



Public Charter Schools Grant Program (PCSGP) 2012–13

**Request for Applications
Guidance Webinar
September 19, 2012**

**Presented by
Charter Schools Division
California Department of Education**

CALIFORNIA DEPARTMENT OF EDUCATION
Tom Torlakson, State Superintendent of Public Instruction



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Purpose of Webinar

- To provide guidance for charter school developers completing the 2012–13 Public Charter Schools Grant Program (PCSGP) application
- To review the Request for Application (RFA) submission requirements



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Changes From Last Year's PCSGP RFA

- Clarified the scoring criteria and established priority ranking.
- Added the Narrative Response (Form 2), which will be scored.
- Work Plan will not be scored separately, but must align to and support Narrative Response-Part 1.
- Revised the budget directions to help organize budget narratives.
- Included scoring criteria and a rubric.



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What to Have in Front of You

Specific pages from the RFA:

- Application Requirements (pages 16–21)
- Scoring Criteria (page 22)
- PCSGP Forms 1–10 (pages 26-41)



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Timeline

- Applications due to the CDE on or before 4:30 p.m., October 12, 2012
- Applicants that do not yet have an approved charter must submit the charter petition to an authorizing agency no later than October 12, 2012
- PCSGP Peer Review—November 14–16, 2012
- Sub-grant award notification letters sent to applicants—November 26, 2012
- Issue Grant Award Notification-Tentative



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Summary of PCSGP

- The PCSGP is authorized by ESEA, Title V, Part B, Section 5201 through 5211.
- Funding is for charter school developers to assist in the development and initial operation of newly established or conversion charter schools to develop high quality and high performing charter schools.
- Funds are to be used for planning, program design, and initial implementation of a charter school.



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Focus On Improvement

- To receive a PCSGP sub-grant, a charter school developer must submit an application that complies with the RFA.
- The school must have an enrollment of at least 50 pupils during first year, and 100 within two years of operation.
- Funds must exhibit support for improvement activities aimed at increasing student academic achievement.
- Applicants must comply with Autonomy and Public Random Drawing requirements.



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Who Can Apply

Newly established or conversion charter schools may apply.

The charter school must not have been serving students for more than one school year.

The developer has applied to an authorized public chartering agency to operate a charter school, but has not yet been approved. Application must be submitted no later than October 12, 2012 and be approved by June 30, 2013.



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Award Decisions

- Applications must comply with RFA requirements.
- Applications will be reviewed and scored by a peer-review process.
- Applications receiving a score of “1” in any required narrative element will not be considered for funding.
- Applications meeting RFA requirements may be funded based on overall score in descending order. If insufficient funds are available, other factors may be considered, such as geographic distribution, school size, and grade level distribution.



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Charter School Responsibilities

Demonstrate capacity to implement programs described by:

- Selecting an external reviewer
- Aligning resources and modifying practices/policies
- Describing challenging student goals
- Consulting stakeholders
- Following Federal Expenditure Guidelines
- Reporting quarterly and annual fiscal progress



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Reporting and Accountability

Applicants awarded PCSGP funds must satisfy reporting and accountability requirements throughout the term of the grant including:

- A. Program accountability
- B. Fiscal reporting requirements
- C. Performance reporting
- D. Comprehensive annual reports
- E. Annual budget
- F. Monitoring
- G. Program evaluation



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CDE Responsibilities

- Monitor local implementation progress and program compliance
- Validate implementation through select interviews and onsite visits
- Ensure that recipients:
 - ✓ Meet eligibility requirements and adhere to required assurances
 - ✓ Implement the program as timelines prescribe
 - ✓ Submit required fiscal/program forms



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Question Break

- We will take a two minute break so you can type your questions in the box.
- Please note that if questions are not responded to during this live webinar, they may appear in a Frequently Asked Questions (FAQ) on our Web site shortly.



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Guide to Application Submission

- Application is complete with original signatures and all required forms
- Pages do not exceed limits
- Original, copies, and electronic versions are in formats detailed in the RFA
- The application is received, not postmarked, by 4:30 p.m., October 12, 2012



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Application Checklist

___ Form 1	Application Cover Sheet
___ Form 2	Narrative Response, Part 1
___ Form 3	Narrative Response, Part 2
___ Forms 5/6	Budget Summary and Narrative
___ Form 7	Charter School Work Plan/Activities

Note: Forms 4, 8, 9, and 10 do not need to be submitted.



