# Public Charter Schools Grant Program Request for Applications

**2021–23**

**Charter School Authorizer  
Technical Assistance Providers Sub-Grant**

*California Department of Education*

**

Public Charter Schools Grant Program  
Charter Schools Division  
California Department of Education  
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## Timeline

Please note the following dates for the 2021–23 Public Charter Schools Grant Program (PCSGP) Charter School Authorizer (CSA) Technical Assistance Providers (TAP) Sub-Grant Request for Applications (RFA).

| **Important Events** | **Dates** |
| --- | --- |
| Post RFA on the California Department of Education (CDE) website | Friday, July 23, 2021 |
| Technical Assistance Webinar: Overview of RFA and Sub-Grant Budget Training | Thursday July 29, 2021,  10 a.m. Pacific Standard Time (PST) |
| PCSGP CSA TAP application due date  **Note:** *Postmarks will be honored* | **Tuesday, September 28, 2021** |
| CDE reviewers evaluate and score all eligible applications | **Tuesday, September 28 – Tuesday, October 5, 2021 (Tentative)** |
| PCSGP Office notifies applicants of application status | **Wednesday, October 13, 2021 (Tentative)** |
| Grant Award Notification (GAN) will be processed after approval of Budget. Sub-grantees must sign and return the GAN | Approximately 4–6 weeks |
| Sub-grant award starting date | Monday, November 1, 2021 |
| Reimbursement payment request process (approximately 6–8 weeks) | Begins upon CDE receipt of signed GAN and submission and approval of the first quarterly expenditure report (QER) |

## General Information

### 1. Purpose and Background

The Federal PCSGP is a sub-grant program funded by the Charter School Program (CSP), authorized under Title IV, Part C of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) (20 U.S.C. 7221–7221j). **The PCSGP is a discretionary grant program. California was awarded approximately $41 million in grant funds for 2020–23.** States awarded these federal funds distribute them in sub-grants to charter school developers to assist in the development and initial operations of newly established or conversion charter schools as well as to assist in the expansion and replication of high-quality charter schools.

Additionally, the PCSGP allows the CDE to award sub-grants to external parties to provide technical assistance to charter school authorizers in California. Under the PCSGP CSA TAP Sub-Grant 2021–23, the CDE plans to award up to two sub-grants, not to exceed $726,000 total, over three fiscal years (FY): FY 2021–22, FY 2022–23, and FY 2023–24, pending approval of one no cost extension (NCE). Information on specific allocations is on page seven of this RFA.

The CSA TAP RFA is a competitive process to determine eligible local educational agencies (LEAs), including county offices of education (COEs), or non-profit charter school authorizer support associations to provide the following:

1. Technical assistance workshops to charter school authorizers related to best practices for reviewing charter petitions, renewal requests, and revocations;
2. Technical assistance workshops related to best practices for monitoring charter school performance; and
3. Assistance with the development and facilitation of a Rural Charter School Authorizer Network to manage charter school oversight responsibilities.

Sub-grant awards, initiated as a result of this RFA, shall be contingent upon funding and program authorization provided to and by the CDE. All applications and related documents submitted in response to this RFA shall become the property of the State of California. All applications and related documents will be made available in their entirety for public inspection and reproduction. Submission of an application constitutes acceptance of these terms.

Over the term of the sub-grant, the CSA TAP will work to complete the following:

* Develop training materials
* Deliver technical assistance workshops
* Assist with the development of a Rural Charter School Authorizer Network

The funding for this program may be used to cover:

* Staff salaries and benefits for all activities associated with the approved Scope of Work.
* Travel costs, including air fare, hotel, and daily per diem, as needed to implement the Scope of Work including travel to the CDE to assist with the implementation of the technical assistance goals in the approved 2020 CSP application. All travel rates are paid at the approved State of California travel rates. See Appendix C: California State Travel Program.
* Copy costs as needed to deliver technical assistance materials.
* Supplies needed to complete all of the tasks in the approved Scope of Work. **Equipment cannot be purchased with the sub-grant.**
* Indirect costs, at the CDE-approved indirect costs rate (see Forms 4T and 5T guidance on page 31).

The CSA TAP RFA is open to the following entities:

* LEAs with authorization responsibility for active charter schools, including school districts and county offices of education; and
* Non-profit charter school authorizer support associations in good standing with the California Secretary of State

### 2. General Application Information

#### 2.1 Applicant Eligibility

Non-profit charter school authorizer support associations or LEAs, including COE, with direct experience authorizing and supervising charter schools may submit applications in response to this RFA. The applicant must be legally constituted and qualified to do business within the State of California. Non-profit business entities are required to be in good standing with the California Secretary of State. CDE staff will verify non-profit business status as part of the eligibility screening. Multiple LEAs may collaborate to apply for the grant. Note: The application must designate a primary agency to be responsible for ensuring all of the grant requirements are accurately completed in a timely manner. Additionally, all CSA TAP applicants must:

* 1. Provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants. The DUNS number is a mandatory field that must be entered on the PCSGP Form 2‒Application Cover Sheet. Instructions for applying for a DUNS number can be found at <http://www2.ed.gov/about/offices/list/ope/dunsguide.pdf>.
  2. Provide documentation of registration in the System of Award Management (SAM), and maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency, and provide its unique entity identifier in each application or plan it submits to the agency.

#### 2.2 Minimum Qualifications for Applicants

To be considered for funding, all applicants must meet the minimum qualifications as stated in this section. Applicants must have a minimum of three full-time years of recent (within the last five years) experience in:

* Reviewing new charter school petitions, charter petition renewals, and “de novo” reviews of denied charter petitions from another charter school authorizing agency;
* Performing annual monitoring reviews of authorized charter schools including a review of fiscal and academic records, management policies and procedures, staffing allocations, and sustainability plans;
* Demonstrated first-hand knowledge of new California Education Codes regarding charter school authorization, renewal, and revocation related to Assembly Bills (AB) 1505 and 1507; and
* Delivery of technical assistance to other charter school authorizers regarding best practices for charter petition review and monitoring,

**OR** for non-profit charter school authorizer support associations:

* Providing technical assistance and professional development trainings to charter school authorizers regarding charter school petition reviews for authorization or renewal;
* Providing technical assistance/professional development trainings, or sub-grantee services related to charter school monitoring including a review of fiscal and academic records, management policies and procedures, staffing allocations, and sustainability plans; and
* Demonstrated first-hand knowledge of new California Education Codes regarding charter school authorization, renewal, and revocation related to AB 1505 and 1507 and evidence of professional development trainings delivered to charter school authorizers.

Professional development in charter school authorizer practices refers to skills and knowledge that address the unique needs of charter schools, including fiscal and academic accountability.

Applicants must have sufficient professional development training experience to assist with creating state-wide charter school monitoring standards, build capacity in rural charter school regions, and to increase the number of high-quality charter schools.

Refer to Section 4.1 Technical Application Requirements for additional information pertaining to personnel requirements.

#### 2.3 Sub-grantee Funding and Time Period

##### 2.3.1 Funding

The goal of this RFA is to provide funding for up to two Technical Assistance Providers. The total amount projected to be available for this project is $726,000 over three fiscal years, pending approval of the 2023–24 NCE. The CDE intends to fund two sub-grant awards, at approximately $363,000 each over three fiscal years, however, to maximize flexibility in the design of CSA TAP Sub-Grant projects, the CDE has not established minimum or maximum funding levels. The CDE will evaluate projects on a case-by-case basis. However, the CDE reserves the right to request budgetary revisions as a condition of funding. Sub-grant funding is contingent upon the availability of funds, including appropriation in the annual Budget Act. The total award for each sub-grant will be allocated over the following FYs, pending approval of one NCE year.

* FY 2021–22: November 1, 2021 – June 30, 2022
* A maximum of $220,000 will be available for FY 2021–22 for up to two CSA TAP Sub-Grants. (Unused funds may be rolled over to the next FY. A budget revision will be required prior to carry over of funds.)
* FY 2022–23: July 1, 2022 – June 30, 2023
  + A maximum of $242,00 will be available for FY 2022–23 for up to two CSA TAP Sub-Grants.
* FY 2023–24: July 1, 2023 – June 30, 2024 (Pending approval of NCE)
  + A maximum of $264,000 will be available for FY 2023–24 for up to two CSA TAP Sub-Grants.

If insufficient funds are appropriated in the annual Budget Act for any portion of the work in this RFA, or if any other funds upon which this RFA is contingent are reduced or no longer available, the CDE may cancel the sub-grant, or portion thereof, with no liability of any kind accruing to or against the CDE, its employees, agents, sub-grantees or representatives. The applicant shall not be obligated to perform any work, or the sub-grant may be amended by the CDE and the successful applicant to reflect a reduction of work and the reduced appropriation subject to appropriate government agency approval.

##### 2.3.2 Time Period

The term of the sub-grant is November 1, 2021, to June 30, 2024, pending approval of one NCE. The sub-grant period covers three fiscal years, for a total of 32 months (Refer to Appendix B: Definitions of PCSGP Terms for the definition of “fiscal year”):

* Sub-grant Period 1, FY 2021–22: November 1, 2021 – June 30, 2022
* Sub-grant Period 2, FY 2022–23: July 1, 2022 – June 30, 2023
* Sub-grant Period 3, FY 2023–24: July 1, 2023 – June 30, 2024, pending approval of NCE

##### 2.3.3 Option to Extend

At the sole discretion of the CDE and pending approval of a second NCE, the sub-grant may be extended for the 2024–25 fiscal year if the sub-grantee has met all of the required deliverables and reporting requirements. Any unspent sub-grant funds may be carried over to the additional NCE fiscal year. No new funds will be added to the grant award.

#### 2.4 Questions and Clarifications

The CDE will deliver a technical assistance webinar on July 29, 2021, for all interested parties. The webinar will provide information regarding completion of the RFA, completing the Budget Detail and Narrative forms, and provide applicants an opportunity to ask questions of CDE staff.

#### 2.5 Cost of Preparing an Application

The costs of preparing and delivering the application are the sole responsibility of the applicant. The sub-grant will not provide reimbursement for any costs incurred or related to the applicant’s involvement or participation in the RFA process.

