Charter Schools Program (CSP) Grant: Application Process (Continuation)

Office of Community Schools · April 19, 2018

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Parking Lot

- Write your questions on the post-it notes.
- Place your post-it notes in the *Parking Lot*.

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Overview

- Introduction
- Outcomes
- Purpose and Objectives
- Training Sections
- Continuation Application Highlights

Outcomes

Understand the purpose and objectives of the Charter Schools Program (CSP) Grant

Understand the multiple sections of the application training

Understand the continuation application highlights

Purpose

To increase the number of **high-performing community schools** and the percentage of community school students enrolled in these schools and to **prioritize serving students** who are **educationally disadvantaged** or **socioeconomically disadvantaged**.

Objectives

- Provide high-quality educational options for disadvantaged students
- Create high-performing community schools
- Increase the academic performance of students in community schools

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Continuation Application

- Includes information on:
  - Subgrant monitoring and compliance
  - How funding can be used
  - Application format
  - How to apply/application submission
  - Application review
- Includes required forms and templates for some appendices

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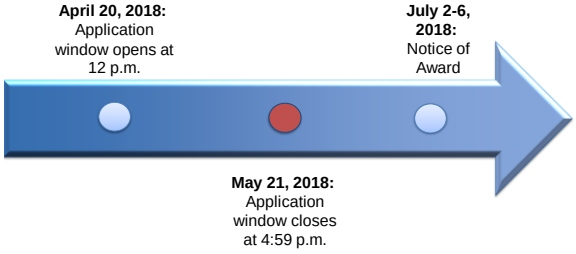
Timeline



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Format

- Applications must conform to the prescribed format and sequence
- Upload to CCIP using the correct naming convention
- Refer to the continuation application checklist and the procedural review checklist

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Use of Funds

Allowable	Unallowable
Criteria	Criteria

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Assurances and Certification

Community School	Sponsor
Governing Authority Sign and Approve	Complete and Sign

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Compliance Review

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Outcomes

Understand the review process

Understand the compliance criteria

Understand the evaluation ratings

Understand business rules

Review Process

- Review CSP compliance monitoring system
- Documentation uploaded by the subgrantee
- Verification with sponsor and the Office of Exceptional Children

Compliance Criteria

Criterion 1: Subgrantee has made substantial progress in achieving the goals and objectives of its current CSP grant.

Criterion 2: Subgrantee has expended funds in a manner that is consistent with its approved application and budget.

Compliance Criteria

Criterion 3: Subgrantee uses financial controls to successfully manage its grant.

Criterion 4: If the school engages a CMO or EMO the school and its governing authority are independent of the provider, and all fees and agreements are fair and reasonable.

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Compliance Criteria

Criterion 5: Subgrantee has adopted and implements conflict of interest policies that prevent real or apparent conflicts of interest.

Criterion 6: Subgrantee is in compliance with the charter contract between its authorized sponsor and the governing authority.

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Compliance Criteria

Criterion 7: Subgrantee is operating in compliance with the assurances in its approved application, including those applicable to federal civil rights laws that prohibit discrimination in programs or activities receiving federal financial assistance from the Department.

Criterion 8: Subgrantee does not have litigation.

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Compliance Criteria

Criterion 9: Subgrantee has submitted all required reports fully complete and on time or under an approved extension to the Department or its independent monitor.

Criterion 10: Subgrantee informs students and parents in the community about the school.

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Compliance Criteria

Criterion 11: Subgrantee involves parents and other members of the community in the planning, design and implementation of the school.

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Compliance Criteria

Criterion 12: If the subgrantee received a corrective action plan as part of its fall desk review or spring site-visit, the subgrantee successfully implemented all requirements in the corrective action plan, including within the timeframes specified.

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Evaluation Ratings

Based upon the evidence and through consensus, the review team will select one of three ratings for *each* of the 12 criteria.

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Rating	Definition
Yes	The subgrantee meets the criteria for continued funding.
No	The subgrantee did not meet the criteria and is not implementing the terms of its corrective action plan; therefore, the subgrantee does not meet the criteria for continued funding.
NA	This criteria is not applicable to the subgrantee.

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Business Rules

All 12 compliance criteria are taken together when determining if a current subgrantee is eligible for continued CSP funding, based solely on its compliance with the current year's funding.

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Business Rule	Eligibility for Continued Funding (Based solely on compliance with current year's funding)
Receives a "yes" rating on all 12 criteria.	May be eligible
Receives a "no" rating on one or more of the 12 criteria.	Ineligible

* If the school engages a CMO or EMO the school and its governing authority are independent of the provider, and all fees and agreements are fair and reasonable.

Application Format

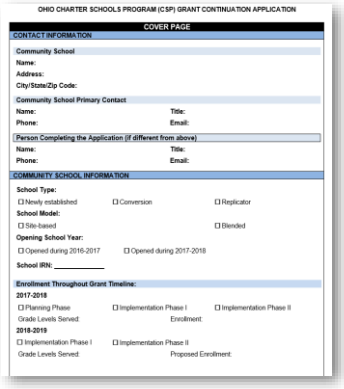
- Required Forms
- Application Narrative
- Application Appendices

Required Forms

- Cover Page
- Completed continuation application checklist
- Signed certification page
- Governing authority signed resolution

Required Forms

- Signed statement of assurances
- Completed and signed sponsor statement of assurances
- Completed Project Goals Budget Spreadsheet



OHIO CHARTER SCHOOLS PROGRAM (CSP) GRANT CONTINUATION APPLICATION

COVER PAGE

CONTACT INFORMATION

Community School

Name:

Address:

City/State/Zip Code:

Community School Primary Contact

Name: **Title:**

Phone: **Email:**

Person Completing the Application (if different from above)

Name: **Title:**

Phone: **Email:**

COMMUNITY SCHOOL INFORMATION

School Type:

☐ Newly established ☐ Conversion ☐ Replicator

School Model:

☐ Site-based ☐ Blended

Opening School Year:

☐ Opened during 2016-2017 ☐ Opened during 2017-2018

School IRN: _____

Enrollment Throughout Grant Timeline:

2017-2018

☐ Planning Phase ☐ Implementation Phase I ☐ Implementation Phase II

Grade Levels Served: Enrollment:

2018-2019

☐ Implementation Phase I ☐ Implementation Phase II

Grade Levels Served: Proposed Enrollment:

Cover Page

CSP Subgrant Continuation Application Checklist

CSP SUBGRANT CONTINUATION APPLICATION CHECKLIST

Application Item	Completed
Cover Page	☐ Yes ☐ No
Signed Certification Form	☐ Yes ☐ No
Governing Authority Signed Resolution (for certification)	☐ Yes ☐ No
Completed CSP Subgrant Checklist	☐ Yes ☐ No
Signed Statement of Assurances	☐ Yes ☐ No
Signed Statement of Sponsor Assurances	☐ Yes ☐ No
Project Goals Budget Spreadsheet	☐ Yes ☐ No
Application Narrative with the Following Sections:	
A. Executive Summary	☐ Yes ☐ No
B. Subgrant Project Goals, Budget, Budget Narrative and Evaluation Methods	☐ Yes ☐ No
C. School Community	☐ Yes ☐ No
D. Educationally Disadvantaged Students	☐ Yes ☐ No
E. Educational Model	☐ Yes ☐ No
F. School Goals	☐ Yes ☐ No
G. Outreach and Engagement	☐ Yes ☐ No
H. School Personnel and External Support	☐ Yes ☐ No
I. Governance and Management Plan	☐ Yes ☐ No
J. Business Capacity and Continued Operation	☐ Yes ☐ No
Application Appendices:	
1. Community School Enrollment Policy, Including Lottery Protocol (required of all applicants)	☐ Yes ☐ No
2. Completed CSP Budget Form (to be completed in the CCIP, Ohio's e-grant system, and required by all applicants)	☐ Yes ☐ No
3. Copy of Community School's Annual and Long-Term Budgets and Last Audited Financial Statement (required of all applicants)	☐ Yes ☐ No
4. Copy of Preliminary Agreement or Executed Contract (required of all applicants)	☐ Yes ☐ No
5. Technology Plan (required if requesting funds for technology)	☐ Yes ☐ No ☐ NA
6. School Library Development Plan (required if requesting funds for library)	☐ Yes ☐ No ☐ NA

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Continuation Application

1. Cover Page
2. Signed Certification Form
3. Governing Authority Signed Resolution
4. Completed Continuation Checklist
5. Signed Statement of Assurances
6. Signed Statement of Sponsor Assurances
7. Project Goals Budget Spreadsheet
8. Application Narrative (10 sections)
9. Application Appendices (13 appendices)

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Certification and Resolution

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for a subgrant of federal funds with the purpose of increasing national understanding of the community school model and to expand the number of high-quality community schools available to students across the nation. This is accomplished by providing financial assistance for planning, program design and initial implementation of new community schools; and to disseminate best practices to evaluate the effects of community schools, including their effects on students, student academic achievement, staff and parents.

The governing board of _____ [Community School Name] has authorized me to file this application and such action is recorded in the minutes of the agency's meeting held on [Date]. A signed resolution is included with the application.

Signature: _____ **Date:** _____

Printed Name: _____

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Statement of Assurances

Statement of Assurances

The parties referred to in this document include, but are not limited to, the United States Department of Education, the United States Department of Agriculture, the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, and the United States Department of Labor; all herein referred to as the "DEPARTMENT," the Ohio Department of Education, herein referred to as the "ODE" and the local agency, herein referred to as the "SUBGRANTEE." The Ohio Department of Education may make funds available to the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. The SUBGRANTEE assures, if awarded a grant, subgrant or contract.

