



# INNOVATION & EXCELLENCE

WASHINGTON'S CHARTER SCHOOLS PROGRAM GRANT

Introductory Webinar

January 12, 2021

Haid Bloxham, Chief Financial Officer & Jeannette Vaughn, CSP Project Director

WA Charters

<https://wacharters.org/charter-school-program/>

# TODAY'S WEBINAR

- CSP Grant Background & Goals
- WA CSP Award & Management Team
- Subgrant Types & Eligibility
- Application Process & Review
- Budget Guidance
- Additional Information
- Q&A

# BACKGROUND

Washington's **Innovation and Excellence** Federal CSP Program (Innovation and Excellence Program) was launched through a \$19.9M federal award (contingent upon federal appropriations for the program). The purpose of this program is to help Washington expand opportunities for students to attend excellent and innovative charter public schools that meet and exceed state academic standards. **This five-year grant runs from October 2019 through September 2024.**

At least ninety percent of Washington's federal CSP award will be utilized for competitive subgrants to eligible charter public school subgrantees. At least seven percent will be utilized for state-level technical assistance activities and not more than three percent will be utilized by WA Charters for the purposes of administering the program.

<b>Federal Program Title:</b>	<b>Expanding Opportunities Through Quality Charter Schools Program (CSP) to State Entities</b>
<b>Federal Agency:</b>	U.S. Department of Education
<b>State Entity:</b>	Washington State Charter Schools Association
<b>CFDA Number:</b>	84.282A
<b>Award Name:</b>	Washington's Innovation and Excellence CSP Award
<b>Award Number:</b>	U282A190002

# CSP GRANT GOALS

Washington's Innovation and Excellence Program has four objectives:

- ✓ Increase the number of high-quality charter public schools and authorized charter public school seats in Washington
- ✓ Improve student outcomes in Washington's charter public schools, especially for at-risk students
- ✓ Disseminate innovative, effective educational practices that improve student outcomes with key Washington stakeholder groups (i.e., educational partners, traditional public education systems, parents and families, and community-based organizations.)
- ✓ In collaboration with Washington authorizers, support and strengthen our best-in-class authorization process and develop, review, and iterate an authorization renewal process in alignment with the National Association of Charter School Authorizers (NACSA)'s quality practices

In carrying out these objectives, Washington's Innovation and Excellence Program will provide subgrants to qualified charter public school developers to provide financial support for the initial implementation of expanding, replicating, or opening a charter public school.

# CSP GRANT MANAGEMENT TEAM

Haid Bloxham, Chief Financial Officer

[cspfinance@wacharters.org](mailto:cspfinance@wacharters.org), (206) 424-2780

Jeannette Vaughn, CSP Project Director & School Implementation Coach

[cspgrant@wacharters.org](mailto:cspgrant@wacharters.org), (206) 424-2780



# CSP SUB-GRANT TYPES AND ELIGIBILITY

# TYPES OF SUB-GRANTS

Type of Subgrant	# of Awards in 2021	Funds Available for each award	Duration of Full Award	Full Grant Pathway
Waiver Grants (Implementation only)	2	TBD	TBD	TBD
New School Grants	3	\$200,000	Up to 60 months	\$1,500,000
Replication/Expansion Grants	2	\$200,000	Up to 36 months	\$1,250,000

# ELIGIBILITY

## ELIGIBLE APPLICANTS (REQUIRED CRITERIA)

An existing or prospective charter public school may be eligible to apply for federal CSP subgrant funds through the WA Charters Innovation and Excellence Program Subgrant if they demonstrate they:

- ☐ Meet the federal definitions of a “charter school” and “developer”,
- ☐ Have been approved, as a new school or to replicate and/ or expand, by a Washington state-sanctioned charter public school authorizer,
- ☐ Have received, or is in the process of receiving, Local Education Agency (LEA) status,
- ☐ Have provided adequate and timely notification to its authorizer that the school is applying for Washington’s Innovation and Excellence Program subgrant, and
- ☐ Meet the definition of either a Waiver School, New School, or Replication/ Expansion School



# ELIGIBILITY, CONTINUED

- All applicants to the WA Charters Innovation and Excellence Program must demonstrate they meet the definitions of a “charter school” and “developer” in the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), sections 4310 (2) and 4310 (5), in order to be eligible for federal Charter Schools Programs funds.

