859
*Funding in Years 3 through 5 is contingent on Federal Appropriations.	

Projections	This Round	Total
Rounds of grant competition		3
<b>Total amount available for grants</b>	<b>\$5,000,000</b>	<b>\$15,513,000</b>
Estimated number of awards	5-8	18-22

# Charter Schools Program: U.S. Department of Education

## Purpose

- Support the startup of new charter schools, the replication of high quality charter schools, and the expansion of high quality charter schools.
- Award grants to eligible applicants to open and prepare for the operation of new charter schools.
- Strengthen Authorizing.

## Grant Activities

- **Subgrants:**  
Grants for the startup, replication, and expansion of public charter schools
- Technical Assistance-Charter Schools:  
Support for charter school developers and charter schools
- Technical Assistance – Local School Systems:  
Support for local school system staff
- Dissemination:  
Reports, Conference

## Resources

Updates and grant application documents will be posted online

<http://www.marylandpublicschools.org/programs/Pages/Charter-Schools/CSPGrant.aspx>

Uniform Guidance – 2 CFR 200

<https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>

Every Student Succeeds Act, Title IV, Part C

<https://innovation.ed.gov/files/2017/03/Statute-for-website.pdf>

## Dun & Bradstreet Unique Identifier for Businesses

Each applicant must have a DUNS number which is active in SAM.gov is required for submission. If the applicant does not have an active DUNS number, apply for one here:

<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

Dun & Bradstreet unique identifier for businesses.

# Timeline

➤ May 21, 2018 – Pre Application Technical Assistance

May 22-23, 2018 – Request for Applications released and Q&A posted

**July 9, 2018 – Applications due**

July 12 – 23, 2018 – Peer Review Period

July 30 – August 17, 2018 – Interviews

August 20 – September 7, 2018– Final decisions and Notice of Grant Award (NOGA)

## Eligible Applicants

Under ESSA, Sec. 4310 (6), the term “eligible applicant” means a developer that has—

- (A) applied to an authorized public chartering authority to operate a charter school; and
- (B) provided adequate and timely notice to that authority.

## Eligible Applicants

One of the following conditions must be met:

- The applicant has submitted an application to operate or expand a charter school to a local board of education and the charter application has been approved by the local board; or
- The applicant has submitted an application to operate or expand a charter school to a local board of education and the charter application is pending; or
- The charter application has been denied and an appeal to the Maryland State Board of Education is pending; or
- The applicant is in year one or two of operating a new charter school or a conversion charter school.

## Expansion and Replication

***Expand*** means to significantly increase enrollment or add one or more grades to the high quality charter school.

- $\geq 30\%$

***Replicate*** means to open a new charter school, or a new campus of a charter school, based on the educational model of an existing charter school, under an existing charter or an additional charter under state law.



## Competitive Priorities

- 1) A charter school program that will be located in a high needs area.
- 2) A program focus on educationally disadvantaged students, through recruitment and programming.
- 3) Replication or expansion of a high quality charter school: An existing charter school that meets the criteria for a Maryland Quality Charter School that seeks grant support for expansion or replication.
- 4) A charter school program will be located in a county that does not currently have charter schools.

## Required Timelines for the Subgrant

First subgrant competition projected: June 2018

- Schools with opening date of September 2019

Total subgrant period: Maximum of 36 months

- Planning and Program Design Period: Up to 18 months before school opening
- Implementation: Up to 36 months less the Planning and Program Design Period

Examples:

PLANNING: 18 MONTHS	IMPLEMENTATION I: 12 MONTHS	IMPLEMENTATION II: 6 M
PLANNING: 12 MONTHS	IMPLEMENTATION I: 12 MONTHS	IMPLEMENTATION II : 12 MONTHS
PLANNING: 6 MONTHS	IMPLEMENTATION I: 12 MONTHS	IMPLEMENTATION II : 18 MONTHS

## Allowable Activities

All expenditures must be allowable, necessary, reasonable and allocable. An eligible applicant receiving a subgrant shall use the funds for one or more of the following:

Allowable activities and costs		
Acquiring supplies, training, equipment (including technology), and educational materials	Preparing teachers, school leaders, and specialized instructional support personnel, including through paying the costs associated with providing professional development, and hiring and compensating teachers, school leaders and specialized instructional support personnel during the planning period.	Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).
Providing one-time, startup costs associated with providing transportation to students to and from the charter school.	Carrying out community engagement activities which may include paying the cost of student and staff recruitment.	Providing for other appropriate, non-sustained costs related to the opening and preparation to open, replicate or expansion of a charter school.