1. That the local educational agency is in compliance with Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965 as amended by the No Child Left Behind Act of 2001 and the district has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in elementary and secondary public schools as set forth in the Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools dated Feb. 7, 2003.
2. That the control of funds provided to the SUBGRANTEE under each program and title to property acquired with those funds will be in a designated eligible recipient and that a designated eligible recipient will administer those funds and property in accordance with restrictions in the request for application and the provisions of the application that serves as the basis for the grant awarded by the Ohio Department of Education.
3. That the SUBGRANTEE will accept funds in accordance with applicable federal and state statutes, regulations, program plans, and applications, and administer the programs in compliance with all provisions of such statutes, regulations, applications, policies and amendments thereto.
4. That the SUBGRANTEE has the necessary legal authority to apply for and receive the proposed grant or subgrant and enter into the contract.
5. **Updated** That the SUBGRANTEE will cause to be performed the required financial and compliance audits in accordance with The Uniform Guidance 2 CFR 200.501- Audit Requirement and 200.514- Scope of Audit and 200.515 (GAAP). The SUBGRANTEE will furthermore utilize competitive bidding practices in compliance with applicable procurement regulations. Additionally, the SUBGRANTEE will submit to ODE the aforementioned audit reports in accordance with The Uniform Guidance Subpart F.

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Statement of Assurances

PROGRAM-SPECIFIC ASSURANCES:

The SUBGRANTEE, as a community school that accepts funding through the Federal Title V Charter School Program (CSP), agrees to the following assurances:

46. That the SUBGRANTEE will annually provide the U.S. Secretary of Education and ODE such information as may be required to determine if the community school is making satisfactory progress toward achieving the objectives described in subparagraph (C)(ii).
47. That the SUBGRANTEE will cooperate with the U.S. Secretary of Education and ODE in evaluating the program assisted under this subpart.
48. That the SUBGRANTEE will assure the involvement of any Educational Service Provider (ESP), whether for-profit or nonprofit, remains at "arm's length" and has no involvement with the administration of the subgrant (see B-13 in the federal CSP Nonregulatory Guidance dated January 2014).
49. That the SUBGRANTEE will avoid all apparent and actual conflicts of interest when administering grants as outlined in 34 CFR 75.525 and all Ohio statutes and administrative rules pertaining to conflicts of interest.
50. That the SUBGRANTEE will maintain accurate records in the Ohio Educational Directory System (OEDS) database.
51. That the SUBGRANTEE will demonstrate compliance with the community school charter contract between the authorized sponsor and the community school governing authority at all times.
52. That the SUBGRANTEE will comply with all applicable laws and rules.
53. That the SUBGRANTEE will cooperate with all monitoring efforts of the Department and/or the Independent monitor and understands that failure to cooperate with any and all monitoring efforts will result in termination of the subgrantee's award, including the return of any previously distributed funds.
54. That the SUBGRANTEE, if awarded a CSP subgrant, will agree to the award subject to all terms outlined in Ohio's CSP Subgrant Request for Application.
55. That the SUBGRANTEE, if awarded a CSP subgrant, does not have a designated feeder pattern.
56. That the SUBGRANTEE assures it has NOT received CSP grant funds for the same or substantially similar purpose directly from the U.S. Department of Education or the Ohio Department of Education
57. That the SUBGRANTEE shall provide all students in the community with an equal opportunity to attend the charter school. [20 U.S.C. 7221f-7225g]
58. That the SUBGRANTEE will comply with O.R.C. Section 3314.0210 and contracts will not give ownership of all curricular and intellectual property obtained or created using CSP subgrant funds to any contracted vendor.
59. That the SUBGRANTEE includes segregation of duties in its contracts with the sponsor and the CMO/EMO.
60. That the SUBGRANTEE requires the governing authority to review and approve all financial obligations related the CSP subgrant funding prior to any obligations or expenditure of CSP funds.
61. That the SUBGRANTEE will include a prohibition of related party transactions for governing authority members, school personnel and employees of the CMO/EMO in its conflict of interest policy.

Signature of Authorized Person:	Date:

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Statement of Sponsor Assurances

Statement of Sponsor Assurances

The SPONSOR of the SUBGRANTEE, serving as the sponsor of a community school that accepts funding through the Federal Title V Charter School Program (CSP), agrees to the following assurances:

1. That the SPONSOR confirms it received a rating of "Effective" or higher on its most recent sponsor evaluation AND that it did not receive a score of two or below on standards "Oversight and Evaluation: Report to Schools" and "Termination and Renewal Decision-Making: Renewal and Non-Renewal Decisions" of the quality practices rubric on its most recent Sponsor Evaluation.
2. That the SPONSOR will perform periodic reviews and evaluations, including of the SUBGRANTEE. The SPONSOR shall provide documentation, including but not limited to prescribed information for CSP subgrantees.
3. That the SPONSOR, per ORC 3314.03(A)(3) & (A)(4), will use increased academic achievement as one of the most important factors when determining to renew or revoke a school's charter.
4. That the SPONSOR, per ORC 3314.03, will operate under a performance contract that describes obligations and responsibilities and conduct annual, timely and independent audits.

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Statement of Sponsor Assurances

Describe how the sponsor will provide for the continued operation of the school once the federal CSP grant has expired, if such sponsor determines that the school has met its objectives: (Attach additional pages to provide a full explanation)

By signing below, the sponsor agrees to the confirmations and assurances outlined above.

Name of Sponsor Organization: _____

Name of Subgrantee/School Applicant: _____

Sponsor Signature: _____ Date:_____

Name (Printed): _____

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Application Narrative

- Cannot exceed a total of 30 pages*
- 8.5” x 11” standard letter-size paper
- One inch margins
- Font: Arial, 11-point
- Must address, in sequence, each section identified in the Content Review Rubric
- Bold and center each section letter and title at the top of each page

If more than 30 pages are submitted for the narrative, **only the first 30 pages will be reviewed*

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Application Narrative

- 10 required narrative sections (A – J)
- Follow guidelines included in the continuation application for each section
- Not all narrative sections must be updated but original text inserted into application
- Specific templates provided for some narrative sections
- Naming convention: Narrative_AthruJ

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Application Appendices

- Considered as a separate part of the application
- 13 appendices
- Follow page limits if provided
- Follow guidelines included in the continuation application for each appendix
- Must use the correct naming convention:
  - Appendix_Number of Appendix
  - Example: Appendix_1

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Application Format

- Number all pages
- Include name of community school, school IRN, and sponsor's name in header of each page
- Use correct naming convention:
  - –Required_documents
  - –Project_Spreadsheet
  - –Narrative_AthruK
  - –Appendix_Number of Appendix

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Required Elements

- All required forms, narratives and appendices must be included
- If there is a missing requirement, the application will not be recommended for continued funding

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Required Elements

- Must present convincing evidence that school will result in a high-quality, innovative educational option
- Soundness of planning and implementation
- Ability to link specific activities described to the school's educational vision and enhanced levels of student achievement

Required Elements

Current subgrantees must provide:

- Data (academic, financial, operational) from most recent year of operation
- Information on how school overcame initial implementation challenges
- Information on how the subgrant award will enable the school to expand and/or meet its stated mission

Fillable Forms/Templates

- Required to complete:
  - The seven required forms; and
  - Appendices 3, 5, 6, 7, 11 and 12
    - If additional pages are needed, applicants must still use the fillable templates and cannot exceed page limit requirements
- Download forms/templates from the Department's website
- Do not use scrolling capability in forms/templates

Application Timeline

- **April 20:** CSP subgrant application period begins; online e-grant system open for application upload.
- **May 21:** CSP subgrant application period ends. All applications must be uploaded into the CCIP by 4:59 p.m.
- **July 2-6:** CSP subgrants awarded. Applicants notified.

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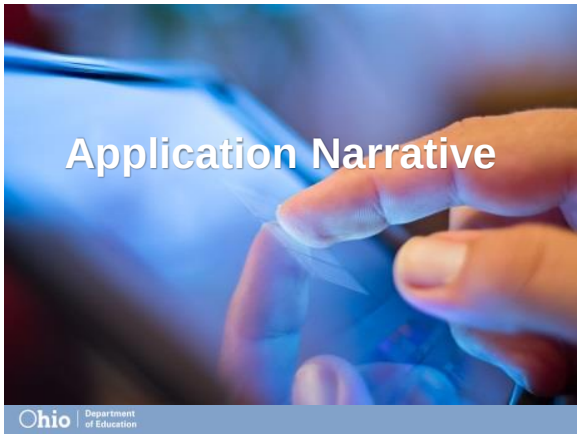

Application Narrative

- "Substance" of the application
- 10 required narrative sections (A – J)
- Follow guidelines listed for each section
- Specific forms provided for some narrative sections; see attachments in the continuation application or webpage

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Application Narrative Format

- Cannot exceed a total of 30 pages for Narrative Sections A through J
- 8.5” x 11” standard letter-size
- One inch margins
- Font: Arial, 11-point

Application Narrative Format

- Must address, in sequence, each section identified in the Content Review Rubric
- Bold and center each section letter and title at the top of each page
- Naming convention: Narrative_AthruJ

Application Narrative Sections

A. Executive Summary*
B. Subgrant Project Goals, Budget, Budget Narrative and Evaluation Methods*
C. School Community
D. Educationally Disadvantaged Students*
E. Educational Model
F. School Goals

*Sections with * require an update or have additional requirements. No * means insert original text.*