<https://legcounsel.house.gov/Comps/Elementary And Secondary Education Act Of 1965.pdf>

# THE APPLICATION PROCESS

# NEW SCHOOL APPLICATION TIMELINE

Activity	Date
Introductory Webinar	January 12, 2021
Application Opens	January 19, 2021
Application Closes	February 16, 2021
Application Review	Feb 18 through Mar 1, 2021
Award Notification	March 4, 2021
Post-Award Calls	TBD

# APPLICATION

- ☐ Much of what is being asked for is contained within your charter application so you can easily copy/paste from that and other documents
- ☐ The actual application will be submitted through Survey Monkey Apply
- ☐ The RFA tells you exactly what will be asked for in the online application
- ☐ The only hardcopy item that you turn in is the **Statement of Assurances**, signed by the School Leader and Board Chair
- ☐ If you have your charter contract by the time you finish your application, you will upload it. If not, there will be a handful of items that you need to upload in its place.

# APPLICATION, CONTINUED

- You will need to get a Letter of Good Standing from your authorizer to upload (template provided)
- The **Criteria Evaluation Rubric** will help inform your project goals/narrative and is how the peer reviewers will score your application
- The bulk of the application is focused on three components:
  - **The CSP Project Goals and Application Narrative**
  - **The Budget**
  - **The Budget Narrative**

# KEY COMPONENTS TO THE APPLICATION

- RFA
- Basic contact information, demographics, enrollment projections, etc...will be asked. Templates are provided in Survey Monkey Apply for demographics and enrollment
- Criteria and Evaluation – We would suggest printing a copy of this to use as you write your goals and narrative
- Budget Template and Instructions

# SURVEY MONKEY APPLY BASICS

Homepage

Log In

Register



Washington State Charter School Association

Innovation and Excellence | Washington's Charter Schools Program Grant

Washington's **Innovation and Excellence** Federal CSP Program (Innovation and Excellence Program) was launched through a \$19.9M federal award (contingent upon federal appropriations for the program). The purpose of this program is to help Washington expand opportunities for students to attend excellent and innovative charter public schools that meet and exceed state academic standards.

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Please click [here](#) to review the full Request for Applications (RFA) document.