## Use of Funds – Necessary Renovations



“Carrying out necessary renovations to ensure that a *new school building* complies with *applicable statutes and regulations...*”

- The Department is interpreting “new school building” to include an existing building that is a new (or first-time) site for a charter school that is opening or expanding.
- As a general matter, an expenditure that is not specifically authorized by statute must be necessary, reasonable, and allocable to the grant in order to be allowable under the CSP (2 CFR 200.403(a)).
- CSP funds generally may not be used to purchase real property or for construction, unless specifically authorized by statute or the implementing regulations of the program (34 CFR 75.533). However, under 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).”

## Use of Funds – Necessary Renovations



- 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.” In order to charge a capital expenditure to the CSP grant or subgrant, the grantee or subgrantee must obtain the prior written approval of the Department or State entity (*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.

# Procurement Policy

As a “non federal” entity uses its own procurement policy that meets certain standards. 2 CFR § 200.318

These include but are not limited to:

- Written conflict of interest policy
- Records maintained including rationale for method of procurement
- Competition provided to the extent possible
- Methods:
  - Micro purchase – bidding not required (< \$3,000)
  - Sealed bids (typical for construction) – lowest price
  - Competitive proposals – most advantageous proposal
  - Non competitive – service or item only available from one source or pass-through entity (MSDE) authorizes non competitive bids

## Budget Format

Use this format to present the project budget. Note that the Budget Narrative (C.2.) *must* include an explanation for each line, such as the source or basis for the cost, any calculation (e.g. unit cost times number of units, hourly rate times number of hours). The narrative must show that costs are allowable, necessary, reasonable, and allocable. Consult the Budget Guide.

				Planning period	Implementation I	Implementation II
1	<b>Salaries and Wages</b>					
	Administrative / Business Operations					
			Staff pre-opening			
	Classroom/Instructional					
			Staff pre-opening			
			<b>TOTAL SALARIES AND WAGES</b>			
2	<b>Contracted Services</b>					
	Administrative / Business Operations					
			Technology Installation			
			Legal and financial			
			Audit (Year one of operations)			
			Organizational Development			
			Recruitment and Outreach			

## Examples of Allowable Expenses

Guide to Allowable Costs for Each Budget Category. This is not an all-inclusive list. Grantees should consult ESSA Section 4303, the Uniform Guidance, and USED Non Regulatory Guidance for the Charter Schools Program. Questions should be directed to [carol.beck@maryland.gov](mailto:carol.beck@maryland.gov).

		Example of Allowable Costs	Not Allowed and Notes on Limits
<b>Salaries and Wages</b>			
<b>Administrative / Business Operations</b>			
	Staff pre-opening	Administrative staff pre opening of school	No Salary costs after school opening, covered by PPA
<b>Classroom/Instructional</b>			
	Staff pre-opening		No Salary costs after school opening, covered by PPA
<b>Contracted Services</b>			
<b>Administrative / Business Operations</b>			
	Technology Installation		
	Legal and financial	lease, charter contract, bylaws, internal controls, finance processes	
	Audit (Year one of operations)	One time only	
	Organizational Development	Board development, strategic planning	
	Recruitment and Outreach	brochures, advertising, signage, website	
<b>Classroom/Instructional</b>			
	Professional development	Professional development, local workshops, conferences.	
	Curriculum	Consulting for curriculum development, program goals,	



Guide to Allowable Costs for Each Budget Category. This is not an all-inclusive list. Grantees should consult ESSA Section 4303, the Uniform Guidance, and USED Non Regulatory Guidance for the Charter Schools Program. Questions should be directed to [carol.beck@maryland.gov](mailto:carol.beck@maryland.gov).