Application Narrative Sections

G. Outreach and Engagement*
H. School Personnel and External Support*
I. Governance and Management Plan*
J. Business Capacity and Continued Operation

*Sections with * require an update or have additional requirements. No * means insert original text.*

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Review Criteria

- The continuation application includes the review criteria for each narrative section
- Review criteria also included in the evaluation rubric
- Use the review criteria as a guide to ensure that correct information is included in each narrative section

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Section A: Executive Summary

- Briefly introduce the community school
- Provide mission, vision, goals, grade levels and students served
- Describe location and demographics
- Provide overview of how school will prepare students for academic success
- Provide educational philosophy and instructional approach

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Section A: Executive Summary

- Summary of accomplishments
- Summarize the amount of funding requested
- Introduction to subgrant project goals and activities
- Description of how/when school will meet/exceed high-performing definition
- No more than three pages

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Section B: Subgrant Project Goals, Budget, Budget Narrative and Evaluation Methods

- Summarize three to five project goals that support the implementation of the school and align to the school's mission, vision and goals
- The budget and budget narrative describe the intended use of CSP funds
- Demonstration of plan to execute the CSP subgrant funds (not the operator)

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Section B: Subgrant Project Goals, Budget, Budget Narrative and Evaluation Methods

- Describes how the school reports goals and activities to its governing authority
- Describes the use of other federal funds
- Detail the plan for evaluating the success of reaching goals and for sharing best practices with schools across Ohio

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Section C: School Community

Insert text from the original CSP subgrant application

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Section D: Educationally Disadvantaged Students

- Insert text from original CSP subgrant application and
- Provide additional information to be evaluated
  - Two additional criteria

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Section D: Educationally Disadvantaged Students

- The school's plans for providing instructional support, interventions and programs to overcome academic and non-academic barriers to success are clearly articulated and aligned to subgrant goals.

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Section D: Educationally Disadvantaged Students

–The school describes how these strategies will meet the needs of each student subgroup and comply with state and federal requirements including a description of how the school will comply with sections 613(a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Education Act.

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Section E: Educational Model

Insert text from the original CSP subgrant application

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Section F: School Goals

Insert text from the original CSP subgrant application

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Section G: Outreach and Engagement

- Summarizes marketing plan and provides an explanation of how students and parents are informed
- Describes the plan to engage families in the school's operations
- Describes the plan to engage community members in the school's ongoing operations

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Section H: School Personnel and External Support

- Provide an organizational chart with job descriptions and qualifications
- Describe staff turnover rate
- Include plan for recruiting and retaining high-quality personnel
- Describe network of support
- Describe lessons learned and plans to modify strategies

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Section I: Governance and Management Plan

- Include an overview of the composition and selection process for the governing board, including an articulation of autonomy from conflicts of interest
- Specify preparation of board members and board policies
- Description of areas of strength and weakness

Note: Identification of conflict

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Section I: Governance and Management Plan

- The proposal includes the development of policies and procedures to ensure the governing authority reviews and approves all financial obligations related the CSP subgrant funding prior to any obligations or expenditure of CSP funds.

Section J: Business Capacity and Continued Operation

Insert text from the original CSP subgrant application

Application Narrative

Applications missing one or more required narratives **will not** be scored.

Application Appendices

- Separate and distinct part of the application; not considered as part of the 30-page narrative section
- Are required and will be evaluated
- 13 appendices require update
- Applications missing one or more required appendices **may not be eligible** for continued funding
- Templates for Appendix 3, 5, 6, 7, 11 and 12

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Application Appendices

1. Community School Enrollment Policy, including Lottery Protocol
2. Completed CSP Budget Form
3. Copy of Community School's Annual and Long-Term Budgets, and Last Audited Financial Statement

Ohio Department of Education

Application Appendices

4. Copy of Preliminary Agreement or Executed Contract

5. Technology Plan*

6. School Library Development Plan*

**Required only if requesting funding in those areas or if applicable. All other appendices are required.*

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Application Appendices

7. Professional Development Plan*

8. Marketing Plan*

9. Performance Management Plan

**Required only if requesting funding in those areas or if applicable. All other appendices are required.*

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Application Appendices

10. Disclosure Information
    - Copy of lease agreement
    - CMO/EMO or provider contracts
    - Conflicts of interest policy

11. CSP Subgrant Goals and Activities Forms

12. CMO/EMO Questionnaire

13. Waiver Request (OPTIONAL)

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Appendix 1: Community School Enrollment Policy, Including Lottery Protocol

- Submit school's board-adopted enrollment policy and procedures
- Enrollment policy must include a random selection lottery process if more students apply for admission to the school than can be admitted [20 USC 7221i(1)(H)]
- Refer to the application, CSP Nonregulatory Guidance and Ohio Revised Code for requirements

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Appendix 2: Completed Budget Form

- Must be completed in Ohio's e-grant system (CCIP)
- May need to refer to the Uniform School Accounting System (USAS) manual for appropriate funding codes
- For those awarded a subgrant, the budget form must be reviewed and approved by the Department prior to obligating funds and administering the subgrant

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Appendix 3: Copy of Community School's Annual and Long-Term Budgets and Last Audited Financial Statement

- Include the school's annual budget and long-term budget showing five or more years
  - Must use Department templates (annual budget and 5-year forecast)
- If school is currently open, submit a copy of the last audited financial statement

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Appendix 4: Copy of Executed Contract

- Provide a PDF copy of the fully-executed charter contract between the sponsor and the school's governing authority, including all contract attachments and any amendments

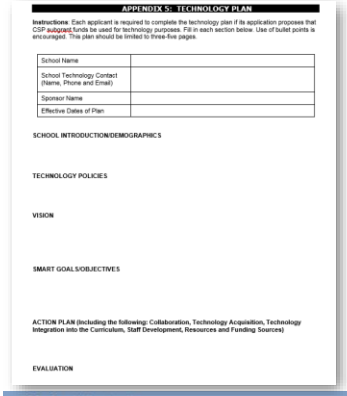
Appendix 5: Technology Plan

Appendix 5: Technology Plan

- Limited to 3-5 pages
- Required if requested funds in previous subgrant period or requesting funds for technology for future subgrant period
- Should align specifically with one or more of the subgrant project goals and activities
- Must be an allowable expense under the CSP

Appendix 5: Technology Plan

- School introduction/demographics
- Vision
- SMART goals
- Technology policies
- Action plan
- Evaluation



APPENDIX 5: TECHNOLOGY PLAN

Instructions: Each applicant is required to complete the technology plan if its application proposes that CSP subgrant funds be used for technology purposes. Fill in each section below. Use of bullet points is encouraged. This plan should be limited to three-five pages.

School Name	
School Technology Contact (Name, Phone and Email)	
Sponsor Name	
Effective Dates of Plan	

SCHOOL INTRODUCTION/DEMOGRAPHICS

TECHNOLOGY POLICIES

VISION

SMART GOALS/OBJECTIVES

ACTION PLAN (Including the following: Collaboration, Technology Acquisition, Technology Integration into the Curriculum, Staff Development, Resources and Funding Sources)

EVALUATION

Appendix 5: Technology Plan

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S.M.A.R.T. Goals

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound

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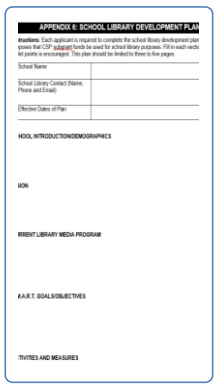
Appendix 6: School Library Development Plan

Required if requested funds in a previous subgrant period or is requesting funds to support and enhance existing school library media programs or to supplement the development of a library media center where no program currently exists.



APPENDIX 6: SCHOOL LIBRARY DEVELOPMENT PLAN

ructions: Each applicant is required to complete the school library development plan proves that CSP subgrant funds be used for school library purposes. Fill in each sectio let points is encouraged. This plan should be limited to three to five pages.

School Name	
School Library Contact (Name, Phone and Email)	
Effective Dates of Plan	

HOOL INTRODUCTION/DEMOGRAPHICS

ION

RRENT LIBRARY MEDIA PROGRAM

A.R.T. GOALS/OBJECTIVES

TIVITIES AND MEASURES

Appendix 6: School Library Development Plan

- Limited to 3-5 pages
- Updated, at least annually, during subgrant period
- Make sure requested funds are for allowable expenses under CSP

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Appendix 6: School Library Development Plan

- School introduction/demographics
- Vision
- Current library media program
- SMART goals/objectives
- Activities and measures

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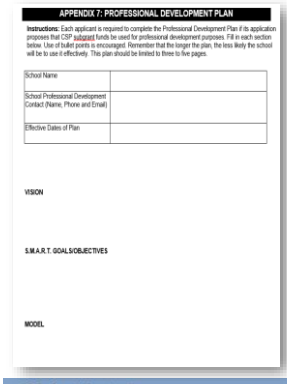

APPENDIX 7: PROFESSIONAL DEVELOPMENT PLAN

Instructions: Each applicant is required to complete the Professional Development Plan if its application proposes that CSP subgrant funds be used for professional development purposes. Fill in each section below. Use of bullet points is encouraged. Remember that the longer the plan, the less likely the school will be to use it effectively. This plan should be limited to three to five pages.