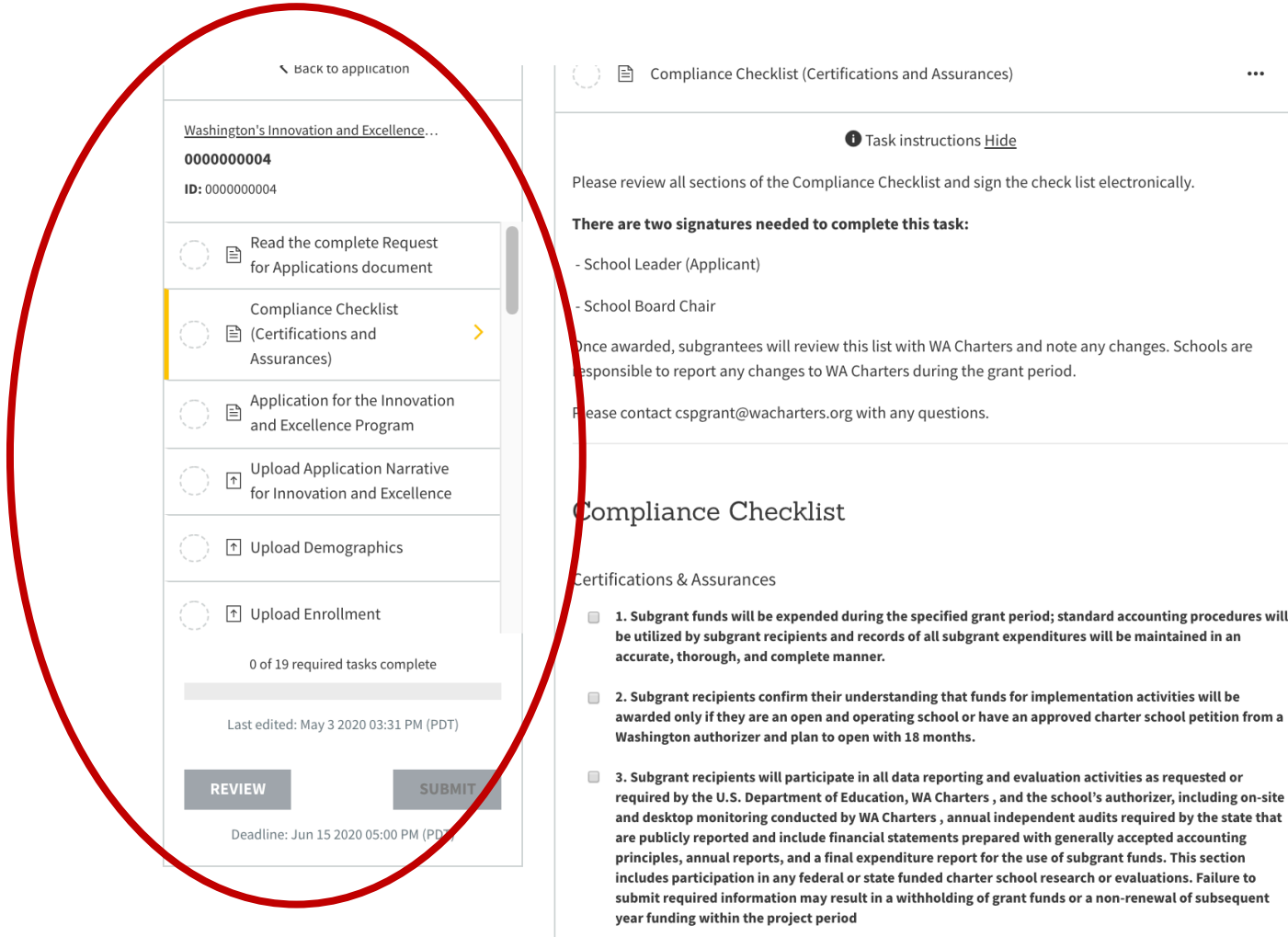


# ACCESS TO SURVEY MONKEY

- ☐ School Leader, Financial Mgmt., Board Chair
- ☐ Each person who needs access will initiate it themselves through the main portal; they will then receive an email to validate them as a user
- ☐ For technical help within Survey Monkey, email or call Jeannette



# SOME SCREEN SHOTS OF THE ONLINE APPLICATION...



The screenshot displays the online application interface. On the left, a sidebar menu is highlighted with a red circle. The menu includes the following items:

- Back to application
- Washington's Innovation and Excellence...  
0000000004  
ID: 0000000004
- Read the complete Request for Applications document
- Compliance Checklist (Certifications and Assurances) >
- Application for the Innovation and Excellence Program
- Upload Application Narrative for Innovation and Excellence
- Upload Demographics
- Upload Enrollment

Below the menu, it indicates "0 of 19 required tasks complete" and "Last edited: May 3 2020 03:31 PM (PDT)". At the bottom of the sidebar are "REVIEW" and "SUBMIT" buttons, and a "Deadline: Jun 15 2020 05:00 PM (PDT)".