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Application Cover Sheet Form 1

- Enter school information; grade level and enrollment; and school type
- Contact information for the authorizer, applicant contact, and school contact
- The “Grant Award Information” box means the entire amount requested
- The application must be signed in blue ink by the Administrator or designee



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Narrative Response-Part 1 Form 2

- Consists of 7 narrative elements
- 15-page limit for narrative response
- Necessitates a thorough response that addresses each element
- Use the PCSGP Rubric as a guide
- Requires a score of “2” or higher for each required item



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Scoring Rubric

- Each of the seven elements will be scored independently as described starting on page 42.
- Applicants will receive a score based on a four point system of “Advanced,” “Adequate,” “Limited,” or “Inadequate.”
- Any of the seven elements scored as a “1” will result in the application not being considered for funding.



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Educational Program (EP) Element 1

The applicant describes the educational program to be implemented in the charter. Must include:

- How program will enable all students to meet challenging State student academic achievement standards
- Grade level or ages of children to be served
- Goals and objectives of the charter school, and methods to determine progress
- Plan to develop teacher effectiveness measures
- Curriculum and instructional practices
- Strategies to assess and evaluate impact on student achievement



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Charter Management Plan (CMP) Element 2

The applicant must describe how the charter school is managed. The Description must include:

- Administrative relationship between school and authorizer
- Use of data driven decision making to inform instruction and evaluations



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Community and Parent Involvement (CPI) Element 3

The applicant describes the level of community and parent support. Must include:

- How parents and community members will be involved in the planning, program design, and implementation of the charter school
- Process to ensure ongoing parental involvement



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Sustainability and Alignment of Resources (SAR) Element 4

The applicant must describe sustainability plan and description of other funding sources. Must include description of:

- How grant funds will be used in conjunction with other federal programs
- How school will provide continued operation of the school once grant expires



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Targeted Capacity Building Activities (TCB) Element 5

The applicant is required to devote funds to capacity building activities, with exception of successful CMO or applicants that can demonstrate they already engaged in this activity. Must include either:

- Description of how requirements have been met, or
- How the charter school will use their grant funds to target capacity building activities



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Autonomy (AUT) Element 6

The applicant must describe the flexibility and level of autonomy the school has from the authorizer. Must include:

- Governance
- Daily Operations
- Staffing
- Financial decision processes



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Notification and Admissions (NAA) Element 7

The applicant must describe the notification and admission process. Must include a description of:

- How students in the community will be informed about the school
- Equal student opportunity to attend
- Admission, and Public Random Drawing process if number of pupils exceeds capacity



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Narrative Response Requirement-Part 2, if applicable

- **Compliance with Individuals with Disabilities Education Act (IDEA)**
 - If charter is considered an LEA for the purpose of Special Education, the applicant must describe how it will comply with Section 613 of IDEA.
- **Eligibility for Higher Sub-Grant**
 - If applicant is requesting higher sub-grant amount, the applicant must describe how the school meets the required criteria.



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Charter School Work Plan/Activities (PCSGP Form 7)

Actions and Activities must align to and support full implementation of each of the seven elements in narrative response (Form 2). Each activity must include:

- Timeline, specific start and end dates
- Individual position or person responsible for activity monitoring
- Evidence to verify implementation



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Proposed Budget

The application must include:

- Proposed Budget Summary (Form 5)
- Proposed Budget Narrative (Form 6)



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Proposed Budget Summary Form 5

- Funding levels reflect the projected cost of implementing the proposed plan and activities.
- The Proposed Budget must address all years of the grant.
- Approved applicants will receive up to \$250,000 for non-classroom based and \$375,000 for classroom based for base grant for up to 36 months.
- If eligible, approved applicants may receive a higher sub-grant award up to \$375,000 for non-classroom based and \$575,000 for classroom based for up to 36 months.



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Proposed Budget Narrative Form 6

- The Charter School Budget Narrative provides more detail than the Budget Summary Form.
- School Budget Narrative should describe costs associated with each activity on the Work Plan/Activities Form.
- The Narrative must be grouped by object code and include totals by object codes, by year, and for the full term of the grant.



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Charter School Work Plan/Activities Form 7

- The applicant must include required elements, actions, and activities to implement, a timeline with start and end dates, and the person responsible for oversight.
- The form must address all required elements and include specific activities.



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General and Specific Assurances and Conditions Forms 9 & 10

Signature on the Application Cover Sheet indicates acknowledgement and agreement to all assurances.



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Need Additional Information?

Contact the Charter Schools Division
by phone at

916-322-6029 or by e-mail at

CHARTERS@cde.ca.gov