School Name	
School Professional Development Contact (Name, Phone and Email)	
Effective Dates of Plan	

VISION

S.M.A.R.T. GOALS/OBJECTIVES

MODEL

Appendix 7: Professional Development Plan

- Required if requested funds during previous subgrant period or is requesting funds for professional development purposes
- Limited to 3-5 pages
- Updated at least annually during subgrant period
- Needs assessment
- Make sure requested funds are for allowable expenses under CSP

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Appendix 7: Professional Development Plan

- Vision
- SMART goals/objectives
- Model
- Action plan/outcomes
- Resources
- Relation to CSP subgrant

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Appendix 8: Marketing Plan

- Limited to 1-5 pages
- Include school's strategy to attract and engage students and families
- Should specifically align with one or more of the subgrant project goals and activities

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Appendix 8: Marketing Plan

Should include a description of:

- How plan aligns with market analysis from Section G (Outreach and Engagement) of the narrative section
- How school will inform the community about its enrollment process, procedures and deadlines
- How the plan is multi-modal and increases access to the school for all prospective students

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Appendix 8: Marketing Plan

Should include :

- A description of the marketing materials and the various means of distribution
- A description of the marketing medium to be used;

Appendix 8: Marketing Plan

Should include:

- Specific plan of outreach for educationally disadvantaged or at-risk student populations
- Clear description of the target student population to be served and planned efforts to engage prospective families
- A description of the opportunities prospective families will have to ask questions, tour the school, and get additional information

Appendix 8: Marketing Plan

- School information/demographics
- Vision
- SMART goals/objectives
- Activities and measures

Appendix 9: Performance Management Plan

- Description of methods for collecting student data, assessments to be used, testing cycle, data storage, data analyses and reporting, etc.
- Limited to 3-5 pages
- Should specifically align with one or more of the subgrant project goals and activities
- Make sure requested funds are for allowable expenses under CSP

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Appendix 9: Performance Management Plan

- School introduction/demographics
- Vision
- SMART goals/objectives
- Current performance management system
- Activities/measures/targets
- Performance management budget

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Appendix 10: Disclosure of Information

- If funds are requested for an item that may be included in the contract, attach a copy of the related contract
- Describe any other agreements or contractual relationships established with individuals, groups, or companies (i.e., CMOs, EMOs, Charter Collaboratives, technology providers, professional development providers, curriculum companies, or other service providers)

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Appendix 10: Disclosure Information

- Explain any relationship with an external service provider (ESP) to explain why applicant is seeking a contract with an ESP rather than operate the school directly
- Explain which entity holds school assets and which holds any assets obtained through subgrant funds
- Describe any contract, lease or mortgage in place regarding the school's educational facility and include copy of any agreements

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Appendix 11: CSP Subgrant Project Goals and Activities Form

- Must include:
  - Brief description of activity to be considered, how funds will be used, and how activity supports school's mission, vision or goals
  - SMART goal
  - Performance measure
  - Timeline

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Appendix 11: CSP Subgrant Project Goals and Activities Form

- Use the form provided to describe each activity to be carried out with the use of CSP subgrant funds and other federal funds
- Can use the form multiple times
- Include only one activity per form
- There must be one form for every individual activity that will use subgrant funds

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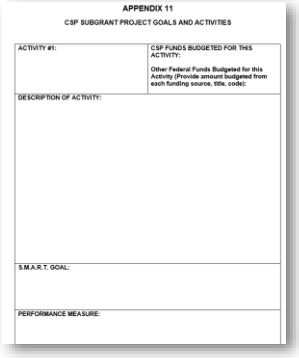


APPENDIX 11

CSP SUBGRANT PROJECT GOALS AND ACTIVITIES

ACTIVITY #1:	CSP FUNDS BUDGETED FOR THIS ACTIVITY: Other Federal Funds Budgeted for this Activity (Provide amount budgeted from each funding source, title, code):
DESCRIPTION OF ACTIVITY:	
S.M.A.R.T. GOAL:	
PERFORMANCE MEASURE:	

Appendix 11: CSP Subgrant Project Goals and Activities Form

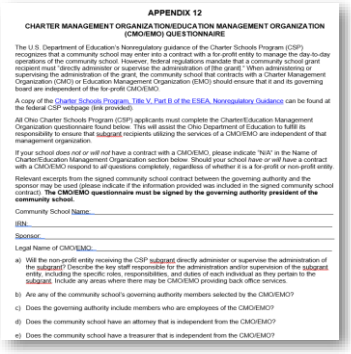
Appendix 12: CMO/EMO Questionnaire

- Designed to ensure that subgrant awardees that use a CMO/EMO are independent of that organization
- CSP subgrant must be administered by the school's governing authority, not by a CMO/EMO

Appendix 12: CMO/EMO Questionnaire

- If school does not or will not contract with a CMO/EMO, put "N/A" on the line that requests the name of the CMO/EMO
- Respond to questions "a" through "k" on the questionnaire if planning to contract or currently holds a contract with a CMO/EMO
- Must be signed by school's governing authority president

Appendix 12: CMO/EMO Questionnaire



APPENDIX 12

CHARTER MANAGEMENT ORGANIZATION/EDUCATION MANAGEMENT ORGANIZATION (CMO/EMO) QUESTIONNAIRE

The U.S. Department of Education's Nonregulatory guidance of the Charter Schools Program (CSP) recognizes that a community school may enter into a contract with a for-profit entity to manage the day-to-day operations of the community school. However, federal regulations mandate that a community school grant recipient must "directly administer or supervise the administration of [the grant]." When administering or supervising the administration of the grant, the community school that contracts with a Charter Management Organization (CMO) or Education Management Organization (EMO) should ensure that it and its governing board are independent of the for-profit CMO/EMO.

A copy of the Charter Schools Program, Title V, Part B of the ESEA, Nonregulatory Guidance can be found at the federal CSP webpage (link provided).

All Ohio Charter Schools Program (CSP) applicants must complete the Charter/Education Management Organization questionnaire found below. This will assist the Ohio Department of Education to fulfill its responsibility to ensure that subgrant recipients utilizing the services of a CMO/EMO are independent of that management organization.

If your school *does not or will not* have a contract with a CMO/EMO, please indicate "N/A" in the Name of Charter/Education Management Organization section below. Should your school *have or will have* a contract with a CMO/EMO respond to *all* questions completely, regardless of whether it is a for-profit or non-profit entity.

Relevant excerpts from the signed community school contract between the governing authority and the sponsor may be used (please indicate if the information provided was included in the signed community school contract). **The CMO/EMO questionnaire must be signed by the governing authority president of the community school.**

Community School Name: _____

IRN: _____

Sponsor: _____

Legal Name of CMO/EMO: _____

a) Will the non-profit entity receiving the CSP subgrant directly administer or supervise the administration of the subgrant? Describe the key staff responsible for the administration and/or supervision of the subgrant entity, including the specific roles, responsibilities, and duties of each individual as they pertain to the subgrant. Include any areas where there may be CMO/EMO providing back office services.

b) Are any of the community school's governing authority members selected by the CMO/EMO?

c) Does the governing authority include members who are employees of the CMO/EMO?

d) Does the community school have an attorney that is independent from the CMO/EMO?

e) Does the community school have a treasurer that is independent from the CMO/EMO?

Application Appendices

For each appendix:

- Read information and guidelines provided in the CSP Subgrant Continuation Application
- Pay attention to page limits
- Use correct naming convention
- Use templates as required

Assurances and Certification

Agenda:

- –Community School Assurances
- –Sponsor Assurances
- –Community School Certification
- –Governing authority signed resolution

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Outcomes

Explain the governing authority's responsibility in relation to the assurances

Explain the sponsor's responsibilities

Understand the certification requirement

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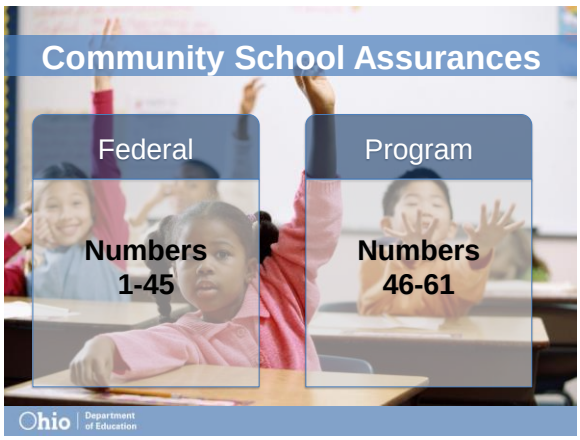

Sponsor Assurances

- Review assurances
- Continued operation of community school
- Signature

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Sponsor Assurances

OHIO CSP SUBGRANT APPLICATION
STATEMENT OF SPONSOR ASSURANCES

	The SPONSOR of the SUBGRANTEE, serving as the sponsor of a community school that accepts funding through the Federal Title V Charter Schools Program (CSP), agrees to the following assurances:
1	That the SPONSOR confirms it meets the eligibility requirements outlined in the Request for Application.
2	That the SPONSOR will perform periodic reviews and evaluations, including of the SUBGRANTEE. The SPONSOR shall provide documentation including, but not limited to, prescribed information for CSP subgrantees.
3	That the SPONSOR, per ORC 3314.03(A)(3) & (A)(4), will use increased academic achievement as one of the most important factors when determining to renew or revoke a school's charter.
4	That the SPONSOR, per ORC 3314.03, will operate under a performance contract that describes obligations and responsibilities and conduct annual, timely and independent audits.
5	That the SPONSOR, per ORC 3314.023, will monitor the community school's compliance with all laws applicable to the school and with the terms of the contract. Should the school be found to be noncompliant on applicable laws and rules and/or contract terms OR have unresolved audit findings, the SPONSOR shall take steps to intervene in the school's operation to correct problems in the school's overall performance, declaring the school to be on probationary status pursuant to section 3314.073 of the Revised Code, suspending the operation of the school pursuant to section 3314.072 of the Revised Code, or terminating the contract of the school pursuant to section 3314.07 of the Revised Code as determined necessary by the SPONSOR.
6	If the SPONSOR submits a corrective action plan acceptable to the Department for certain standards on the most recent Sponsor Evaluation, the SPONSOR agrees to use its best efforts to comply with all obligations and timelines established in its corrective action plan.
7	The SPONSOR agrees to complete all site visits for the subgrantee and submit the resulting reports to the governing authority for upload to the Department's compliance system by the prescribed deadlines.
8	The SPONSOR agrees to notify the Department within five (5) business days of placing a community school receiving CSP funding on a Corrective Action Plan. The notification must be sent to the Director of the Office of Community Schools via email.