		Example of Allowable Costs	Not Allowed and Notes on Limits
<b>Supplies and Materials</b>			
<b>Administrative / Business Operations</b>			
	Admin Software	Inventory, visitor registration, office suite licenses for front desk and administrative staff.	Renewals of initial subscriptions not allowable
	Outreach and Recruitment	Marketing materials, ads,	
<b>Classroom/Instructional</b>			
	Consumables	calculators	
	Classroom Software	Supplemental literacy programs, virtual instruction systems, tutoring programs. Electronic textbooks	Renewals of initial subscriptions not allowable
	Classroom library	Encyclopedias and reference works, fiction and non fiction books, novels, series.	
<b>Computer Lab/ Library / Media Center</b>			
	Software	Computer science progress, office software suite, graphics software, publishing software, internet tools, circulation, digital collections management	Renewals of initial subscriptions not allowable
	Library/center books	Encyclopedias and reference works, fiction and non fiction books, novels, series.	
<b>Other Charges</b>			
<b>Administrative / Business Operations</b>			
	Dues and fees	Association fees or membership	Renewals not allowable
	Travel	Training and Professional Development, site visits	
	Postage, mailing		
	Insurance	D&O, liability, property	Renewals not allowable
	Mortgage, lease or rent	Mortgage, lease or rent - 3 months pre opening	Not allowable after school opening

## Maryland Charter Schools Program Grants

Guide to Allowable Costs for Each Budget Category. This is not an all-inclusive list. Grantees should consult ESSA Section 4303, the Uniform Guidance, and USED Non Regulatory Guidance for the Charter Schools Program. Questions should be directed to [carol.beck@maryland.gov](mailto:carol.beck@maryland.gov).

		Example of Allowable Costs	Not Allowed and Notes on Limits
<b>Equipment (and Furniture)</b>			
<b>Administrative / Business Operations</b>			
	Furniture - Administration	Desks, chairs, tables, filing (fireproof) cabinets	
	Technology	Desktops for office, central printers and copiers, visitor registration hardware, inventory hardware, principal/admin computer and printer	Cost of monthly service fees not allowable
	Transportation	Bus, van	
<b>Classroom/Instructional</b>			
	Classroom Equipment	Projectors, screens, document cameras, audio amplification, DVD players, teaching clocks, microscopes musical instruments, physical education equipment	Cost of monthly service fees not allowable
	Classroom Furniture	Desks, chairs, tables, bookshelves	
	Classroom Technology	Laptops, desktops, tablets, servers, wireless access points, charging carts, classroom printers.	
<b>Computer Lab/ Library / Media Center</b>			
	Furniture	Desks, chairs, tables, bookshelves, book return, circulation desk, dictionary stands, displays, podiums	
	Technology	Desktops, docking stations, laptops, monitors, printers, desktops, circulation/checkout hardware	
	Equipment	David players, listening stations, paper cutters, label makers, binding equipment, book carts	
<b>Grounds</b>			
	Outdoor Equipment	playscapes, swing sets, portable basketball hoops	Fencing and other capital improvements, or costs associated with construction, such as architect or engineer not allowable

## Pre-Award Expenses

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In limited circumstances some pre-award expenses may be included in the grant.

- The planned costs must be allowable, necessary, reasonable and allocable. The final determination of whether a cost is allowable, necessary, reasonable and allocable is made by the MSDE.
  - The planned costs must budgeted for within the subgrantee's application.
  - The costs cannot be for more than 90 days and cannot precede the date the subgrant application is submitted by an eligible applicant to the MSDE.
  - There is no reimbursement to the applicant if the grant application is denied.
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## Spending Funds Before the Charter is Awarded

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Applicant submits a full application which includes Planning and Implementation.

Amount of Funding for Planning pre-charter approval is capped.

- Determination by the MSDE, capped at 25% of total award
- Divide planning period activities and expenses
  - Pre-charter approval phase and post-charter approval phase

Timeline is limited.

- Charter approval must be secured within 9 months of notice of grant approval.

Note:

- The grant timeline does not change.
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# Questions about Expenses and Budgets

# Timeline

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## Subgrant Application

Executive Summary	Needs of the community Mission and vision	5
Objectives	Three to five goals Progress measures	15
Project Design	Educational Program and methods, alignment with MSCCR Outreach and Lottery	30
Educationally Disadvantaged Students	Engagement Inclusion of Students with Disabilities, English Learners, and others	15
Professional Development	Plans Connects to Budget	10
Governance	Board roles, terms Accountability	15
Parent and Community	Activities for community outreach External partners	10
Management and Leadership	Management of program and finances Roles and external partners	10

## Subgrant Application - continued

Facility	Status Site or selection process	5
Sustainability	Sustainability post grant period Budget pro-forma	5
Budget	In the format provided	10
Budget Narrative	Explains all costs Aligns with plan and goals	10
<b>Total</b>	<b>Up to</b>	<b>140</b>
Competitive Priorities	Board roles, terms Accountability	15



# Attachments

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Part of RFA package:

- ✓ Cover Page
- ✓ Application checklist
- ✓ Signed Assurances

Gather:

- ✓ Charter School Application
- ✓ Charter Budget (pro-forma at capacity)
- ✓ Charter/Contract
- ✓ Conflict of Interest
- ✓ Procurement
- ✓ Resumes
- ✓ Board List
- ✓ Letters of Support
- ✓ GEPA

# General Education Provisions Act (GEPA)

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Hire, recruit, and involve individuals from traditionally underserved ethnic minority groups, bilingual individuals, and individuals with disabilities to manage, plan, implement, receive, and evaluate program services.