The main task area on the right is titled "Compliance Checklist (Certifications and Assurances)". It includes a "Task instructions" section with the text: "Please review all sections of the Compliance Checklist and sign the check list electronically. There are two signatures needed to complete this task: - School Leader (Applicant) - School Board Chair". Below this, it states: "Once awarded, subgrantees will review this list with WA Charters and note any changes. Schools are responsible to report any changes to WA Charters during the grant period. Please contact cspgrant@wacharters.org with any questions."

The "Compliance Checklist" section is titled "Certifications & Assurances" and contains three numbered items:

1. Subgrant funds will be expended during the specified grant period; standard accounting procedures will be utilized by subgrant recipients and records of all subgrant expenditures will be maintained in an accurate, thorough, and complete manner.
2. Subgrant recipients confirm their understanding that funds for implementation activities will be awarded only if they are an open and operating school or have an approved charter school petition from a Washington authorizer and plan to open with 18 months.
3. Subgrant recipients will participate in all data reporting and evaluation activities as requested or required by the U.S. Department of Education, WA Charters, and the school's authorizer, including on-site and desktop monitoring conducted by WA Charters, annual independent audits required by the state that are publicly reported and include financial statements prepared with generally accepted accounting principles, annual reports, and a final expenditure report for the use of subgrant funds. This section includes participation in any federal or state funded charter school research or evaluations. Failure to submit required information may result in a withholding of grant funds or a non-renewal of subsequent year funding within the project period

[Back to application](#)

Washington's Innovation and Excellence...

**0000000004**

ID: 0000000004

☒

Read the complete Request for Applications document

☒

Compliance Checklist (Certifications and Assurances)

☒

Application for the Innovation and Excellence Program

☐

Upload Application Narrative for Innovation and Excellence

☐

Upload Demographics

☐

Upload Enrollment

1 of 19 required tasks complete

Last edited: May 8 2020 02:32 PM (PDT)

REVIEW

SUBMIT

Deadline: Jun 15 2020 05:00 PM (PDT)

☐

Upload up to last three years of 990s

...

Task instructions

Hide

All schools, please upload 990's in PDF format.

**\* PLEASE NOTE \***

If school has been in operations for *less than three years*, upload as many 990s as the school has completed.


**This task is not optional for schools in operation for one year or more.**

Please email [cspfinance@wacharters.org](mailto:cspfinance@wacharters.org) with any questions.

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE



18

← Back to application

Washington's Innovation and Excellence...  
0000000004  
ID: 0000000004

Read the complete Request for Applications document

Compliance Checklist (Certifications and Assurances)

Application for the Innovation and Excellence Program

Upload Application Narrative for Innovation and Excellence

Upload Demographics

Upload Enrollment

0 of 19 required tasks complete

Last edited: May 3 2020 03:31 PM (PDT)

REVIEW

SUBMIT

Deadline: Jun 15 2020 05:00 PM (PDT)

Upload Demographics

Task instructions [Hide](#)

Use the [Demographics template](#) to enter and upload the school's expected or actual demographics.  
**Please upload in Microsoft Excel format.**  
Please email [cspfinance@wacharters.org](mailto:cspfinance@wacharters.org) with any questions.

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Back to application

Washington's Innovation and Excellence...

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ID: 0000000004

Read the complete Request for Applications document

Compliance Checklist (Certifications and Assurances)

Application for the Innovation and Excellence Program

Upload Application Narrative for Innovation and Excellence

Upload Demographics

Upload Enrollment

0 of 19 required tasks complete

Last edited: May 3 2020 03:31 PM (PDT)

REVIEW

SUBMIT

Deadline: Jun 15 2020 05:00 PM (PDT)

Upload School Project Budget

Task instructions Hide

Use the provided [RFA School Project Budget Summary Template](#) to enter and upload your school's project budget. Please upload in Microsoft Excel format.