Ohio | Department of Education

Sponsor Assurances

Describe how the sponsor will provide for the continued operation of the school once the federal CSP grant has expired, if such sponsor determines that the school has met its objectives: *(Attach additional pages to provide a full explanation)*

By signing below, the sponsor agrees to the confirmations and assurances outlined above.

Name of Sponsor Organization: _____

Name of Subgrantee/School Applicant: _____

Sponsor Signature: _____ Date: _____

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Certification

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for a subgrant of federal funds with the purpose of increasing national understanding of the community school model and to expand the number of high-quality community schools available to students across the nation. This is accomplished by providing financial assistance for planning, program design and initial implementation of new community schools; and to disseminate best practices to evaluate the effects of community schools, including their effects on students, student academic achievement, staff and parents.

The governing board of _____ [Community School Name] has authorized me to file this application and such action is recorded in the minutes of the agency's meeting held on [Date]. A signed resolution is included with the application.

Signature: _____ **Date:** _____

Printed Name: _____

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Outcomes

Subgrant Information

Use of Funds

Application Budget

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Subgrant Information

- Application Deadline and Period of Availability
- Subgrant Details
- Award Continuation

Ohio Department of Education

CSP Reserve

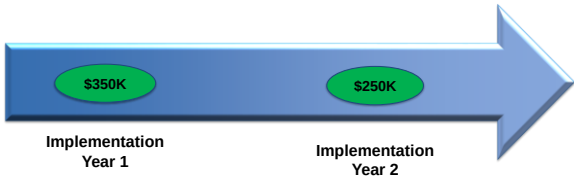
- Academic Distress Territories
- Application Evaluation
- Limited Competitive Pool

Ohio Department of Education

Subgrant Categories

Ohio Department of Education

Subgrant Categories



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Use of Funds - Allowed

Planning and Program Design

- Educational Program
- Plans and Systems
- Professional Development

Initial Implementation

- Communication
- Equipment and Materials
- Limited Initial Operational Costs

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Use of Funds – Unauthorized (Partial List)

- Capital or Construction Expenses
- Vehicle Acquisition Expenses
- Recurring Operational Expenses
- Employee Hiring/Recruitment Expenses
- Fines and Penalties or Lobbying Expenses
- Out-of-state Travel
- Grant Oversight Expenses, Indirect Costs
- Student field trips, school apparel …

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Budget Submission

1. Budget Entry in the CCIP
2. Budget Narrative
3. Project Goals and Activities Forms
4. Project Goals Budget Spreadsheet

Outcomes

Understand who will review the continuation application

Explain the procedural review process

Describe the content review process

Understand the evaluation criteria and rubric

Review Team

Internal Team of Department Staff

Consensus

Review Process

Procedural Review

Content Review

Procedural Review

- Check for completeness
- Adherence to requirements
- Successful applicants advance to Content Review

Procedural Review

OHIO CSP SUBGRANT CONTINUATION APPLICATION:
Procedural Review Checklist

Instructions: *Department staff complete the checklist below to indicate if the application has all required items. If needed, Department staff members enter comments for each application section in the indicated "Comments" fields. Once the procedural review is completed, Department staff members indicate whether or not the application is approved to continue through the content review process.*

Names on Ohio Department of Education Review Team: _____

Date Completed: _____

Subgrant Eligibility Requirements

Criteria	Yes	No	NA
Applicant is currently receiving a CSP subgrant from the Ohio Department of Education.	☐	☐	☐
COMMENTS			

Allowable Use of Funds

Criteria	Yes	No	NA
All costs in the budget fall under allowable costs, as outlined in the Allowable Costs Guide, and there are no additional costs outlined within the application.	☐	☐	☐
Applicant has demonstrated that state or local funds are unavailable to cover any budgeted expense at issue.	☐	☐	☐
The application and budget does not include expenditures that are not "allowable, allocable, or reasonable," as defined in the Nonregulatory Guidance Handbook (updated January 2014) and the Uniform Guidance [2 CFR 200].	☐	☐	☐
COMMENTS			

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Procedural Review

Required Application Forms

Criteria	Yes	No	NA
Cover Page	☐	☐	☐
Completed Application Submission Checklist	☐	☐	☐
Signed Certification Page	☐	☐	☐
Governing Authority Signed Resolution (for certification page)	☐	☐	☐
Signed Statement of Assurances	☐	☐	☐
Signed Statement of Sponsor Assurances	☐	☐	☐
Project Goals Budget Spreadsheet	☐	☐	☐
COMMENTS			

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Procedural Review

Application Narrative's Procedural Requirements

Criteria	Yes	No	NA
1. Narrative is 30 pages or fewer	☐	☐	☐
2. Narrative font size is 11 pt	☐	☐	☐
3. Narrative font style is Arial	☐	☐	☐
4. Narrative page margins are one inch	☐	☐	☐
5. Narrative includes a header on all pages with all the following information: page numbers, community school name, school IRN and sponsor's name.	☐	☐	☐
6. Narrative section includes:			
A. Executive Summary	☐	☐	☐
B. Subgrant Project Goals, Budget, Budget Narrative and Evaluation Methods	☐	☐	☐
i. Applicant includes a description of how it will use other federal funds (funding source, allocated amounts, title) in conjunction with CSP subgrant funding to meet project goals and objectives in the CSP subgrant application	☐	☐	☐
C. School Community	☐	☐	☐
D. Educationally Disadvantaged Students	☐	☐	☐
i. The school's plans for providing instructional support, interventions and programs to overcome academic and non-academic barriers to success are clearly articulated and aligned to subgrant goals.	☐	☐	☐
ii. Description of how the community school will comply with sections 613(a)(5) and 613(a)(1)(B) of the Individuals with Disabilities Education Act	☐	☐	☐
E. Educational Model	☐	☐	☐
F. School Goals	☐	☐	☐
G. Parent and Community Outreach and Engagement	☐	☐	☐
H. Community School Personnel and External Support	☐	☐	☐
I. Governance and Management Plan	☐	☐	☐

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Procedural Review

Application Appendices Procedural Requirements

Criteria	Yes	No	NA
1. Community School Enrollment Policy, including Lottery Protocol	☐	☐	☐
a. Applicant does NOT have designated feeder patterns demonstrating separate and distinct schools	☐	☐	☐
b. The applicant does NOT have weights associated with its lottery. The applicant is a community school that provides all students in the community with an equal opportunity to attend the charter school [20 U.S.C. 7221-7225g]	☐	☐	☐
c. The applicant does NOT have lottery and enrollment policies that include preference for students in other community schools operated by the CMO/EMO	☐	☐	☐
2. Completed CSP Budget Form (to be completed in Ohio's e-grant system, CCIP)	☐	☐	☐
3. Copy of Community School's Annual and Long-Term Budgets and Last Audited Financial Statement (when applicable)	☐	☐	☐
a. The applicant used the Department's annual budget template and five-year forecast template	☐	☐	☐
4. Copy of Executed Contract between the sponsor and the governing authority including all attachments and amendments	☐	☐	☐
5. Technology Plan (if requested funds in previous subgrant period or requesting funds for technology for future subgrant period)	☐	☐	☐
6. School Library Development Plan (if requested funds in previous subgrant period or requesting funds for school library development for future subgrant period)	☐	☐	☐
7. Professional Development Plan (if requested funds in previous subgrant period or requesting funds for professional development for future subgrant period)	☐	☐	☐
8. Marketing Plan	☐	☐	☐
9. Performance Management Plan	☐	☐	☐
10. Disclosure Information	☐	☐	☐
a. Copy of Lease Agreement	☐	☐	☐
b. CMO/EMO Contract (or other provider contracts)	☐	☐	☐

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Procedural Review

Overall Recommendation from the Procedural Review *(check one)*:

☐ APPROVED – EVALUATE THE APPLICATION ☐ NOT APPROVED

Additional Comments

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Content Review

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Content Review

- Review and rate narratives and appendices that must be updated for continued funding.
- Narratives and appendices that are not allowed to be updated will not be rated.
- However, the non-rated sections will be considered when staff rate the updated components of the application.

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Three Possible Ratings

Each Narrative / Appendix Evaluated

Rating	Definition
Yes	The response meets the established criteria and presents a clear, realistic picture of how the school expects to continue operating and inspires confidence in the applicant's capacity to execute the plan effectively.
No	The response is incomplete and raises concerns about the viability of the plan or the applicant's capacity to execute it; therefore, it does not meet the established criteria.
NA	The narrative or appendix is not applicable to the subgrantee.

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Content Review Business Rule

The applicant must receive a "Yes" or "Not Applicable" rating on **all** review criteria in the content review rubric for the continuation application to be rated eligible.

Note: The subgrantee must receive a determination of "eligible" for both components, compliance and continuation application, to receive continuation funding.