### 3. Expected Outcomes

CSA TAP will be required to provide technical assistance/professional development to all charter school authorizing agencies throughout the state and work in partnership to develop a Rural Charter School Authorizer Network.

#### 3.1 Technical Assistance/Professional Development Topics

CSA TAP are required to deliver the following technical assistance topics:

1. Recent changes in education code legislation regarding, but not limited to, review of new charter school petitions, charter school petition renewal and revocation criteria, teacher credentials, and governance requirements, including but not limited to AB 1505, AB 1507, and Senate Bills (SB) 98 and 820;
2. Best practices for monitoring charter schools in an effort to calibrate monitoring practices in the state; and
3. New changes to school accountability measures in response to COVID-19.

#### 3.2 Rural Charter School Authorizer Network

CSA TAP are required to work in partnership to deliver the following:

1. Recruitment of Rural Charter School Authorizers to create a Rural Charter School Authorizer Network; and
2. Facilitation of network meetings to develop opportunities for rural districts to leverage resources to monitor charter schools in rural locations, increasing accountability and oversight.

#### 3.3 Sub-grantee Responsibilities

The sub-grantee will be responsible for all of the following:

1. Providing a CSA TAP Project Manager and appropriate Key Personnel;
   1. Identify by name the personnel responsible for oversight of the sub-grant and Key Personnel (a resume and job description must be included for each person)
2. Creating a detailed budget including salary and benefits for any individuals completing project tasks, any associated travel costs, and supplies needed to complete the project tasks;
   1. Travel costs shall be reimbursed at rates not to exceed those established for CDE’s non­represented employees, computed in accordance with, and allowable pursuant to applicable California Department of Human Resources regulations
3. Planning technical assistance/professional development events with charter school authorizers and providing documentation for each; and
4. Managing sub-grant timelines and deliverables including:
   1. List of technical assistance event attendees
   2. Professional development presentations and handouts
   3. Feedback from technical assistance event attendees
   4. Quarterly progress and expenditure reports
   5. Annual End of Year progress report

The CSA TAP sub-grants will be awarded only to applicants that have demonstrated the capacity to deliver the expected outcomes listed in Section 3 Expected Outcomes and Section 6 Scope of Work - Tasks.

#### 3.4 Fiscal Reporting Requirements

CSA TAP sub-grants are reimbursement only. The CDE will not issue any advance payments for the sub-grant. In order to be reimbursed for expenses, sub-grantees must submit quarterly expenditure reports (QERs) to the CDE for the duration of their sub-grant period. In addition, all sub-grantees must submit a copy of the detailed general ledger (GL) report for the corresponding quarter and copies of all invoices charged to the sub-grant. The GL must be itemized and show the names of all vendors paid from the sub-grant and a description of the services or items purchased. The sub-grantee is responsible for ensuring all reports are accurate, complete, and submitted on time. Failure to submit on time may result in reimbursement payments being delayed. Failure to submit QERs and GLs may result in termination of the sub-grant.

For services satisfactorily rendered, and upon receipt and approval of the invoices, the CDE will compensate the sub-grantee for actual expenditures incurred in accordance with the rates specified in the sub-grant approved budget. Payments generally take 6–8 weeks to be processed following the approval of all submitted documents.

##### Fiscal Reporting Due Dates:

| **Quarter** | **Reporting Period** | **Report Due Date** |
| --- | --- | --- |
| 1 | July 1–September 30 | October 31 |
| 2 | October 1–December 31 | January 31 |
| 3 | January 1–March 31 | April 30 |
| 4 | April 1–June 30 | July 31 |

#### 3.5 Payee Data Record (STD. 204)

The Payee Data Record (STD. 204) must be fully completed, signed, and dated with an original signature on the form included with the original CSA TAP application and a copy of the form included with each copy of the CSA TAP application. The Payee Data Record (STD. 204) can be found at the Department of General Services website at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

### 4. Application Specifications

#### 4.1 Technical Application Requirements

Each applicant must submit one original application with blue ink or authenticated e-signatures AND one electronic copy of the complete application as a single portable document format (PDF) document that contains all of the required items listed below.

##### 4.1.1 Organization Structure and Personnel Resources

The content of this section must describe how the applicant proposes to organize its resources necessary to complete the tasks and deliverables contained in Section 6 Scope of Work - Tasks. The content must demonstrate the applicant’s ability to provide the services set forth in this RFA and must address the following:

1. Charter School Services and Activities

A clear description of the organization’s primary purpose, services and activities related to charter schools and charter school authorizers, including the years of experience related to charter school authorizing/oversight. The application identifies how many charter schools are under the organization **OR** identifies agencies who have contracted with the agency related to charter school authorizing duties.

If a non-profit organization, the application indicates when the organization was established and a brief history. List the location(s) of the office(s) from which the primary work will be conducted.

A clear description of the organization’s experience with delivering professional development to charter school authorizers including the levels of the target audience and topics.

1. Project Manager

Identify by name, the Project Manager for the CSA TAP sub-grant, and describe how the proposed Project Manager meets the minimum qualifications stated below. The application must describe how the Project Manager will effectively coordinate, manage, and monitor the efforts of the assigned staff, including collaborating LEAs, to ensure that all tasks/subtasks, activities, and functions are completed effectively and in a timely manner.

The Project Manager is the applicant’s primary person assigned to oversee the grant activities. The Project Manager must be an employee of the primary applicant and will act as the liaison between the CDE and all other approved grant staff. The Project Manager is responsible for ensuring completion of all CSA TAP sub-grant deliverables, tasks, and subtasks.

Within the last five years, the Project Manager must have at least three years of experience managing a project comparable to the size and scope of the services described in this RFA.

The Project Manager must be accessible to the CDE Sub-Grant Monitor at all times during normal CDE business hours (See Appendix B: Definitions of PCSGP Terms for the definition of “CDE business hours”). In addition to other specified responsibilities, the Project Manager will be responsible for all matters related to the applicant’s grant staff/personnel including, but not limited to:

* 1. Supervising, reviewing, monitoring, training, and directing all grant staff/personnel;
  2. Overseeing personnel assigned to complete the required work as specified;
  3. Maintaining sub-grant files;
  4. Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, identify critical reviews, and milestones; and
  5. Submitting quarterly progress reports and invoices in a timely matter.

1. Fiscal Manager

Identify by name the Fiscal Manager for the CSA TAP sub-grant, and describe how the proposed Fiscal Manager meets the minimum qualifications stated below. The application must describe the fiscal accounting processes and budgetary controls that will be employed to ensure the responsible use and management of sub-grant funds and accurate invoicing.

The Fiscal Manager is the applicant’s fiscal person responsible for the fiscal oversight and management, invoicing, and accounting for the entire sub-grant.

The Fiscal Manager must have at least three years of recent experience (within the last five years) providing fiscal oversight and management of large complex sub-grants comparable to the size and scope of the services described in this RFA.

1. Key Personnel

Identify by name and job position title all Key Personnel who will have significant responsibility for completing or assisting with the completion of tasks described in Section 6 Scope of Work - Tasks. (See Appendix B: Definitions of PCSGP Terms for the definition of “Key Personnel”)

Key Personnel are defined as those people in conjunction with the Project Manager who will exercise a major role on behalf of the applicant or who will have significant responsibility for completing or assisting with the completion of tasks described in this RFA. Key Personnel do not include clerical staff.

* 1. Key Personnel Qualifications

Describe in detail how the proposed Key Personnel identified above meet the minimum qualifications stated below. The application must describe the expertise and professional qualifications of all Key Personnel and how they meet the following minimum qualifications:

i. Within the last five years, a minimum of three years of experience and demonstrated work history conducting the tasks as described in this RFA.

Assigned Key Personnel must be capable of assisting the Project Manager in all aspects of the sub-grant activities.

The applicant shall identify all Key Personnel proposed for each task by name, job position title, and the specific responsibilities assigned to each individual.

1. Changes to Key Personnel Requirements

The application must acknowledge and ensure the successful applicant will not change or substitute the assigned Project Manager, Fiscal Manager, and/or Key Personnel (including collaborating LEA staff, if identified as Key Personnel) without the CDE Sub-Grant Monitor’s prior approval. The substitute Project Manager, Fiscal Manager and/or Key Personnel shall meet or exceed the qualifications and experience level of the previously assigned Project Manager, Fiscal Manager, and/or Key Personnel. The application must specify that the applicant will comply with the Changes to Key Personnel Requirements.

1. Current Resumes

Provide resumes for all identified Key Personnel who will exercise a role on behalf of the applicant including, but not limited to, directing, overseeing and/or coordinating the work of assigned staff performing tasks and activities. To the extent possible, resumes should not include personal information such as social security number, home address, home telephone number, marital status, sex, birth date, etc.

##### 4.1.2 **Scope** of Work

The application must include a section that addresses all of the tasks in Section 6 Scope of Work - Tasks. Any deviation from the tasks and subtasks described in Section 6 will not be considered and may cause an application to be rejected.

The application narrative must address these four main tasks and any subtasks:

* TASK 1 – Coordination and Communications with the CDE
* TASK 2 – Progress and Expenditure Report Requirements
* TASK 3 – Comprehensive Technical Assistance/Professional Development Plan and Schedule of Activities
* TASK 4 – Rural Charter School Authorizer Network Plan and Schedule of Activities

##### 4.1.3 CSA TAP Major Activity Timeline

The application must contain a timeline of major activities from November 1, 2021, through June 30, 2024.

##### 4.1.4 Budget Summary and Detailed Budget Narrative (Forms 4T and 5T)

The completed application must contain a budget covering the term of the CSA TAP sub-grant periods. The budget narrative must show a breakdown for each fiscal year.

### 5. Reading and Scoring of Applications

Each element of the CSA TAP application responses will be reviewed for the required elements that align and support the full implementation of the proposed plan. Reviewers will examine and approve applications with respect to each of the CSA TAP sub-grant plan elements.