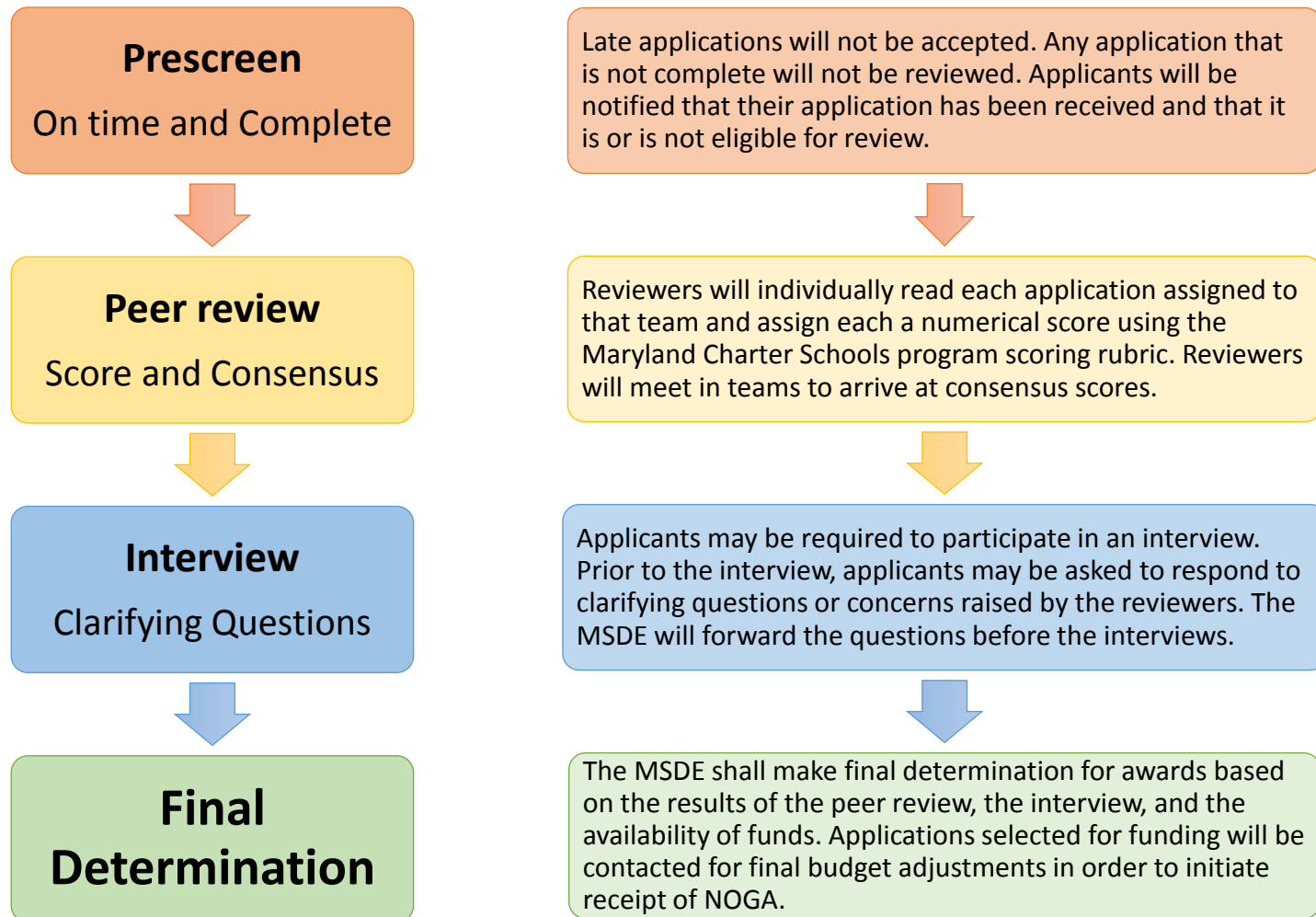
Administer a pre-participation survey to all potential training participants, as needed, to identify special accommodation needs – such as wheel chair access, assistive technology, transportation assistance, etc.