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Content Review Criteria

SECTION A: EXECUTIVE SUMMARY

Review Criteria	Yes	No	NA
The summary introduces the reader to the community school and includes: • The school's mission, vision, goals, grade levels, total students served during the CSP subgrant period and projected enrollment for the next fiscal year. • A brief description of the community the school (including location and demographics). • An overview of how the school will prepare students for academic success, including a high-level summary of the school's innovative educational philosophy and instructional approach. • A summary of what the school has accomplished to date with its current CSP subgrant. • A summary of the continued funding requested and an introduction to the project goals and activities to be achieved with continued funding.	☐	☐	☐
Reviewer Comments:			

Ohio | Department of Education

Content Review Criteria

SECTION A: EXECUTIVE SUMMARY

Review Criteria	Yes	No	NA
The summary introduces the reader to the community school and includes: • The school's mission, vision, goals, grade levels, total students served during the CSP subgrant period and projected enrollment for the next fiscal year. • A brief description of the community the school (including location and demographics). • An overview of how the school will prepare students for academic success, including a high-level summary of the school's innovative educational philosophy and instructional approach. • A summary of what the school has accomplished to date with its current CSP subgrant. • A summary of the continued funding requested and an introduction to the project goals and activities to be achieved with continued funding.	☐	☐	☐
Reviewer Comments:			

Ohio | Department of Education

Content Review Criteria

SECTION B: SUBGRANT PROJECT GOALS, BUDGET NARRATIVE AND EVALUATION METHODS

Review Criteria	Yes	No	NA
Identified CSP subgrant project goals give a clear and accurate picture of how the school will use subgrant funding to support the implementation of the community school. • Goals are specific, measurable, attainable, relevant and time-bound. • The strategies proposed to meet these goals and activities to improve educational results for all community school students are evidence-based.	☐	☐	☐

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Content Review Criteria

Review Criteria	Yes	No	NA
There is clear alignment among the subgrant project goals and the vision and goals of the school. • Each subgrant project goal aligns with the school's mission, vision, educational program and other federal grant programs. • The school has a detailed plan, including action steps, for each subgrant project goal. If the school seeks technology and/or library funds, the application includes a technology plan and/or school library development plan.	☐	☐	☐
The budget and budget narrative fully describe the intended use of subgrant funds. • The submitted budget (in CCIP) specifies expenditures for each subgrant project goal. • For each budget cell, the budget narrative fully explains how the school intends to use funds, including itemized descriptions. • The budget narrative also includes a description of the supplementary funding needed for each project goal and a plan for securing it.	☐	☐	☐
The school demonstrates its plan to execute the Ohio CSP subgrant. • The school has sufficient cash on hand, or a reasonable plan to acquire it, to front initial subgrant spending until reimbursement. • The school does not include any unauthorized activities in the budget. • The school provides a description of how the subgrant will be managed directly by the school **and not the operator** (e.g., CMO, EMO), including key personnel assigned to manage the subgrant. • The school describes how it will report on subgrant goals and activities, including the budget, to its governing board. • The school describes how it will use other federal funds in conjunction with CSP subgrant funding to meet project goals and objectives in the CSP subgrant application.	☐	☐	☐
The school describes how it will evaluate the success of the subgrant goals. • The school's plan for evaluating subgrant goals includes specific metrics, persons responsible and dates for review.	☐	☐	☐

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Content Review Criteria

Review Criteria	Yes	No	NA
The school demonstrates a commitment to sharing best practices with community schools across Ohio. • The school identifies best practices it implemented regarding academic performance, school culture, staff and student recruitment and/or financial management. • The school describes how it shared and will continue to share these best practices with other community schools across the state, including timeframes for achievement and persons responsible.	☐	☐	☐
Reviewer Comments:			

Ohio | Department of Education

Content Review Criteria

SECTION C: SCHOOL COMMUNITY

Required Criteria	Not Addressed	Poorly Developed	Adequately Developed	Well Developed	Fully Developed
The school provides a market analysis of thorough market research, which demonstrates a demand for the student population to be served. • The needs of the intended community are described and supported by data on the range of educational options currently available and their levels of performance. • The school serves subgroups whose needs are not currently being met by schools in the community and/or public school choices in the community are academically low performing. • Evidence of research in the following areas demonstrates demand for the community school in the proposed facility and/or community; real estate market (rental property, insurance rates, property taxes), availability of transportation (e.g. bus lines), enrollment fluctuation in surrounding schools, job growth, age range of students in the surrounding area of the proposed facility and/or community, etc.	0	1	2	3	4
The school clearly explains how it will address the needs of its intended community. • The school explains in detail how this vision meets the needs of the community, with particular attention paid to the gaps in educational opportunities that the community school will address.	0	1	2	3	4
The school's market analysis is well-researched and clearly aligned to its subgrant project goals. • The section's main ideas are supported by strong evidence, including research and/or data, and contains a well-developed, logical argument. • There is a clear connection between the main ideas presented in this section and the subgrant project goals and strategies.	0	1	2	3	4
				Total Points Earned	/ 12

Reviewer Comments:

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No Content Review Criteria for Narrative Section C

Content Review Criteria

SECTION D: EDUCATIONALLY DISADVANTAGED STUDENTS

Review Criteria	Yes	No	NA
The school's plans for providing instructional support, interventions and programs to overcome academic and non-academic barriers to success are clearly articulated and aligned to subgrant goals. • The school describes the intervention procedures it will employ to support all educationally disadvantaged students with emphasis on subgroups. • The school describes its process for the collection of academic and non-academic data and the analytical procedures it will employ to make data-driven decisions for educationally disadvantaged students. • The school describes the staff specifically responsible to support educationally disadvantaged students. • There is a clear connection between the annual and five-year forecast budgets (federal, state and/or private funding) regarding staffing and support services for educationally disadvantaged students. • The school describes its intervention programs for students with disabilities, English language learners, economically disadvantaged and/or other vulnerable youth subgroups to include identification, curriculum, instructional techniques, assessments and transition.	☐	☐	☐
The school describes how these strategies will meet the needs of each student subgroup and comply with state and federal requirements, including a description of how the school will comply with sections 613(a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Education Act.	☐	☐	☐
Reviewer Comments:			

No Content Review Criteria for Narrative Section E

No Content Review Criteria for Narrative Section F

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Content Review Criteria

SECTION G: OUTREACH AND ENGAGEMENT

Review Criteria	Yes	No	NA
The school summarizes its marketing plan, explaining how students and parents in the community are informed about the community school. • The school describes how students and parents in the community are informed about the community school, including details about targeted outreach plans for specific educationally disadvantaged student populations. • The school describes opportunities for prospective families to ask questions, obtain additional information and tour the facility.	☐	☐	☐
The school presents significant planning and effort to engage families in the school's operations. • The school describes its plan for engaging and empowering parents in the school's ongoing operations. • It describes the current level of parent engagement in the school, supported by data.	☐	☐	☐
The school presents significant planning and effort to engage prospective community members in the school's operations. • The school describes its plan for engaging and empowering community members in the school's ongoing operations. • The school explains its plan for attracting, recruiting and retaining the involvement of members of the community. • It describes the current level of community engagement in the school, supported by data.	☐	☐	☐
Reviewer Comments:			

Ohio | Department of Education

Content Review Criteria

SECTION H: SCHOOL PERSONNEL AND EXTERNAL SUPPORT

Review Criteria	Yes	No	NA
The school provides an organizational chart with brief job descriptions and qualifications.	☐	☐	☐
The school describes the teacher and non-certificated staff turnover rate.	☐	☐	☐
The school describes its plans for mitigating high percentages of staff turnover.	☐	☐	☐
The school describes the approach it uses to recruit and retain high-quality school personnel.	☐	☐	☐
The school describes the approach it uses to engage an effective network of support. • The school identifies specific areas on which it seeks support. • The school identifies external partners that currently provide support in those areas. • The school describes how and when staff are engaged with external partners.	☐	☐	☐
The school describes lessons learned from its first year of operation and how its plans to modify its strategies moving forward.	☐	☐	☐
Reviewer Comments:			

Ohio | Department of Education

Content Review Criteria

SECTION I: GOVERNANCE AND MANAGEMENT PLAN

Review Criteria	Yes	No	NA
The school explains the composition and selection process for the governing board. • The composition and selection process ensure adequate expertise to perform board responsibilities to meet the requirements of Ohio Revised Code. • The school explains how the board was designed to support the overall mission and vision of the community school. • The school clearly articulates the autonomy of all governing board members from the sponsor, the operator and any other potential conflicts of interest.	☐	☐	☐
The school provides evidence of the board's preparation and practice. • The school details the training the board already has received. • The school details the training the board still needs, as well as when and how it will receive that training. • The school provides evidence of current strong board practices, including the development and implementation of conflict of interest policies. • The school describes the board's financial and transparency processes.	☐	☐	☐
The proposal describes what governance and management have worked well and what changes, if any, the governing board anticipates making moving forward.	☐	☐	☐
The proposal includes the development of policies and procedures to ensure the governing authority reviews and approves all financial obligations related to the CSP subgrant funding prior to any obligations or expenditure of CSP funds.	☐	☐	☐
Reviewer Comments:			