Please refer to the [Detailed Project Budget Instructions](#) document for instructions. In general:

- This budget sheet is for your expected CSP grant expenses, not your entire school budget
- Expenses must be allowable and reasonable
- Expenses must supplement, not supplant, school expenses
- Funds can be used for planning (up to 18 months), implementation (up to 24 months) or a mix of both, or just one or the other. Please make it clear what type of funding you are requesting, and what grant period you are requesting.
- In practice, and as recommended by the USDOE, the planning period is typically the time between the grant award and the day the startup school or the replication school opens. For expansions, planning is typically the period before the first day of school for the new (expansion) students.



































Please email [cspfinance@wacharters.org](mailto:cspfinance@wacharters.org) with any questions.

ATTACH FILE

[Show accepted formats](#)

The logo for Washington's Innovation & Excellence 2020. It features a circular emblem with a torch in the center, surrounded by the text "INNOVATION & EXCELLENCE" at the top and "2020" at the bottom. Below the emblem, it says "Supporting students, schools, and communities".

20

1	 <b>Application Stage</b> May 18 2020 - Jun 15 2020	...	▼
1	 Read the complete Reque...		
2	 Compliance Checklist (Ce...	 Compliance Che...	
3	 Application for the Innova...	 Form for "Applic...	
4	 Upload Application Narrat...		
5	 Upload Demographics		
6	 Upload Enrollment		
7	 Upload School Project Bu...		
8	 Upload School Project Bu...		
9	 Upload Multi-Year Operati...		
10	 Upload up to last three ye...		
11	 Upload up to last three ye...		
12	 Upload up to last three ye...		
13	 Upload Conflict of Interes...		
14	 Enrollment/Recruitment P...		
15	 Upload the School's Trans...		

# APPLICATION REVIEW

- A team of three peer reviewers with vast experience in operating, authorizing, and/or consulting charter schools will independently score your application. When they are finished, they will hand it off to the CSP team at WA Charters for a Management Review
- The CSP Grant Criteria and Evaluation Rubric will be used to score your application, budget and narrative
- Don't assume that the peer reviewers are educators or have an understanding about your local community or context
- You must receive an average of **88/109 points** in order to be recommended for approval

# ADDITIONAL THINGS TO CONSIDER

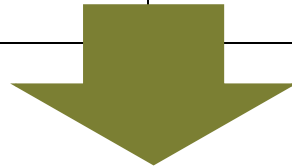
- ❑ If your school intends to hold a weighted lottery for students, we must receive a waiver to allow this from the Federal Dept. of Ed. Please contact Jeannette ASAP if this applies to your school as we need time to get this approved

# BUDGET GUIDANCE



# OVERVIEW OF REQUIRED COMPONENTS

RFA Budget Component	Requirements
<b>Budget Narrative</b>	<ul style="list-style-type: none"><li>• No more than 3 pages double spaced</li><li>• 12-point Times New Roman, Arial, or Calibri Font</li><li>• Tables may be in 11-point font</li></ul>
<b>RFA School Project Budget Summary</b>	<ul style="list-style-type: none"><li>• Must be submitted in Microsoft excel</li><li>• A template will be provided</li></ul>
<b>School Operating Budget</b> - Operational budget must demonstrate financial viability, sustainability, and autonomy through conversation and sound financial assumptions (revenue growth, inflation, compensation, positive cash flow, etc.)	<ul style="list-style-type: none"><li>• Must be submitted in Microsoft excel</li><li>• A template will be provided</li><li>• Waiver School: 5-year operating budget</li><li>• New School: 6-year budget (planning year and 5-year operating budget)</li><li>• Extension/ Replication School: 4-year operating budget</li></ul>



**Reviewers will use the Budget Narrative, RFA School Project Budget Summary, and the School Operational Budget to determine if submitted resources support the stated objectives in the Grant Narrative**

# SUB GRANTS BY YEAR AND TYPE

Washington's Innovation and Excellence Program Subgrants Pipeline WA Charter's CSP Grant Duration 2019 – 2024					
Grant Type / Year	Planning Year	Implementation Year 1	Implementation Year 2	Implementation Year 3	Implementation Year 4
New School	\$200,000	\$400,000	\$380,000	\$300,000	\$220,000

## Note:

- Amounts per year are up to amounts and a successful application does not guarantee the full award amount. All proposed CSP grant expenditures must be allowable, allocable, and reasonable and relate to your stated project goals.
- Planning year can be up to 18 months and the total grant cannot exceed 5 years or 60-months in length. Planning period is defined at the time between your grant award and the day before school opens. Implementation begins once the school is open.