Applications will be randomly assigned to readers, taking into consideration any conflicts of interest. Readers will base their scores on the degree to which the applicant provides evidence meeting the RFA requirements. Each application will be scored independently and will not be grouped together for any reason.

Applications will be evaluated by at least two reviewers and will occur during the timeframe identified on page 3 of the RFA.

#### 5.1 Scoring Rubric

Each section of the core application narrative will be evaluated and assigned a score using the CSA TAP Sub-Grant RFA Scoring Rubric (See Appendix A: Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications Scoring Rubric), which summarizes the required components of the CSA TAP Sub-Grant Scope of Work.

The scoring system is used to signify how an application meets the funding criteria for the sub-grant. For most narrative responses, a Likert Scale from 0 to 8 will be used as follows:

0–2 = Insufficient or no information provided, lacks specificity

3–4 = Limited, includes general information but needs additional detail, lacks specificity

5–6 = Adequate, includes sufficient description that includes most details

7–8 = Clear, provides a clear description and includes specific details

A team of readers will independently evaluate and score the applications using the scoring rubric, then meet to discuss the scores to reach consensus on the overall approval for each section. If two readers have scored the application and their scores do not fall within the same point range/category, then the readers will recalibrate and rescore the application. Upon this second scoring, if the readers’ scores still do not fall within the same point range/category, then an additional reader will score the application. The additional reader’s score will be combined with one of the previous reader’s score (whichever one is most closely aligned) to determine a final score.

Readers will be instructed to consider whether the proposed budget adequately supports the required outcomes for the sub-grant. For example, are the number of administrative staff in the budget summary and detailed budget narrative appropriate? Is the operating expense budget justified and related to the planned program? Does the plan include a timeline for technical assistance, professional development, and participation in the Rural Charter School Authorizer Network?

#### 5.2 Submission of Applications

Applicants responding to this RFA must submit one complete electronic PDF copy and one hard copy of the application packet. The application packet must include complete and unique responses to all narrative elements described within this RFA and all required forms. The application must be single-line-spaced, using default character spacing and 12-point Arial font, with one-inch margins. The electronic copy must be submitted as a single PDF file. The hard copy must contain original ink signatures or authenticated e-signatures on all forms requesting signature. Applications must be submitted with all forms compiled in the order listed on the Form 1 - Application Component Checklist provided on page 26 of this RFA. Applications failing to meet these criteria or those applications with plagiarized, duplicative, or narrative statements from other sub-grant applications may be deemed ineligible.

The original application packet must be received by the Charter Schools Division on, or before, **Tuesday, September 28, 2021.** Applications cannot be personally delivered. Mail the original application packet to the address below. Postmarks will be honored.

Public Charter Schools Grant Program  
Charter Schools Division   
California Department of Education  
1430 N Street, Suite 5401  
Sacramento, CA 95814-5901

The electronic copy, saved as one PDF file, should be emailed to [PCSGP-APPS@cde.ca.gov](mailto:PCSGP-APPS@cde.ca.gov), **no later than midnight of the above listed application due date.**

#### 5.3 Appeals

If an application is deemed ineligible or not approved for funding, applicants may request an appeal of the denial within 30 calendar days following receipt of the letter of denial. The request for appeal must clearly identify a violation of the application review process as determined by State or Federal statues, rules, regulations, or guidelines governing the PCSGP in disapproving applications or failing to comply with California’s approved 2020–2023 CSP application or program in whole or part (20 U.S.C. § 1231b-2[a]).

A request to appeal the denial of a sub-grant award should be addressed to:

PCSGP CSA TAP Sub-Grant Appeals

Charter Schools Division

California Department of Education

1430 N Street, Suite 5401

Sacramento, CA 95814

Appeals shall be limited to the grounds that the CDE failed to correctly apply the standards for reviewing the application as specified in this RFA. The appellant must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the appeal position, and the remedy sought. The CDE will not consider incomplete or late appeals. The appellant may not supply any new information that was not originally contained in the original application.

The Charter Schools Division Director will make the final decision in writing within three weeks from the date that appeals are due to the CDE. That decision shall be the final administrative action afforded the appeal. All appeal decisions will be made prior to the approval of the sub-grants.

### 6. Scope of Work - Tasks

#### 6.1 TASK 1 - COORDINATION AND COMMUNICATIONS WITH THE CDE

This section of the RFA narrative must acknowledge the applicant’s commitment to coordinate communications with the CDE during the entire sub-grant period. The successful applicant shall provide timely and accurate communication and coordination with CDE staff, targeted audience members, and other CDE stakeholders as required; attend and provide minutes for required meetings; adhere to the CDE established deadlines for Scope of Work deliverables; and generate and deliver the required reports. The applicant’s application narrative must address Task 1 activities which include, but are not limited to, the following subtasks.

##### 6.1.1 Attendance at CDE Orientation Meeting and Annual Planning Meetings

The RFA narrative must include a detailed plan for attending the CDE facilitated orientation and annual planning meetings that will occur within 30 days of the commencement of this sub-grant and within the first month of subsequent fiscal years. The RFA must ensure all Key Personnel will attend in person or via online meeting on a date and location to be determined at least 30 days prior to the meeting date. During the orientation meeting, the successful applicant(s) must provide a review of each task and the proposed method(s) for implementation as contained in the RFA. Due dates for all first-year deliverables will be established at this meeting. The CDE will develop the orientation meeting agenda, take minutes, and, within five working days after the meeting, submit the meeting minutes to the successful applicant(s) by email for review and approval. The orientation meeting will address all tasks, including timelines, questions, and concerns about the implementation of the sub-grant. Annual planning meetings will provide a forum for the CDE and the CSA TAP sub-grantees to discuss concerns regarding particular activities, processes, Scope of Work, and deadline schedules.

##### 6.1.2 Management Meetings

The RFA narrative must specify in detail how the successful applicant will, at a minimum, attend quarterly management meetings between the successful applicant’s Project Manager and the CDE CSP Grant Project Director or Regional Consultant to review and discuss task implementation and status. The RFA must acknowledge and ensure that if requested by the CDE, the successful applicant’s staff will be at the meetings as appropriate to the task. The meetings will be conducted via an online meeting format. The RFA must acknowledge and ensure the successful applicant will develop the meeting agenda in coordination with the CDE. The CDE will take minutes, and, within five working days after the meeting, submit the meeting minutes to all of the successful applicants by email for review and approval.

##### 6.1.3 Outreach to Charter School Authorizers

The RFA narrative must include a plan for recruiting charter school authorizers to participate in technical assistance/professional development opportunities and to join the Rural Charter School Authorizer Network. The plan should also include a system for tracking attendance, following up with interested authorizers, collecting feedback from attendees, and reporting out to the CDE.

##### 6.1.4 Submittal of Deliverables to the CDE

The CDE has an established process for the submittal of all final deliverables consisting of the review and approval by the CDE CSP Grant Project Director and the Charter Schools Division Director. This process will be further discussed by the CDE at the orientation meeting. The successful applicant must have thoroughly vetted all deliverables to ensure they are of high quality prior to submitting them to the CDE. The application narrative must include a plan to submit all deliverables by established deadlines. The CDE must approve all materials and/or deliverables developed in conjunction with this sub-grant. The successful applicant may not disseminate any written information, materials, or deliverables to the field, public, or any other third party without the CDE’s prior written approval.

The application must specify that the applicant will:

1. Meet all the requirements for each deliverable as specified in Section 6 Scope of Work - Tasks.
2. Submit deliverables that are consistent with and do not conflict with any previously approved deliverable.
3. Ensure all task information provided has been reviewed and is accurate for each deliverable as specified in the Scope of Work.
4. Submit deliverables in a timely manner consistent with the CDE review and approval process. Due dates for deliverables will be established at the Orientation and Annual Planning Meetings.

Unless otherwise specified in this RFA or agreed to in writing by the CDE, the RFA narrative must: (1) ensure that there are no fewer than 10 working days for the CDE to initially review any finalized deliverable; (2) make all modifications within five working days from receipt of the changes directed by the CDE; and (3) allow the CDE at least five working days to review and approve the modified deliverables.

The RFA narrative must include a process to document all approvals, any CDE requested modifications, and disapprovals from the CDE in writing. If the CDE rejects a deliverable or product as unacceptable, the successful applicant shall make required modifications within the time frame required by the CDE. An approval/sign-off for any deliverable will be provided only when the CDE is satisfied with the deliverable. The successful applicant is responsible for any costs associated with making modifications to deliverables necessary to obtain CDE approval.

The RFA narrative must acknowledge and ensure that, in the event of the sub-grantee’s failure to obtain CDE approval of deliverables, the sub-grantee shall not be relieved of performing related responsibilities or providing related deliverables and products to the CDE. The application narrative must acknowledge that the successful applicant will accept financial responsibility for failure to meet agreed-upon timelines and produce deliverables that are of high quality and satisfactory to the CDE. The CDE is not liable for payment of any work which begins without the applicant consulting the CDE for guidance. Failure to conform to the established Scope of Work task deadlines may result in the cancellation of the sub-grant.

#### 6.2 TASK 2 - PROGRESS AND EXPENDITURE REPORT REQUIREMENTS

This section of the RFA narrative must acknowledge the applicant’s commitment to completing all the requirements specified below in Task 2 and must provide a description of the approach and methodology by which the applicant will accomplish all the associated subtasks and activities.

##### 6.2.1 Written Progress Reports

The CDE requires all approved CSA TAP sub-grantees to complete a quarterly task progress report. The progress report must include a detailed description of progress toward all actionable subtasks including the following:

* A report of activities completed and deliverables produced during the prior quarter;
* An update of current or ongoing activities and the progress noted for each;
* Description of any unanticipated outcomes or problems; and
* A detailed list of contacts or attendees at meetings, workshops, etc.

The applicant must ensure the quarterly progress report will be submitted to the CDE for review and approval within five working days of established due dates. The CDE will not approve invoices for payments on this sub-grant without an approved quarterly task progress report.