Ohio | Department of Education

No Content Review Criteria for Narrative Section J

Ohio | Department of Education

Ohio | Department of Education

Timeline and Award

- Timeline of the CSP Subgrant competition
- Award process
- Award notification

Ohio | Department of Education

Outcomes

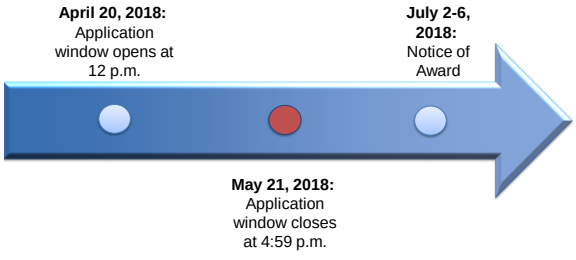
Explain the subgrant competition dates

Explain the award requirements

Explain the award notification timeline

Ohio | Department of Education

Timeline



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Award

- Meet CSP program goals
- Budget modification (if applicable)
- Official award notification

Ohio | Department of Education

Award Notification

Timeline:

- July 2-6, 2018
- Official notification

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Outcomes

Post Award Fiscal Procedures

Subgrant Management

Misuse of Funds and Subgrant Termination

Equipment

Fiscal Procedures

Grant Start

Obligations

Project Cash Requests

Subgrant Management

Records Retention

Conflicts of Interest

Misuse of Funds / Termination

- Misuse of subgrant funds results in the return of identified funds
- 30 days notice of termination if not fulfilling funded program responsibilities

Equipment

- Equipment Definition
- Equipment Inventory
- Return of Equipment
- Disposition of Equipment
- Equipment Records Retention

Equipment

Inventory control process when purchasing items with federal funds

XYZ SCHOOL SYSTEM EQUIPMENT INVENTORY MANAGEMENT RECORD

Career, Technical and Agricultural Education

Georgia Department of Education

Facility Code	Facility Name	Location of Equipment	Date Purchased	Description of the Equipment	Serial Number or Equipment ID Number	Source of Equipment (Vendor)	Cost of Equipment	Fund Source	Percent Federal Funds
0956	RHS	Room 212	9/11/2014	HP Printer	5F5D5K7	Radio Shack	$ 375.00	Perkins	100%
0956	RHS	Room 420	10/15/2015	Dell Laptop	MNC2T3PFL	Dell	$ 1,999.00	CRI Grant	0%
0956	RHS	Room 212	9/11/2014	HP Printer			$ 375.00	Perkins	100%
0956	RHS	Room 420	10/15/2015	Dell Laptop			$ 1,999.00	CRI Grant	0%

SAMPLE

Adherence to Program Requirements

1. Fiscal Monitoring
2. Monitoring by Sponsor
3. Fall Desk Review
4. Spring Site Visit
5. Annual Grant Activities Report

Ohio Department of Education

1

Ongoing Fiscal Monitoring

Subgrantees will be paid on a reimbursement basis.

Ohio Department of Education

2 Monitoring by Sponsor

Alert Department of non-compliance and work with subgrantee to correct the issue.

Ohio | Department of Education

3 Fall Desk Review

Provide documentation on grant implementation and alignment of spending with the objectives in the CSP application.

Ohio | Department of Education

4 Spring Site Visit

Interview school staff and governing board members, review financial documents and gather data on grant implementation.

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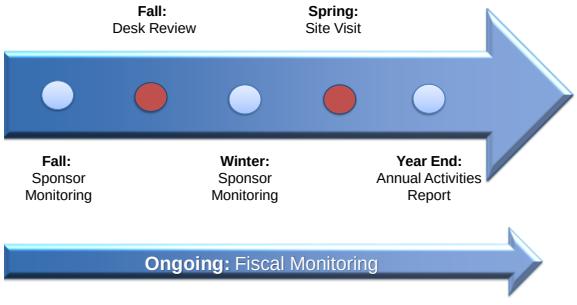
5 Grant Activities Report

Report on project goals, detailed expenditures and a property inventory.

Ohio Department of Education

Monitoring Timeline



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Corrective Action

Sponsors will work with the school to immediately rectify the non-compliance, or develop a corrective action plan that will quickly lead to compliance.

Ohio Department of Education

Non-Compliance

Failure to correct within 30 days:

- Early termination of the award
- Department may reclaim funds

Ohio | Department of Education

Monitoring Requirements

Failure to cooperate:

- Early termination of the award
- Department may recover funds

Ohio | Department of Education

Outcomes

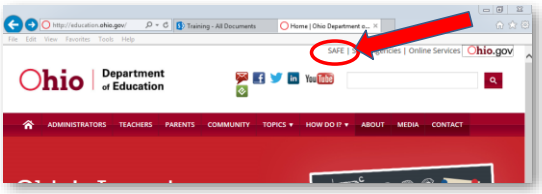
Working with Department Systems

Application Submission

Department Systems

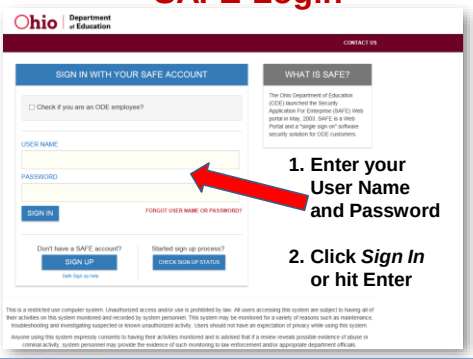
- **SAFE** – System Security
- **OEDS** – Organization and Personnel Management
- **CCIP** – Grants Management
- **Compliance** – Reporting and Monitoring

SAFE



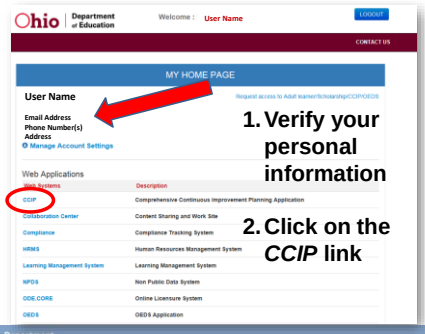
1. Access the Department website at education.ohio.gov.
2. Click on the *SAFE* link at the top of the page.

SAFE Login



1. Enter your User Name and Password
2. Click *Sign In* or hit Enter

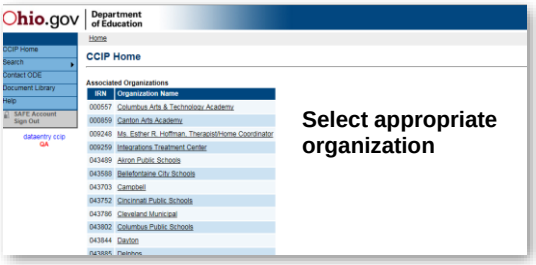
SAFE Landing Page



1. Verify your personal information
2. Click on the *CCIP* link

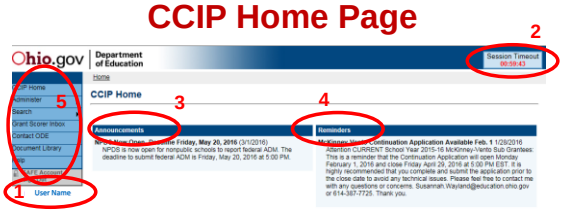
CCIP Organization Selection

OPTIONAL PAGE



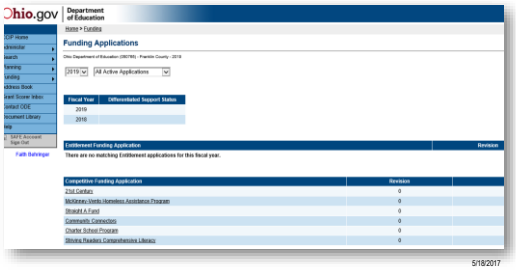
Select appropriate organization

CCIP Home Page

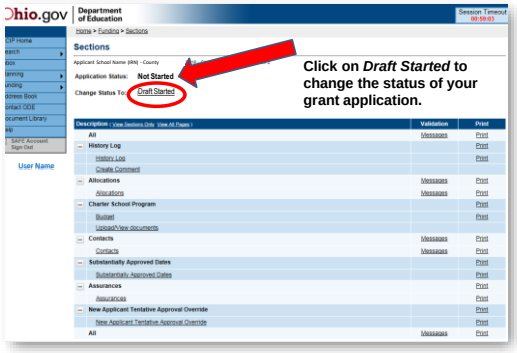


Things of Note:

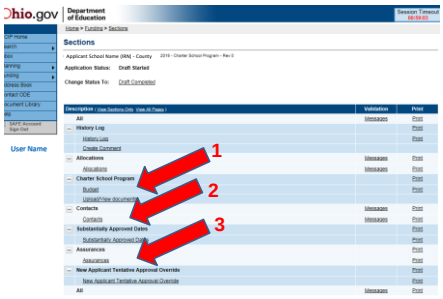
1. **Name**
2. **Session Timeout**
3. **Announcements**
4. **Reminders**
5. **Left Menu**



1. **Verify Organization (School Name)**
2. **Select 2019**
3. **Click on *Charter School Program* (Grant Name)**



Sections



CSP Subgrant Application Submission

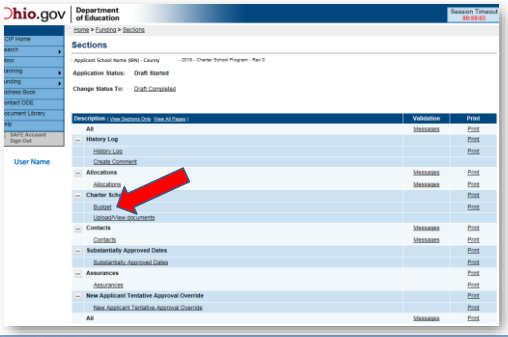
Subgrant Application Sections

Charter School Program
Budget
Upload/View Documents

Contacts

Assurances

Sections - Budget



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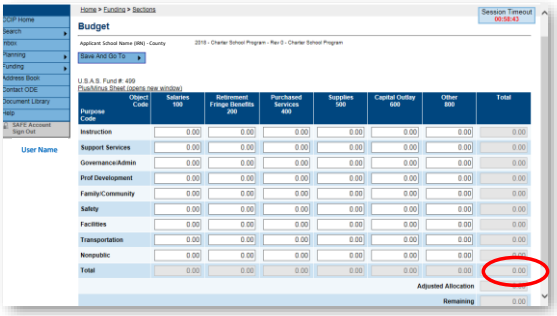
Budget Entry