# ALLOWABLE COSTS (1 OF 2)

- (h) LOCAL USES OF FUNDS.—An eligible applicant receiving a subgrant under this section shall use such funds to support the activities described in subsection (b)(1), which shall include one or more of the following activities:
- (1) Preparing teachers, school leaders, and specialized instructional support personnel, including through paying the costs associated with— (A) providing professional development; and (B) hiring and compensating, during the eligible applicant’s planning period specified in the application for subgrant funds that is required under this section, one or more of the following: (i) Teachers. (ii) School leaders. (iii) Specialized instructional support personnel
  - (2) Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials)
  - (3) Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction)
  - (4) Providing one-time, startup costs associated with providing transportation to students to and from the charter school
  - (5) Carrying out community engagement activities, which may include paying the cost of student and staff recruitment
  - (6) Providing for other appropriate, non-sustained costs related to the activities described in subsection (b)(1) when such costs cannot be met from other sources.

<https://oese.ed.gov/files/2019/11/Statute-for-website.pdf>



# ALLOWABLE COSTS (2 OF 2)

All requested budget items must be *Allowable, Reasonable, and Allocable*.

*Required justification may require upfront planning and tracking and should be addressed prior to spending any approved funds.* All submitted expenses must, at minimum, be supported with a purchase order or invoice and proof of payment.

## Important Reference Guides:

[Elementary and Secondary Education Act \(ESEA\) 5204\(f\)\(3\)](#)

[U.S. Department of Education \(ED\) Charter Schools Program \(CSP\)  
Nonregulatory Guidance](#)

[Uniform Guidance](#)

[Electronic Code of Federal Regulations](#)

# BUDGET NARRATIVE (1 OF 2)

## Budget Narrative Checklist

- ✓ Assists the grant reviewers in understanding how your budget supports your grant application
- ✓ Creates a clear link between the objectives identified in the grant application and the grant request
- ✓ Clearly explains that all expenditures are allowable, reasonable, and allocable
- ✓ Directly connects to the goals and objectives in the proposal narrative
- ✓ Demonstrates the school will maintain financial sustainability after the sub-grant period
- ✓ Tells 'how' and/or 'why' a line item in the budget summary helps to meet the program deliverables
- ✓ Provides a narrative for all years of funding that align to the CSP grant budget

# BUDGET NARRATIVE (2 OF 2)

## Budget Narrative Example:

The sub-grant budget is from March 1, 2021 to February 28, 2026. This time period represents the first four operating years of school Sunny Days. The budget is \$1,500,000. \$200,000, \$400,000, \$300,000 and \$200,000 is budgeted for grant year 1, 2, 3, 4, and 5, respectively. The budget outlined below aligns to school Sunny Day's project goals of x, y, and z.

Budget Category	Grant Year 1	Grant Year 2	Grant Year 3	Grant Year 4	Grant Year 5	Total Funds
Personnel – salaries	110,000					110,000
Personnel – benefits	30,000					30,000
Travel			10,000		10,000	20,000
Contractual	30,000	50,000	95,000	80,000	30,000	285,000
Supplies	10,000	250,000	200,000	180,000	150,000	790,000
Equipment	20,000	100,000	55,000			175,000
Other			20,000	40,000	30,000	90,000
<b>Total</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$380,000</b>	<b>\$300,000</b>	<b>\$220,000</b>	<b>\$1,500,000</b>

After a summary paragraph and summary table, provide additional details of each budget category including information that is not easily understood from the project budget summary such as how items are aligned to grant objectives and demonstrates that expenses are allowable, reasonable, and allocable