##### 6.2.2 Quarterly Expenditure Reports, General Ledgers, and Invoices

The CDE requires all approved CSA TAP sub-grantees to complete a QER. The QER must reflect all charges incurred by the sub-grantee in the preceding quarter including salaries, benefits, and travel costs. A copy of the detailed GL and invoices for all items charged to the sub-grant must accompany the QER.

The applicant must ensure QERs and required supporting documents are submitted to the CDE for review and approval within five working days of established due dates. The CDE will not approve payments on this sub-grant without approved GLs and invoices.

##### 6.2.3 Comprehensive Final Report

By July 30, 2024, the successful applicant must prepare a comprehensive final report and executive summary that will include recommendations based upon the completion of the Scope of Work tasks. The RFA narrative must ensure the report includes, at a minimum, an executive summary; a list of all charter school authorizers who participated in the sub-grant activities; results from surveys sent to technical assistance recipients and Rural Charter School Authorizer Network members; copies of all approved technical assistance presentations and attendee signature sheets; and an analysis of the impact of the CSA TAP activities.

The RFA narrative must describe how the approved sub-grantee will collect information over the life of the sub-grant and complete the comprehensive final report.

#### 6.3 TASK 3 - COMPREHENSIVE TECHNICAL ASSISTANCE/PROFESSIONAL DEVELOPMENT PLAN AND SCHEDULE OF ACTIVITIES

The RFA narrative must contain a detailed description of how the successful applicant will complete the tasks described below.

##### 6.3.1 Recruit and Maintain Outreach to Charter School Authorizers

The successful applicant must describe a well-developed plan to recruit charter school authorizers to attend technical assistance/professional development opportunities and to maintain communication and support for interested charter school authorizers using multiple communication techniques. The CDE listservs and school directory data may be included to assist in this task. A proposed schedule of activities for this task must be included in the narrative.

##### 6.3.2 Compliance with New Legislation

The RFA narrative must describe how the applicant will provide technical assistance and/or professional development to charter school authorizers regarding the recent changes in legislation impacting charter petition review, appeals, renewals, and revocations. Other topics to be addressed should include information regarding student academic measures, governance requirements, teacher credentials, and any other changes relevant to charter schools and non-charter schools. The RFA narrative must describe the following:

* How the technical assistance/professional development presentations will be submitted to the CDE for approval prior to delivery;
* How the information will be delivered, including proposed dates and venues (COVID-19 communication alternatives should be included in the plan); and
* How the applicant will stay up-to-date on information regarding new legislation and approved waivers and actions in light of the impact of COVID-19.

A proposed schedule of activities for this task must be included in the narrative.

##### 6.3.3 Charter School Oversight Best Practices

The goal of the CSA TAP sub-grants is to develop continuous dissemination of successful practices to eliminate redundancy and increase efficiencies. The RFA narrative must describe how the applicants will provide technical assistance and/or professional development to charter school authorizers regarding charter school oversight responsibilities including site visits, fiscal, and academic monitoring. Approved applicants will work in partnership with the CDE to develop common best practices to be shared with the field, in an attempt to calibrate charter school oversight across the state. The RFA narrative must describe the following:

* The applicant’s experience with using nationally recognized charter school authorizer best practices and the source of the best practices;
* How the technical assistance/professional development presentations will be submitted to the CDE for approval prior to delivery;
* How the applicant will convene and establish peer to peer working groups on establishing best practices, including proposed dates and venues (COVID-19 communication alternatives should be included in the plan); and
* How the applicant will stay up to date on information regarding new legislation and approved waivers and actions in light of the impact of COVID-19.

A proposed schedule of activities for this task must be included in the narrative.

#### 6.4 TASK 4 - RURAL CHARTER SCHOOL AUTHORIZER NETWORK PLAN AND SCHEDULE OF ACTIVITIES

The RFA narrative must describe how the sub-grantees will work in partnership to develop a Rural Charter School Authorizer Network including, but not limited to, the following:

##### 6.4.1 Outreach to Rural Charter School Authorizers

The RFA narrative must describe how the approved applicants will partner to recruit rural charter school authorizers, up and down the state, to participate in conversations about creating a network of support across rural districts.

##### 6.4.2 Facilitation of Rural District Group Meetings and Discussions

The RFA narrative must describe how sub-grantees will partner to facilitate group meetings and discussions regarding, but not limited to, the following:

* Leveraging resources as a group to be able to provide adequate oversight of multiple charter schools with limited district resources, and assisting with creating inter-agency agreements, if interested.
* Developing case studies and common best practices for oversight of charter schools in the regions.

##### 6.4.3 Non-Classroom, Virtual Charter School Oversight Best Practices

The RFA narrative should describe how sub-grantees will partner to provide additional technical assistance/professional development opportunities related to evaluating non-classroom and virtual charter schools under Dashboard Alternative School Status (DASS) accountability measures including how the technical assistance will be delivered including COVID-19 alternative measures.

A proposed schedule of activities for this task must be included in the narrative.

### 7. Specific Conditions and Assurances

#### 7.1 Resolution of Disputes

If the sub-grantee disputes any action by the CDE Sub-Grant Monitor arising under or out of the performance of this sub-grant, the sub-grantee shall notify the CDE Sub-Grant Monitor of the dispute in writing and request a claims decision. The CDE Sub-Grant Monitor shall issue a decision within 30 days of the sub-grantee's notice. If the sub-grantee disagrees with the CDE Sub-Grant Monitor’s claims decision, the sub-grantee shall submit a formal claim to the State Superintendent of Public Instruction (SSPI) or the Superintendent's designee. The decision of the Superintendent shall be final and conclusive on the claim unless the decision is arbitrary or capricious. The decision may encompass facts, interpretations of the sub-grant, and determinations or applications of law. The decision shall be in writing following an opportunity for the sub-grantee to present oral or documentary evidence and arguments in support of the claim. The sub-grantee shall continue with the responsibilities under this Agreement during any dispute.

#### 7.2 Sub-Grants Funded by the Federal Government

It is mutually understood between the parties that this sub-grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the sub-grant were executed after that determination was made.

This sub-grant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the Fiscal Year(s) covered by this agreement for the purposes of this program. In addition, this sub-grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress, which may affect the provisions, terms, or funding of this sub-grant in any manner. It is mutually agreed that if Congress does not appropriate sufficient funds for the program, this sub-grant shall be amended to reflect any reduction in funds. The department has the option to void the sub-grant under the 30-day cancellation clause or to amend the sub-grant to reflect any reduction of funds.

The recipient shall comply with the Single Audit Act and the reporting requirements set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 *Code of Federal Regulations*, Part 200.

#### 7.3 Right to Terminate

The State reserves the right to terminate this sub-grant subject to 30 days written notice to the sub-grantee. The sub-grantee may submit a written request to terminate this sub-grant only if the State should substantially fail to perform its responsibilities as provided herein. However, the sub-grant can be immediately terminated for cause by the State. The term “for cause” shall mean that the sub-grantee fails to meet the terms, conditions, and/or responsibilities of the sub-grant. In this instance, the sub-grant termination shall be effective as of the date indicated on the State’s notification to the sub-grantee.

This agreement may be suspended or cancelled without notice, at the option of the sub-grantee, if the sub-grantee or State’s premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the sub-grantee is unable to render services as a result of any action by any governmental authority.

#### 7.4 Prohibition Against Outside Agreements

The sub-grantee shall not enter into agreements related to products and/or services of this sub-grant with any out-of-state agency or organization. Any out-of-state agency or organization shall negotiate with the CDE for products and/or services pertaining to this sub-grant.

#### 7.5 Material Developed Under the Terms of This Agreement

All materials developed under the terms of this sub-grant shall be considered a work made for hire. The State, therefore, reserves the exclusive right to copyright and publish, disseminate, and otherwise use the material developed under the terms of this grant in whatever way it deems appropriate.

Any material that is not acceptable to the State may be rejected by the State at its discretion. Notice of such a rejection shall be given to the sub-grantee by the State within 10 days of receipt of the materials, and final payment shall not be made for such material until substantial compliance has been obtained within the time and manner determined by the State.

#### 7.6 Staff Replacements

The sub-grantee will be required to obtain prior approval from the CDE Sub-Grant Monitor before changing named sub-grant personnel. When changing or substituting named Key Personnel (including Project Manager, Fiscal Manager, or other Key Personnel), the sub-grantee must obtain prior approval from the CDE Sub-Grant Monitor. The substitute personnel shall meet or exceed the qualifications and experience level of the previously assigned sub-grant staff/personnel.

#### 7.7 Compliance Audit

The sub-grantee must agree that the State or its designee will have the right to review, obtain, and copy all records pertaining to performance of the sub-grant. The sub-grantee must agree to provide the State or its designee with any relevant information requested and shall permit the State or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. The sub-grantee must further agree to maintain such records for a period of five years after final payment under the sub-grant.

## CDE Proposed CSA TAP Sub-Grant Activity Dates

The table below shows the **minimum** number of activities applicants must address in the RFA narrative response.

### Sub-Grant Period 1: November 1, 2021 to June 30, 2022

| **Activity** | **Proposed Date** |
| --- | --- |
| CDE Orientation Meeting | November 4, 2021 (Tentative Date) |
| Two Charter School Authorizer Technical Assistance Workshops | Winter of 21/22  Spring/Summer of 2022 |
| Two Rural Charter School Authorizer Network Meetings | Winter of 21/22  Spring/Summer of 2022 |
| 2021–22 QER Due Dates | Q2 January 31, 2022  Q3 April 30, 2022  Q4 July 31, 2022 |

### Sub-Grant Period 2: July 1, 2022 to June 30, 2023

| **Activity** | **Proposed Date** |
| --- | --- |
| Annual Planning Meeting | August 2022 |
| Two Charter School Authorizer Technical Assistance Workshops | Fall of 2022  Spring of 2023 |
| Two Rural Charter School Authorizer Network Meetings | Fall of 2022  Spring of 2023 |
| 2022–23 QER Due Dates | Q1 October 31, 2022  Q2 January 31, 2023  Q3 April 30, 2023  Q4 July 31, 2023 |

### Sub-Grant Period 3: July 1, 2023 to June 30, 2024

| **Activity** | **Proposed Date** |
| --- | --- |
| Same activities as Period 2 | Pending approval of NCE |

**Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications**

## Form 1 *–* Application Component Checklist

The following forms must be included as part of the CSA TAP application. Please type initials by each form after completion and compile the application packet in the order provided below. These forms can be downloaded from the CDE PCSGP Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications web page at <https://www.cde.ca.gov/fg/fo/r1/pcsgpcstap21rfa.asp>.