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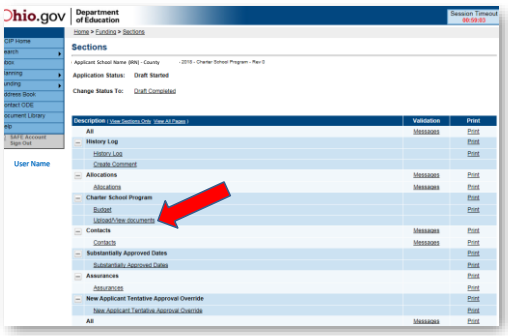
Sections – Upload Documents



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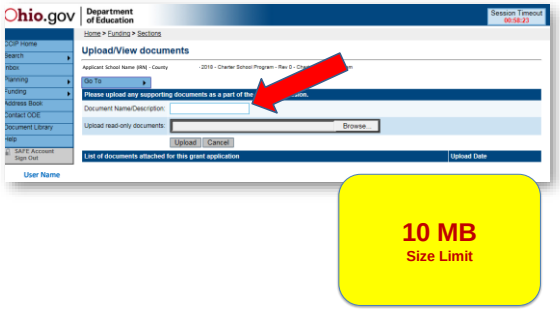

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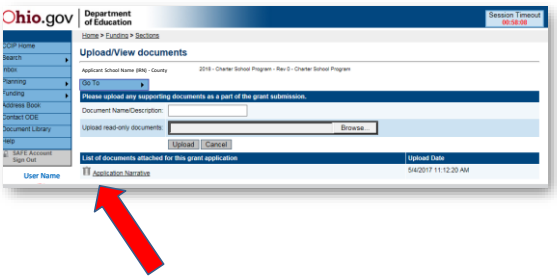

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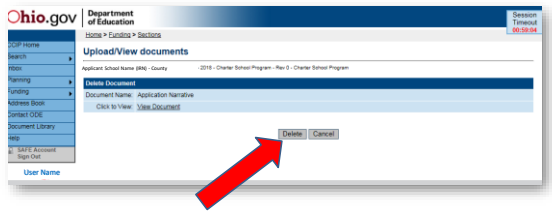
Delete a Document



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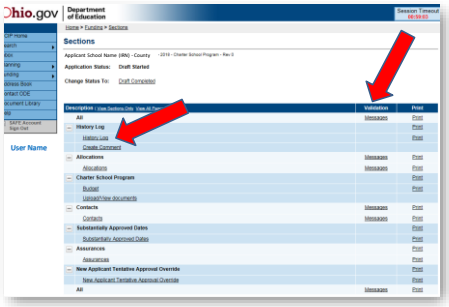
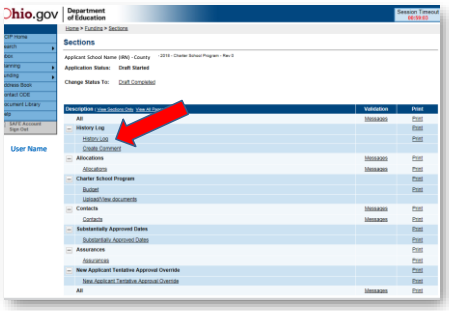
Sections

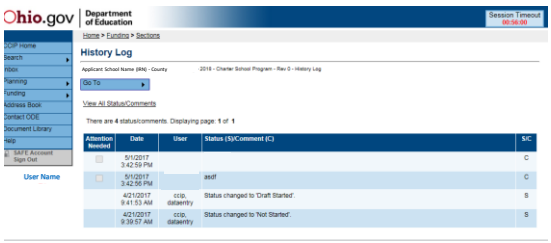


Other Sections of Note

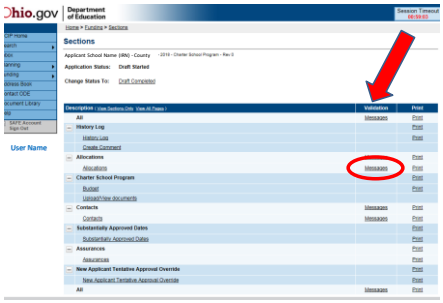
Sections



Sections – History Log



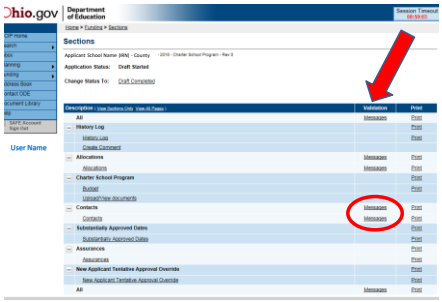
Sections - Validation



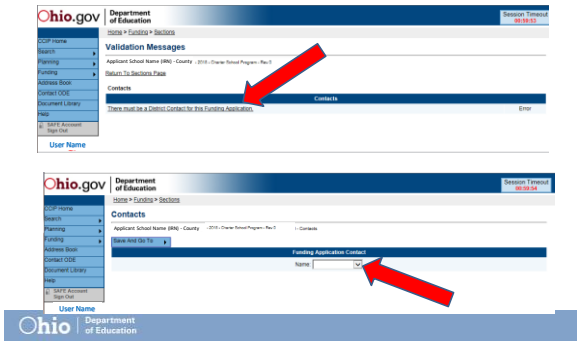
Other Sections of Note

Validation Messages

Sections - Validation



Contacts Message

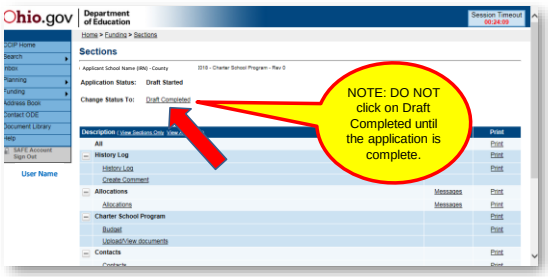


Application Verification

- Verify Attached Documents
- Verify Entered Budget
- Address Validation Messages

Ohio Department of Education

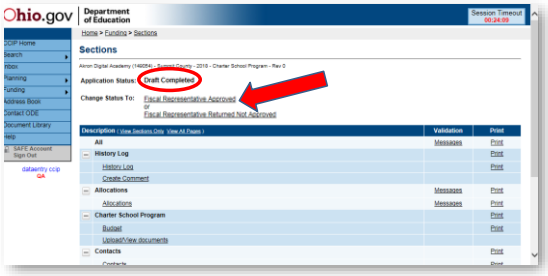
Application Submission



1. Change application status to *Draft Completed*

Ohio Department of Education

Application Submission



2. Change application status to *Fiscal Representative Approved*
3. Change application status to *Authorized Representative Approved*

Reminders

- Purpose
- Timeline
- Application Format
- Eligibility for Continued Funding
- Use of Funds
- Assurances and Certification

Purpose

To increase the number of high-performing community schools and the percentage of community school students enrolled in these schools and to prioritize serving students who are educationally disadvantaged or socioeconomically disadvantaged.

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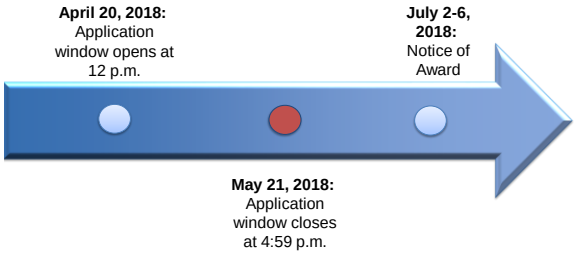
Timeline



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Format

- Applications must conform to the prescribed format and sequence
- Upload to the CCIP using the correct naming convention
- Refer to the application checklist

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Eligibility for Continued Funding

- Two components
  - –Compliance Review
  - –Continuation Application
- The subgrantee must receive a determination of “eligible” for both components to receive continuation funding.

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Use of Funds

Allowable	Unallowable
Criteria	Criteria

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Assurances and Certification

Community School	Sponsor
Governing Authority Sign and Approve	Complete and Sign

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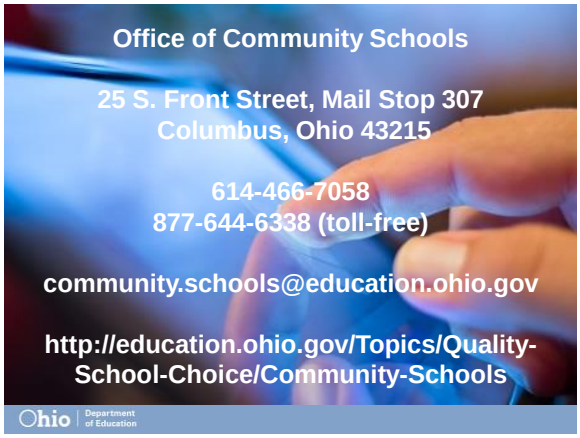
Office of Community Schools
25 S. Front Street, Mail Stop 307
Columbus, Ohio 43215
614-466-7058
877-644-6338 (toll-free)
community.schools@education.ohio.gov
http://education.ohio.gov/Topics/Quality-School-Choice/Community-Schools
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