Offer free onsite childcare for individuals who must bring their children to program activities as appropriate.

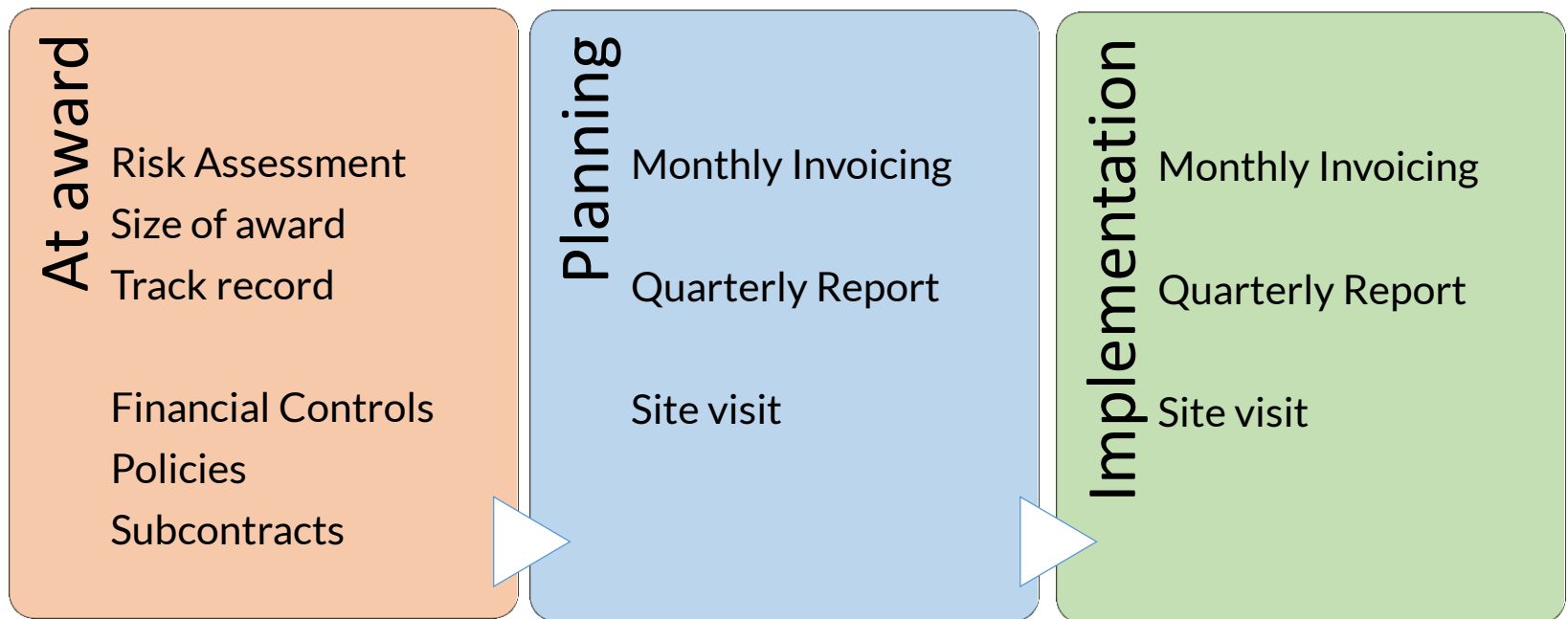
Post information materials, schedules of events, and program assessments on the internet – which will enable assistive computer devices to interpret the materials for users.

Offer transportation vouchers for consortium members and families who must use personal or public transportation to attend meetings, activities, and workshops, as needed.

Develop or acquire and disseminate culturally relevant and sensitive curriculum and information materials that can be understood and accessible to all potential participants, regardless of their unique challenges.



# Monitoring



# SUBMISSION

Applications are due:  
Monday, July 9, 2018  
**5:00 P.M.**

Submit PDF files electronically  
Up to 3:

1. Narrative, Budget, and Budget Narrative
2. Required Attachments
3. Submitted Charter Application

[charterapp.2018msde@maryland.gov](mailto:charterapp.2018msde@maryland.gov)

# Questions