Important: Enter the applicant name in the document header to ensure that all pages of the application can be traced back to the same application package.

| **Forms** | **Required in Application** | **Initial** |
| --- | --- | --- |
| Form 1 – Application Component Checklist | Required |  |
| Form 2 – Sub-Grant Application Cover Page  The Primary Applicant must sign in **blue ink**. | Required |  |
| Form 3 –Sub-Grant Application Narrative (30-page limit) | Required |  |
| Form 4T – Proposed Budget Summary | Required |  |
| Form 5T – Proposed Detailed Budget Narrative | Required |  |
| Form 6T – Sub-Grant Conditions and Assurances | Required |  |
| General Assurances and Certifications | Print, Sign, Keep on site |  |
| STD. 204 State of California – Department of Finance Payee Data Record | Required |  |
| Appendices: Resumes, Verification of SAM registration | Required |  |

### Form 1 – Application Component Checklist (Must include in application packet)

**Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications**

## Form 2 *–* Sub-Grant Application Cover Page

Please complete the form below and the Certification, Assurance, and Signature Section on the next page:

### Form 2 – Sub-Grant Application Cover Page

| **Required Fields** | **Applicant Information** |
| --- | --- |
| LEA/Non-Profit Organization Name: |  |
| Indicate Type of Business: (COE, District, or Non-profit) |  |
| Address: |  |
| County: |  |
| Work Manager Name: |  |
| Phone Number: |  |
| Fiscal Manager Name: |  |
| Phone Number: |  |
| Data Universal Numbering System (DUNS) Number: |  |
| If LEA, number of charter schools authorized: |  |
| If Non-profit, number of LEA Contracts/Members: |  |

**Form 2 *–*****Certification, Assurance, and Signature Section**

Certification/Assurance: As the duly authorized representative of the applicant, I have read all assurances, certifications, terms, and conditions associated with the Federal Charter Schools Program, and I agree to comply with all requirements as a condition of the sub-grant award.

I certify that all applicable state and federal rules and regulations will be observed and that to the best of my knowledge, the information contained in the application is correct and complete. I certify that I have been given authority to sign the sub-grant agreement on behalf of my employer.

### Form 2 – Certification, Assurance, and Signature Section

| **Required Certification Field** | **Applicant Information** |
| --- | --- |
| Name of Project Manager or Designee: |  |
| Telephone Number: |  |
| Date: |  |
| Project Manager or Designee Signature (Blue ink or Authenticated e-signature): |  |

**Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications**

## Form 3 *–* Sub-Grant Application Narrative

The narrative responses must address each of the areas identified below. The maximum page limit for the narrative response is 30 pages. The pages must be 8.5” x 11” pages with one-inch margins, double-spaced, and 12-point Arial font. Resumes must be included in the appendices. The narrative responses must include a well-developed plan to achieve all of the Scope of Work - Tasks. The CDE will work with the approved applicants on the formal sub-grant development and submission process.

**I. Experience and Capacity to Implement Expected Outcomes**

1. Provide a background of the applicant; include a summary and example of the applicant’s experience, qualifications, and capacity to deliver services to participating charter school authorizers in the following three areas below:
   1. Technical Assistance/Professional Development
   2. Charter School Monitoring and Oversight
   3. Development of Professional Networks
2. Provide background information on personnel chosen to act as Project Manager, Fiscal Manager, and any other Key Personnel who will be working on the sub-grant. Resumes for all must be included in the appendices.
3. Provide information and justification for any collaboration agencies to be hired as part of the sub-grant. Resumes for collaborating agency staff must be included in the appendices.

**II. Scope of Work Tasks**

1. TASK 1: Coordination and Communications with the CDE
   1. Provide a description of processes and assurances for meeting all of the communication requirements of the CSA TAP RFA.
   2. Provide a description of how the sub-grantee will recruit charter authorizers to participate in the technical assistance activities.
   3. Include an initial action plan including proposed dates covering November 1, 2021, to June 30, 2024.
2. TASK 2: Progress and Expenditure Report Requirements
   1. Provide a description of processes and assurances to track and report expenses charged to the sub-grant in a timely manner, ensuring all reporting deadlines will be met.
   2. Provide a description of how the applicant will collect information to be reported to the CDE as required, ensuring all reporting deadlines will be met.
   3. Describe the proposed activities to monitor and assist in data reporting, analysis, and strategies for improving charter school authorizing practices, and evaluating the impact of the CSA TAP work on authorizing practices.
   4. Include an initial action plan including proposed dates covering November 1, 2021, to June 30, 2024.
3. TASK 3: Comprehensive Technical Assistance/Professional Development Plan and Schedule of Activities
   1. Provide a description of technical assistance/professional development activities and the delivery method to be used for each. Include alternative plans to accommodate COVID-19 restrictions.
   2. Include an initial action plan including proposed dates covering November 1, 2021, to June 30, 2024.
4. TASK 4: Rural Charter School Authorizer Network Plan and Schedule of Activities
   1. Provide a description of the applicant development of a Rural Charter School Authorizer Network and provide all deliverables to the network as described in the CSA TAP RFA.
   2. Include an initial action plan including proposed dates covering November 1, 2021 to June 30, 2024.

**Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications**

## Forms 4T & 5T – Sub-Grant Budget Form Instructions

The RFA applicant must complete the following Excel workbook forms: Form 4T – Budget Summary and Form 5T – Detailed Budget Narrative for each sub-grant period covered in the application. Instructions for completing the forms are included in the Excel workbook and can be downloaded <https://www.cde.ca.gov/fg/fo/r1/documents/pcsgptap21form4-5.xlsx>.

The following guidelines should be followed when creating the budget proposal for each sub-grant period:

* Certificated/classified salaries and associated benefits charged to the sub-grant must be documented with detailed time and effort reports for only those tasks associated with the sub-grant. Sub-grant funds may not be used to supplant duties not associated with the sub-grant.
* Supplies must be limited and required to complete the tasks associated with the sub-grant. Equipment cannot be purchased with the sub-grant funds.
* Travel expenses charged to the grant cannot exceed approved California Travel Rates. See Appendix C for current allowable travel rates. All travel costs charged to the sub-grant must be reasonable and necessary to complete the sub-grant tasks. Food not associated with travel costs, per diem expenses, CANNOT be charged to the sub-grant.
* Collaborating LEA’s salaries hired to support the primary sub-grantee cannot exceed 25 percent of the available funding. Collaborating LEAs must be approved by the CDE prior to execution of the sub-grant. The cost of preparing the RFA cannot be charge to the grant.
* Replication charges must be limited to only those items needed to complete the tasks associated with the sub-grant.
* **NEW:** Indirect costs may be claimed by the **sub-grant lead only** (not collaborating partner LEAs or agencies) and are limited to that lead sub-grantee’s CDE-approved Indirect Cost Rate (ICR) as found on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/> for the applicable fiscal year in which the funds are expended. If the sub-grantee does not have a current CDE-approved ICR, and has never received one, the sub-grantee may begin to charge indirect costs at a preliminary de minimis rate of 10 percent. For assistance in determining indirect cost rates please email [PCSGPGeneral@cde.ca.gov](mailto:pcsgpgeneral@cde.ca.gov).

The Form 5T – Detailed Budget Narrative must provide detailed descriptions of how the sub-grant funds will be expended, including how they will support tasks and activities identified in the narrative response.

The Budget Narrative must include a breakdown of expenses including per unit costs, quantity, and justification for the expense. Salaries and benefits must detail who is being paid, cost per unit, and how many units to be paid.

Example: Project Manager – Base Salary $90,000 per year x .25 full-time equivalent (FTE) dedicated to CSA TAP Sub-Grant = $22,500 to manage sub-grant communications, reporting requirements, participate in trainings, and rural charter school authorizer network meetings.

The Budget Narrative must be grouped by object code series (e.g., 1000, 2000, 3000, etc.) and must include totals by object code series and sub-grant period. The table below explains each budget category or object code.

### Object Code Budget Categories

| **Object Code** | **Description of the Budget Category** |
| --- | --- |
| 1000 | **Certificated Salaries:** Salaries that require a credential or permit issued by the Commission on Teacher Credentialing. List all certificated employees supporting CSA TAP Sub-Grant activities, including percentage or fraction of FTE and rate of pay per day, month, and/or annual salary. (Funds in this category are not intended to supplant current fixed costs.) |
| 2000 | **Classified Salaries:** Salaries for services that do not require a credential or permit issued by the Commission on Teacher Credentialing. List all classified employees supporting CSA TAP Sub-Grant activities, including percentage of FTE, and rate of pay per day, month and/or year. (Funds in this category are not intended to supplant current fixed costs.) |
| 3000 | **Employee Benefits:** Record the employer’s contributions to retirement plans and health and welfare benefits. List and include the percentage and dollar amount for each employee benefit being claimed. |
| 4000 | **Books and Supplies:** Record expenditures for materials and supplies, and other non­capitalized material and supplies necessary to meet the objectives of the sub-grant. This category also includes supplies used in support services and auxiliary programs, publications, and subscriptions necessary to operate an office to support CSA TAP Sub-Grant activities. Equipment purchases are not allowed under this sub-grant. |
| 5000 | **Services and Other Operating Expenditures**: Record expenditures for travel, and CDE approved sub-sub-grants.  **Travel and Conferences:** Include expenditures incurred by/for employees and other representatives of the applicant for travel to provide technical assistance and professional development in the respective regions, including lodging, mileage, parking, bridge tolls, and/or car rental(s), necessary to meet the objectives of the program. Receipts are required to be kept on file by the sub-grantee for audit purposes. |
| 6000 | **Capital Outlay Equipment:** Capital Outlay is not allowable under this sub-grant. |
| 7000 | **Indirect Costs:** Indirect costs are agency-wide, general management costs (i.e., activities for the direction and control of the agency as a whole). General management costs consist of administrative activities necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data processing. All indirect costs must be charged against eligible program expenditures, in compliance with state and federal law and regulations, and aligned with standard accounting practices. Please see additional information on rates, eligible program expenditures, and other guidance at the CDE ICR Frequently Asked Questions web page at <https://www.cde.ca.gov/fg/ac/ic/icrfaq.asp>. |

## 

**Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications**

## Form 6T – Sub-Grant Conditions and Assurances

### Specific Assurances

As a condition of the receipt of funds under this sub-grant program, the applicant agrees to comply with the following Sub-Grant Conditions and Assurances. The signatures of the authorized agents on the front of the application indicate acknowledgement and agreement to all assurances. The applicant is required to print and retain a copy of these specific assurances at the organization site and to submit a signed copy to the CDE.