*Reminder: The budget narrative can be no more than 3 page double-spaced, 12-point font, Times New Roman, Arial, or Calibri, and tables may be 11-point font*



# RFA SCHOOL PROJECT BUDGET SUMMARY

An excel template will be available to download in the application platform

Sunny Days K-8 Charter School							Notes
Grant Year	Planning Grant Year 1	Implementation Grant Year 2	Implementation Grant Year 3	Implementation Grant Year 4	Implementation Grant Year 5	Total	
Category Accounts Description							
<b>Supplies</b>	<b>10,000.00</b>	<b>250,000.00</b>	<b>200,000.00</b>	<b>180,000.00</b>	<b>150,000.00</b>	<b>790,000.00</b>	
Computers - student		30,000.00	60,000.00	60,000.00	35,000.00	<b>185,000.00</b>	Chrome books for students, \$300 per based on quote from New Egg and based on new students in each year
Computers - staff	6,000.00	15,000.00	15,000.00	15,000.00	15,000.00	<b>66,000.00</b>	Staff apple computers, quote from Apple, \$3,000 per computer, amounts based on new incremental staff each year
Office Supplies	1,000.00					<b>1,000.00</b>	Consumable office supplies, printer paper, folders, etc.
Classroom Supplies		35,000.00	25,000.00	20,000.00	15,000.00	<b>95,000.00</b>	\$5,000 in consumable supplies per classroom, for each incremental new classroom each year
Science supplies		38,000.00	5,000.00			<b>43,000.00</b>	Science supplies based on grade level requirements and quotes from science supplies inc.
Classroom Furniture		60,000.00	50,000.00	40,000.00	15,000.00	<b>165,000.00</b>	\$10,000 per new incremental classroom: desks, chairs, book shelves, bean bag chairs
Office Furniture	3,000.00	2,000.00				<b>5,000.00</b>	Office desks, filing cabinets, and other small furniture
Classroom library		50,000.00	25,000.00	25,000.00	50,000.00	<b>150,000.00</b>	Classroom library materials for new incremental classrooms, accounts for 2% replacement rate. Amount based on quote from scholastic based on alignment to grade specific curriculum
Computer carts		20,000.00	20,000.00	20,000.00	20,000.00	<b>80,000.00</b>	\$4,000 per cart, assumes 5 per year each year



# TIPS FOR A SUCCESSFUL BUDGET REVIEW

**Reviewers are asked to determine how well the RFA's Project Budget Summary and Budget Narrative support the stated project goals**

- Review completed budget narrative and budget summary against the budget checklist (pgs. 26-27 RFA)
- Ensure the totals in the Budget Summary equal the totals in the Budget Narrative
- Use the budget summary to provide information regarding items which may not be clearly understood simply by reading the budget narrative
- Use the narrative to explain special circumstances, assumptions regarding need, and/or unit rates use
- Explain calculations
- Remember - reviewers are not required to have financial expertise



# ADDITIONAL INFORMATION

# ONGOING MONITORING

- If awarded, we will provide technical assistance regarding the level of ongoing monitoring, what to expect, how to handle reimbursements, etc...
- We will be monitoring your CSP progress monthly, quarterly and yearly. More on what monitoring once you've been awarded
- Accurate inventory control of CSP purchased items is critical....if you don't have an inventory system established now is the time to do so
- A procurement policy consistent with federal and state law will need to be established

# NEXT STEPS

- ☐ Read through the RFA
- ☐ Start gathering through the documents you will need to upload and use for the application
- ☐ Review the awarded applications on our website to provide examples of well-written applications
- ☐ You will receive an email from us with this ppt, recording of this webinar, website address to get started in Survey Monkey Apply, and supporting documents

# QUESTIONS AND ANSWERS



# INNOVATION & EXCELLENCE

WASHINGTON'S CHARTER SCHOOLS PROGRAM GRANT