### Expenditures and Reporting

* The CSP State Entities program is authorized under Title IV, Part C of the ESEA of 1965, as amended by ESSA (20 U.S.C. 7221–7221j) and administered under the ED General Administrative Regulation (EDGAR) as it relates to 34 *CFR* Parts 75–81, 2 *CFR* Parts 200 and 3485. Expenditures shall comply with all applicable provisions of federal and state regulations and policies relating to the administration, use and accounting for public school funds. Any interpretations of law, regulations, and procedures shall be the sole responsibility of the CDE.
* The CDE reserves the authority to require the repayment of received funds, the return of all unused funds, and/or the termination of the grant if the grant recipient fails to meet the terms of this agreement, fails to meet established deadlines, fails to act in good faith to carry out the activities described in the grant proposal or fails to correctly identify the school’s operational model.
* The grant recipient agrees to use the funding in a manner consistent with their applications as submitted, or as revised and approved by the CDE.
* The grant recipient agrees to fulfill the performance measures specific to its grant type and submit timely financial reports, status reports, and all other required reports. Failure to do so could result in the forfeiture of the grant and repayment of funds.
* The grant recipient agrees to cooperate with the ED, the CDE, the SBE, and their independent contractors, if any, in the administration of this grant, and to conduct any external evaluation of the effectiveness of the grant process.
* Maintain fiscal procedures to minimize the time elapsing between the transfer of the funds from the CDE and disbursement.

### Authorizer Technical Assistance Provider Information and Data

* The applicant will complete all data reporting requests to the CDE for TAP participant data including, but not limited to, the following:
  1. List of all attendees at TAP meetings
  2. List of communications with TAP participants, including dates, person contacted
* The grant recipient’s name will be used in all communications.
* Respond to any additional surveys or other methods of data collection that may be required for the full sub-grant period.
* The applicant will cooperate with the ED and CDE in evaluating the grant program.

### Federal and State Regulations

* All audits of financial statements will be conducted in accordance with Government Auditing Standards and with policies, procedures, and guidelines established by the EDGAR, Single Audit Act Amendments, and OMB Circular A-133.
* Federal regulations require grant recipients to establish written standards pursuant to employee conflicts of interest in awarding contracts, and written standards for resolution of any protests or disputes that arise from procurements. Regulations also provide numerous requirements in the procurement process, specifically designed to ensure proper use of public funds in an open and freely competitive environment. Information on these regulations can be found in Appendix D. Procurements that are not negotiated in accordance with federal regulations will be disallowed.
* The non-Federal entity or applicant for a Federal award must disclose in a timely manner, in writing to the CDE, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in Remedies for Noncompliance 2 *CFR* §200.338.
* For all grant recipients, the following documents must be on file at their business offices: organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.
* A copy of this RFA and the general assurances and certifications, as well as other relevant materials that are referred to but not included within the RFA. This information is subject to review and verification by CDE staff.

### Specific Sub-Grant Conditions

* Auditable records will be maintained on file for five years following the grant closing date.
* All non-federal entities expending $750,000 or more in combined federal funds (e.g., PCSGP and Title I funds, or American Recovery and Reinvestment Act [ARRA] funds) in a single year are required by federal law to obtain and submit a Single Audit to the Federal Audit Clearinghouse.
* Grant recipients will access the Federal Audit Clearinghouse Web page to submit their Single Audit. The Web page is available at <https://facweb.census.gov/uploadpdf.aspx>.

#### Specific Conditions and Assurances Certification

| **Required Certification Fields** | **Applicant Information** |
| --- | --- |
| Name of Organization |  |
| Print Name and Title of Administrator or Designee |  |
| Date |  |
| Administrator or Designee Signature (Blue Ink or Authenticated e-signature) |  |

## Appendix A: Charter School Authorizer Technical Assistance Providers Sub-Grant Request for Applications Scoring Rubric

I. Applicant Qualifications: The applicant must describe how they meet the minimum qualifications as stated in the RFA including the qualifications of those persons serving in the positions identified in this RFA.

Total score of 48 points possible: [Enter point total]/48 points

### Applicant Qualifications

| **I. Applicant Qualifications** | **CLEAR CASE**  **8–7 Points** | **ADEQUATE CASE**  **6–5 Points** | **LIMITED CASE**  **4–3 Points** | **INSUFFICIENT CASE**  **2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Description of Agency  Score of 8 points possible | The applicant provided a clear description of the agency’s primary purpose, services and activities related to charter schools and *e*x*ceeds* the minimum three years’ experience related to charter school authorizing/oversight. The agency identifies how many charter schools are under the agency **OR** identifies agencies who have contracted with the agency related to charter school authorizing duties. | The applicant provided an adequate description of the agency’s purpose and has *met* the minimum required experience with charter school authorizing and oversight. The agency identifies how many charter schools are under the agency **OR** identifies agencies who have contracted with the agency related to charter school authorizing duties. | The applicant provided a limited description of the agency and has *two years* of the required experience with charter school authorizing and oversight. The agency identifies how many charter schools are under the agency **OR** identifies agencies who have contracted with the agency related to charter school authorizing duties. | The applicant provided a limited description of the agency and *does not have at least two years* of the required experience with charter school authorizing and oversight. No charter schools or sub-grants are listed. |
| B. Delivery of Professional Development to Charter School Authorizers  Score of 8 points possible | Includes a clear description of the agency’s experience with delivering professional development to charter school authorizers including the levels of the target audience and topics. | Includes an adequate description of the agency’s experience with delivering professional development to charter school authorizers including topics. Audience is not clearly identified. | Includes a limited description of the agency’s experience with delivering professional development. | The applicant only provides a list of topics. |
| C. Project Manager Qualifications  Score of 8 points possible | Includes a clear description of the person identified to act as the Project Manager outlining how they *exceed* the minimum three years’ experience coordinating, managing, and monitoring projects and staff of a similar size and scope. Resume is included. | Includes an adequate description of the person identified to act as the Project Manager outlining how they *meet* the minimum years of experience coordinating, managing, and monitoring projects and staff of a similar size and scope. Resume is included. | Includes a limited description of the person identified to act as the Project Manager and their experience with projects and staff of a similar size and scope. Resume is included. | The applicant provides no description of the person identified to act as the Project Manager or their experience with projects and staff of a similar size and scope. The narrative only refers to the resume. |
| D. Fiscal Manager  Score of 8 points possible | Includes a clear description of the person identified to act as the Fiscal Manager outlining how they *exceed* the minimum three years’ experience managing a project of similar size and scope. The fiscal and budgetary processes are described. Resume is included. | Includes an adequate description of the person identified to act as the Fiscal Manager outlining how they *meet* the minimum years of experience managing a project of similar size and scope. The fiscal and budgetary processes are described. Resume is included. | Includes a limited description of the person identified to act as the Fiscal Manager outlining their experience managing a project of similar size and scope. Resume is included. | The applicant provides no description of the person identified to act as the Fiscal Manager or their experience with projects and staff of a similar size and scope. The narrative only refers to the resume. |
| E. Key Personnel  Score of 8 points possible | Includes a clear description of any Key Personnel and how they *exceed* the minimum three years’ experience required to complete required tasks. Resume(s) is included. | Includes an adequate description of any Key Personnel and how they *meet* the minimum years of experience required to complete required tasks. Resume(s) is included. | Includes a limited description of any Key Personnel and their experience related to completing the required tasks. Resume(s) is included | The narrative only refers to the resume. |
| F. Staffing Changes  Score of 8 points possible | The application must specify that the applicant will comply with the Changes to Key Personnel Requirements. | Not Applicable | Not Applicable | The application does not specify compliance with Changes to Key Personnel Requirements. |
| Collaborating LEA Qualifications (if applicable)  **Not included in total score but must meet Adequate Case Standard** | Includes names, positions, tasks to be assigned, and clear justification for the use of the proposed collaborating LEA. Describes how the collaborating LEA *exceeds* minimum qualifications. Resume(s) is included. | Includes names, positions, tasks to be assigned, and an adequate justification for the use of the proposed collaborating LEA. Describes how the collaborating LEA *meets* minimum qualifications. Resume(s) is included. | Includes the tasks to be assigned, and limited justification for the proposed collaborating LEA. Limited description of how the collaborating LEA *meets* minimum qualifications. Resume(s) is included. | Includes the tasks to be assigned, but does not provide justification for using the proposed collaborating LEA. |

II. TASK 1 – Coordination and Communications with the CDE: The applicant must describe how they meet all of the requirements stated for this task in the RFA.

Total score of 32 points possible: [Enter point total]/32 points

### Coordination and Communications with the CDE

| **II. TASK 1** | **CLEAR CASE**  **8–7 Points** | **ADEQUATE CASE**  **6–5 Points** | **LIMITED CASE**  **4–3 Points** | **INSUFFICIENT CASE**  **2–0 Points** |
| --- | --- | --- | --- | --- |
| A. CDE Orientation and Annual Planning Meetings  Score of 8 points possible | Includes a clear plan for attending Orientation and Annual Planning meetings including who will attend and ability to meet in virtual setting. | Includes an adequate plan for attending Orientation and Annual Planning meetings including who will attend. | Includes limited description of plans for attending Orientation and Annual Planning meetings. | Does not address attending Orientation or Annual Planning Meetings. |
| B. Management Meetings  Score of 8 points possible | Includes a clear plan for attending quarterly management meetings including who will attend and ability to meet in virtual setting. | Includes an adequate plan for attending quarterly management meetings including who will attend. | Includes limited description of plans for attending quarterly management meetings. | Does not address attending quarterly management meetings. |
| C. Outreach to Charter School Authorizers  Score of 8 points possible | Includes a clear plan for recruiting charter school authorizers to participate in technical assistance/professional development events and to recruit districts to participate in the Rural Charter School Authorizer Network. A system for recording attendance, following up with attendees, soliciting feedback, and reporting back to the CDE is also described. Multiple recruiting methods are described. | Includes an adequate plan for recruiting charter school authorizers to participate in technical assistance/professional development events and to recruit districts to participate in the Rural Charter School Authorizer Network. A system for following up with attendees is also described. | Includes a limited plan for recruiting charter school authorizers to participate in technical assistance/professional development events and to recruit districts to participate in the Rural Charter School Authorizer Network. Follow-up plans are vague. | Includes a limited plan for recruiting charter school authorizers to participate in technical assistance/professional development events OR recruit districts to participate in the Rural Charter School Authorizer Network. Follow-up plans are not discussed. |
| D. Submittal of Deliverables to CDE  Score of 8 points possible | The narrative must address and/or acknowledge all requirements of Section 6.1.4 regarding deliverables and approval processes. | Not Applicable | Not Applicable | The narrative does not address or acknowledge all requirements of Section 6.1.4 regarding deliverables and approval processes. |

**III. TASK 2 – Progress and Expenditure Reports:** The applicant must describe how they meet all of the requirements stated for this task in the RFA.

Total score of 24 points possible: [Enter point total]/24 points

### Progress and Expenditure Reports

| **III. TASK 2** | **CLEAR CASE**  **8–7 Points** | **ADEQUATE CASE**  **6–5 Points** | **LIMITED CASE**  **4–3 Points** | **INSUFFICIENT CASE**  **2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Written Progress Reports  Score of 8 points possible | Includes a clear plan for completing all required reports and who will be responsible for completing them. Plan demonstrates pre-planning to meet deadlines. | Includes an adequate plan for completing all required reports and who will be responsible for completing them. | Includes a limited plan for completing all required reports. | Does not address who will be responsible OR how the required reports will be completed. |
| B. Quarterly Expenditure Reports, General Ledgers, and Invoices  Score of 8 points possible | Includes a clear plan for completing all fiscal tasks in a timely manner, including how the applicant will ensure all claims are accurate. Plan demonstrates pre-planning to meet deadlines. | Includes an adequate plan for completing all fiscal tasks in a timely manner, including how the applicant will ensure all claims are accurate. | Includes a limited plan for completing all fiscal tasks in a timely manner. | Does not address who will be responsible OR how the required reports will be completed. |
| C. Comprehensive Final Report  Score of 8 points possible | Includes a clear plan for tracking data over the life of the sub-grant to be reported out in the Comprehensive Final Report and Executive Summary. Includes pre-planning to meet deadline. | Includes an adequate plan for tracking data over the life of the sub-grant to be reported out in the Comprehensive Final Report and Executive Summary. | Includes a limited plan to collect data and complete the Comprehensive Final Report and Executive Summary. | Does not address how data will be collected OR how the Comprehensive Final Report will be completed. |

**IV. TASK 3 – Comprehensive Technical Assistance/Professional Development Plan and Schedule of Activities:** The applicant must describe how they meet all of the requirements stated for this task in the RFA.

Total score of 24 points possible: [Enter point total]/24 points

### Comprehensive Technical Assistance/Professional Development Plan and Schedule of Activities

| **IV. TASK 3** | **CLEAR CASE**  **8–7 Points** | **ADEQUATE CASE**  **6–5 Points** | **LIMITED CASE**  **4–3 Points** | **INSUFFICIENT CASE**  **2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Recruit and Maintain Outreach to Charter School Authorizers (Applicant may refer reader to Task 1 as part of the narrative.)  Score of 8 points possible | Adds to the previous plan from Task 1 including specific proposed dates for each sub-grant period and provides alternative delivery methods. Emphasis on maintaining outreach is included in this section. | Adds to the previous plan from Task 1 including specific proposed dates for each sub-grant periods. Maintaining outreach is mentioned with minimal detail. | Adds limited information to the previous plan from Task 1 including vague proposed dates for each sub-grant periods. | Proposed dates are not included. |
| B. Compliance with New Legislation  Score of 8 points possible | Includes a clear plan to deliver technical assistance/professional development regarding changes to charter school legislation. Includes a plan for being informed of new or pending legislation, details on how the information will be delivered, and proposed dates for each sub-grant period. | Includes an adequate plan to technical assistance/professional development regarding changes to charter school legislation. Includes details on how the information will be delivered and proposed dates for each sub-grant period. | Includes a limited plan to deliver technical assistance/professional development regarding charter school legislation and proposed dates for each sub-grant period. | Proposed dates are not included. |
| C. Charter School Oversight Best Practices  Score of 8 points possible | Includes a clear plan to deliver technical assistance/professional development regarding charter school oversight best practices including topics, sources of best practices, how the information will be delivered, and proposed dates for each sub-grant period. | Includes an adequate plan to deliver technical assistance/professional development regarding charter school oversight best practices including best practices topics, how the information will be delivered, and proposed dates for each sub-grant period. | Includes a limited plan to deliver technical assistance/professional development regarding charter school oversight best practices including how the information will be delivered, and proposed dates for each sub-grant period. | Proposed dates are not included. |

**V. TASK 4 – Rural Charter School Authorizer Network Plan and Schedule of Activities:** The applicant must describe how they meet all of the requirements stated for this task in the RFA.

Total score of 24 points possible: [Enter point total]/24 points

### Rural Charter School Authorizer Network Plan and Schedule of Activities

| **V. TASK 4** | **CLEAR CASE**  **8–7 Points** | **ADEQUATE CASE**  **6–5 Points** | **LIMITED CASE**  **4–3 Points** | **INSUFFICIENT CASE**  **2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Outreach to Rural Charter School Authorizers  Score of 8 points possible | Adds to the previous plan from Task 1 including specific proposed dates for each sub-grant period and provides alternative delivery methods. Includes details for outreach to all geographical areas. Describes maintaining outreach in some detail. | Adds to the previous plan from Task 1 including specific proposed dates for each sub-grant period. Maintaining outreach is discussed with minimal detail. | Adds limited information to the previous plan from Task 1 including vague proposed dates for each sub-grant period. | Proposed dates are not included. |
| B. Facilitation of Rural District Group Meetings and Discussions  Score of 8 points possible | Includes a clear plan to establish Rural District Groups, facilitation of meetings, the development of interagency agreements, and best practices for oversight. Includes how information will be delivered and alternative methods, and proposed dates for each sub-grant period. | Includes an adequate plan to establish Rural District Groups, facilitation of meetings, the development of interagency agreements, and best practices for oversight. Includes proposed dates for each sub-grant period. | Includes a limited plan to establish Rural District Groups, facilitation of meetings, and the development of interagency agreements. Includes proposed dates for each sub-grant period. | Proposed dates are not included. |
| C. Non-classroom, Virtual Charter School Oversight Best Practices  Score of 8 points possible | Includes a clear plan to provide technical assistance/professional development regarding specific oversight best practices for non-classroom or virtual charter schools including topics, sources of best practices, how the information will be delivered, and proposed dates for each sub-grant period. | Includes an adequate plan to provide technical assistance/professional development regarding specific oversight best practices for non-classroom or virtual charter schools including topics, how the information will be delivered, and proposed dates for each sub-grant period. | Includes a limited plan to provide technical assistance/professional development regarding specific oversight best practices for non-classroom or virtual charter schools, how the information will be delivered, and proposed dates for each sub-grant period. | Proposed dates are not included. |

## Appendix B: Definitions of PCSGP Terms

**Applicant:** Name listed for “LEA/Non-Profit Organization Name” on the applicant’s Form 2 – Sub-Grant Application Cover Page, a component of the completed Charter School Authorizer Technical Assistance Providers Sub-Grant application.

**Authorizing Agency:** A California school district, county office of education (COE), or the State Board of Education (SBE) that has approved a charter petition, directly or on appeal.

**CDE Business Hours:** The hours the CDE staff at large are available to the public, 8:00 a.m. to 5:00 p.m. Pacific Standard Time (PST)/Pacific Daylight Time (PDT).

**Charter Management Organization (CMO):** Charter management organization means a non-profit organization that operates or manages a network of charter schools linked by centralized support, operations, and oversight [Elementary and Secondary Education Act (ESEA) Section 4310(3)].

**Charter Developer:** An individual or group of individuals (including a public or private non-profit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which charter school work will be carried out [ESEA Section 4310(5)].

**Charter School:** A public school that provides instruction in any grades kindergarten through 12 and is approved by an authorized public chartering agency as a charter school under the provisions of California *Education Code* (*EC)* Section 47600 et. seq.

**Charter Schools Program (CSP):** A United States Department of Education (ED) administered discretionary grant program. Awarded states distribute sub-grants to charter school developers to assist in the development and initial operations of newly established or conversion charter schools.

**Classroom-based:** A program that requires pupils to be engaged in educational activities under the immediate supervision and control of an employee of the charter school who possesses a valid teaching certification. (Also, referred to as site-based.) See *EC* Section 47612.5(e)(1).

**Collaborating LEA:** Any and all agreement(s) between an applicant and an LEA for the accomplishment of any task, subtask or activity, in whole or in part, described in this RFA, or to provide goods or services in support of the work described in this RFA.

**Conflict of Interest:** Charter school and non-profit public benefit corporation board members are regarded as governmental representatives and as such are subject to provisions of the Fair Political Practices Act and federal regulations found in 34 *Code of Federal Regulations* (*CFR)* Section 75.525.

**Cost reimbursement sub-grant:** Provides for payment of allowable incurred costs related to services performed, to the extent prescribed in the sub-grant. These sub-grants establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the successful applicant may not exceed for each line item.

**De novo Review:** A review of a charter petition received on appeal after being denied by a lower charter authorizing agency, including a review of the evidence presented to justify not approving a new charter petition or renewal of a charter petition. This review also applies to appeals to the revocation of a charter.

**Data Universal Numbering System (DUNS) Number:** Required when applying for federal grants or cooperative agreements on or after October 1, 2003.

**ED:** The Federal Department of Education.

**Elementary and Secondary Education Act (ESEA):** The Elementary and Secondary Education Act of 1965. ESEA is the primary federal legislation for primary (elementary) and secondary education in the United States.

**Every Student Succeeds Act (ESSA):** The Every Student Succeeds Act was signed into law on December 10, 2015, and reauthorized the ESEA.

**Fiscal year:** The state fiscal year July 1 through and including the following June 30.

**Grant Award Notification (GAN):** A legally binding document between the CDE and the grantee or sub-grantee for purposes of this Request for Applications (RFA) and the Public Charter Schools Grant Program (PCSGP). An official document signed by an authorized official stating the amount, terms, and conditions of the grant award.

**Grantee:** For the purposes of this RFA and the PCSGP, the CDE is the “grantee.”

**High-Quality Charter School:** As defined by Section 4310(3) of ESEA, as amended by the ESSA, means a charter school that:

* Shows evidence of strong academic results, which may include strong student academic growth, as determined by a State;
* Has no significant issues in the areas of student safety, financial and operational management, or statutory or regulatory compliance (may be verified with letter from authorizer);
* Has demonstrated success in significantly increasing school wide student academic achievement, including graduation rates where applicable;
* Has demonstrated success in increasing student academic achievement, including graduation rates where applicable, for a majority of the subgroups of students, as defined in Section 1111(c)(2), except that such demonstration is not required in a case in which the number of students in a group is insufficient to yield statistically reliable information or the results would reveal personally identifiable information about an individual student.

For existing charter schools applying for grants to replicate and expand, the CDE has defined “high-quality” as those schools that meet the high track for renewal in *EC* Section 47607, as adopted by the Legislature in AB 1505:

* Received the two highest performance levels schoolwide on all state indicators, which is all blue or green; OR
* Received performance levels schoolwide and for a majority of subgroups that are the same or higher than the state average on the academic performance indicators—test-based indicators for English language arts and math, the English Language Progress Indicator, and the College and Career Indicator.

Additionally, the CDE also includes the following federal definition of high-quality:

* Has no significant issues in the areas of student safety, financial and operational management, or statutory or regulatory compliance; and
* Demonstrates how the school will comply with the requirements of Senate Bill 126 (Chapter 3, Statutes of 2019).

**Key Personnel:** Defined as those people in conjunction with the Project Manager who will exercise a major management and/or administrative role on behalf of the applicant (directing, overseeing and/or coordinating the work of assigned staff, sub-grantees and/or independent consultants performing tasks and activities) or who will have significant responsibility for completing or assisting with the completion of tasks described in this RFA. Key personnel do not include clerical staff.

**Local educational agency (LEA):** A COE, school district, state special school, or direct-funded charter school as described in *EC* Section 47651.

**Non-Classroom Based:** A program that does not meet the requirements defined for a classroom-based program. (Also referred to as non-site based.) See *EC* Section 47612.5(e)(2).

**Non-Federal Entity:** A state, local government, Indian Tribe, institution of higher education (IHE) or non-profit organization that carries out a Federal award as a recipient or sub-recipient.

**Non-Profit Charter School Authorizer Support Organization or Association:** A non-profit organization whose mission is educate, provide technical assistance, professional development, and resources to charter school authorizers related to charter petition review and charter school oversight.

**Pass-through entity:** A non-federal entity that provides a sub-award to a sub-recipient to carry out part of a federal program.

**Procurement:** Any formal requisition process used to acquire goods and services that may involve the use of purchase orders, invoices, sub-grants, and approvals by any level of hierarchy at the grantee’s agency.

**Public Charter Schools Grant Program (PCSGP):** A federal discretionary grant program administered by the CDE. The CDE distributes sub-grants to charter school developers to assist in the development and initial operations of newly established or conversion charter schools.

**Single Audit:** All non-federal entities expending $500,000 or more in **combined** federal funds [e.g., PCSGP and Title I funds, or American Recovery and Reinvestment Act (ARRA) funds] in a single year are required by federal law to obtain and submit a Single Audit to the Federal Audit Clearinghouse. PCSGP recipients required to file federal Single Audits must submit a copy of the reporting package to the CDE Charter Schools Division as a PCSGP performance benchmark. Further information may be found in Office of Management and Budget (OMB) Federal Register at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

Grantees will access the Federal Audit Clearinghouse web page to submit their Single Audit at <https://facweb.census.gov/uploadpdf.aspx>.

**Specifications:** The minimum specifications required by the CDE for a task, subtask, or activity. Specifications provided in this RFA represent a comprehensive outline of the detail required in the applicant’s application for successful accomplishment of a task, subtask, or activity.

**State Education Agency (SEA):** For the purposes of this RFA, the SEA is the SBE.

**Sub-grant:** The requirements set forth in this RFA submitted by the applicant and approved by the Department of General Services.

**Sub-grantee:** The successful applicant selected by the CDE as the entity to administer its application and subsequent sub-grant to support the accomplishment of any tasks described in this RFA.

**Successful applicant:** The entity selected by the CDE as the entity to administer its application and subsequent sub-grant to support the accomplishment of any task(s) described in this RFA.

**Work day:** The days Monday through Friday, inclusive, but exclusive of CDE-observed holidays.

## Appendix C: California State Travel Program

### Travel and Per Diem Limitations

A summary of the State of California Short-term Travel Expense Reimbursement Program Administered by the California Department of Human Resources

Reimbursement for travel is governed by the terms of the current Memorandum of Understanding and the applicable *Government Code* sections and CalHR Rules. Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the state, considering both direct expense and the employee's time. Rates, time frames, and requirements are applicable to all contractors and subcontractors. Additional details applicable to the travel reimbursement program may be found in the *California Code of Regulations*, Title 2, Division 1, Chapter 3, Article 2 (requirements applicable to excluded employees).

\*Rates listed below are as of June 2021. All rates are based on current state rates and are subject to change. Contractor will be paid the current state rates as established by the California Department of Human Resources. To check the current state rates for travel please go to <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

### Conditions of Travel

Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. CDE may approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of, home or headquarters. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location.

### Lodging Reimbursement Rates – In State

Applicable when state business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (hotel, motel, bed and breakfast, or public campground) that caters to the short-term traveler.

### Trips of Less Than 24 Hours

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

* Trip begins at or before 6 a.m. and ends at or after 9 a.m. - Breakfast may be claimed
* Trip begins at or before 4 p.m. and ends at or after 7 p.m. - Dinner may be claimed

Lunch or incidentals may not be claimed on one day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided may not be claimed. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

Note: No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

### Lodging Reimbursement – (Receipts Required)

* Statewide (except as noted below): up to $90 per night + tax\*
* Napa, Riverside, and Sacramento Counties: up to $95 per night + tax\*
* Marin County: up to $110 per night + tax\*
* Los Angeles, Orange, and Ventura Counties, and Edwards AFB (excluding the City of Santa Monica): up to $120 per night + tax\*
* Monterey and San Diego: up to $125 per night + tax\*
* Alameda, San Mateo, and Santa Clara: up to $140 per night + tax\*
* City of Santa Monica: up to $150 per night + tax\*
* San Francisco County: up to $250 per night + tax\*

Note: Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel (see below for rates and time frames).

### Mileage Reimbursement Rates

All privately owned vehicle mileage driven on State business is subject to advanced approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

* Automobile: $0.56 per mile\*

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

### Meals and Incidentals – Each 24-Hour Period

* Breakfast: **actual expense up to** $7.00\*
* Lunch: **actual expense up to** $11.00\*
* Dinner: **actual expense up to** $23.00\*
* Incidentals: **actual expense up to** $5.00\*

Note: **YOU** must retain all meal receipts for audit by the state or the Internal Revenue Service.

### Trips of 24 Hours or More

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

#### First day of travel

* + Trip begins at or before 6 a.m. - Breakfast may be claimed
  + Trip begins at or before 11 a.m. - Lunch may be claimed
  + Trip begins at or before 5 p.m. - Dinner may be claimed

#### Continuing after 24 hours

* + Trip ends at or after 8 a.m. - Breakfast may be claimed
  + Trip ends at or after 2 p.m. - Lunch may be claimed
  + Trip ends at or after 7 p.m. - Dinner may be claimed

Note: No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

### Conferences/Conventions

Rooms that are contracted by the sponsors for the event:

* + State sponsored: With receipt, up to $110.00 + tax
  + Non-state sponsored: With receipt, up to the rate contracted for the event

### Out of State Travel

* Lodging with receipt: actual expense (subject to CDE approval)
* Meals/incidentals: same rates/requirements as in-state reimbursement
* Lodging without a receipt: lodging, meals and incidentals will be reimbursed based on in-state rates and policies (subject to CDE approval)
* As of July 2021, state-funded travel to the following states is banned: Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, and West Virginia

### Out of Country Travel

* Lodging with receipt: actual expense (subject to CDE approval)
* Meals/incidentals: actual expense up to U.S. State Department Foreign per diem rates (meal/incidental rates) in effect at the time of travel for the specific foreign location.

### Receipts/Miscellaneous

Receipts are required for each item for expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle, or hotel bus, and parking over $10, business phone calls over $5, all gas for rental cars and all lodging, regardless of amount.

Keep all receipts. The CDE may require submission of receipts with invoices. All business expenses are to be incurred as a result of conducting state business, and are subject to review/verification by the CDE.

Contractors/subcontractors are subject to the same rules and requirements if they are reimbursed for travel. Meals when the individual is not on travel status and refreshments or break service at meetings are not reimbursable.