



# **Public Charter Schools Grant Program (PCSGP) 2014-15**

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## **Request for Applications Guidance Webinar**

**Presented by  
Charter Schools Division**



**Tom Torlakson**  
State Superintendent  
of Public Instruction

# Purpose of Webinar

- To provide guidance for charter school developers/operators completing the 2014–15 Public Charter Schools Grant Program (PCSGP) application
- To review the Request for Applications (RFA) submission requirements



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# What to Have in Front of You

Specific pages from the RFA:

- Eligibility (5–6)
- Application Requirements (pages 16–23)
- Scoring Criteria (page 21)
- PCSGP Forms 1–10 and STD Form 204 (pages 27-43)



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# Timeline

- Applications are due to the CDE—September 16, 2014, on or before 12:00 p.m. (noon)
- PCSGP Peer Review—October 7–9, 2014
- Sub-grant peer review notification letters sent to applicants—October 27, 2014
- After Peer Review Webinar—October 30, 2014
- Issue Grant Award Notification—Tentative (after approval of PCSGP budget)
  - Note: Funding is contingent on California receiving continuation award funding from the U.S. Department of Education



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# Summary of PCSGP

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



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# Focus On Improvement

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



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# Who Can Apply

Newly established or conversion charter schools may apply.

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

Developer/operators who have an approved charter petition from an authorized public chartering authority prior to submission.

An applicant that does not have an approved charter petition from an authorized public chartering authority may still apply but must submit the charter petition to an authorized public chartering authority by September 16, 2014, and must receive approval by May 7, 2015 to be eligible for the grant.



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# Award Decisions

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



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# Charter School Responsibilities

Demonstrate capacity to implement programs described by:

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



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# Reporting and Accountability

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

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



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# CDE Responsibilities

- Monitor implementation progress and program compliance
- Validate implementation through interviews and onsite visits
- Ensure that recipients:
  - Meet eligibility requirements and provide required assurances
  - Implement the program as timelines prescribed
  - Submit required fiscal/program forms



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# Question Break

- We will take a short break so that you may type your questions into the Q&A panel text box.
- Please note that if your question is not responded to during this live webinar, it may appear in a Frequently Asked Questions (FAQ) on our Web site shortly.



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# Application Submission

- A complete application with original signatures and all required forms
- Pages not to exceed the number allowed
- Original plus three (**3**) hard copies and an electronic version in format detailed in the RFA
- Received, ***not postmarked***, by 12:00 p.m.(noon), September 16, 2014



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# Application Checklist

- ✓ Form 1      Application Cover Sheet
- ✓ Form 2      Narrative Response, Part 1
- ✓ Form 3      Narrative Response, Part 2
- ✓ Forms 5/6    Budget Summary and Narrative
- ✓ Form 7      Charter School Work Plan/Activities
- ✓ STD 204     Payee Data Record

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



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# Application Cover Sheet Form 1

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



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# Narrative Response— Part 1, Form 2

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



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# Scoring Rubric

- Each of the seven elements will be scored independently as described starting on page 44.
- Applicants will receive a score based on a four point system of “Advanced,” “Adequate,” “Limited,” or “Inadequate.”
- Any of the seven elements scored as a “1” will not be considered for funding.



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# Educational Program (EP) Element 1

The applicant describes the educational program to be implemented as indicated in the school's approved charter. Must include:

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



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# Charter Management Plan (CMP) Element 2

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

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



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# Community and Parent Involvement (CPI) Element 3

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

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



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# Sustainability and Alignment of Resources (SAR) Element 4

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

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



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# Targeted Capacity Building Activities (TCB) Element 5

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

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



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# Autonomy (AUT) Element 6

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

- Governance
- Daily Operations
- Staffing
- Financial decision processes



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# Notification and Admissions (NAA) Element 7

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

- How students in the community will be informed about the school
- Equal student opportunity to attend
- Admissions



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# Narrative Response Requirement-Part 2 (if applicable)

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



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# Question Break

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# Charter School Work Plan/Activities Form 7

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

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



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# Proposed Budget

The application must include:

- Proposed Budget Summary (Form 5)
- Proposed Budget Narrative (Form 6)
- Budget training and examples will be provided in the next webinar
  - Date: August 15, 2014
  - Time: 10:00 am – 12:00 pm

# Proposed Budget Summary Form 5



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- Funding levels reflect the projected cost of implementing the proposed plan and activities.
- The Budget must address the first two years of the grant, 2014–15 and 2015–16.
- Approved applicants will receive up to \$250,000 for non-classroom based and \$375,000 for classroom based charter for a base grant up to 36 months (contingent upon a No Cost Extension)
- If eligible, approved applicants may receive a higher grant award up to \$375,000 for non-classroom based and \$575,000 for classroom based charter for up to 36 months (contingent upon a No Cost Extension).



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# Proposed Budget Narrative Form 6

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



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# Charter School Work Plan/Activities Form 7

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



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# General and Specific Assurances and Conditions Forms 9 & 10

Signature on the Application Cover Sheet (PCSGP Form 1, page 3) indicates acknowledgement and agreement to all assurances.



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# Technical Assistance Resources

The following PCSGP resources are located at:

California Department of Education

<http://www.cde.ca.gov/fg/fo/r1/pcsgp14rfa1.asp>

U.S. Department of Education

<http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html> (Outside Source)

U.S. Department of Education Guidance  
Handbook

<http://www2.ed.gov/programs/charter/nonregulatory-guidance.html> (Outside Source)



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# RFA Technical Assistance Workshops

TA workshop agendas will include, but are not limited to:

- Guidance and instructions for completing the seven required elements of the RFA.
- Guidance and instructions on how to complete and submit budget forms 5 and 6.
- Guidance and instructions on Budget/Expenditure reporting requirements.
- Guidance and instructions on allowable costs.



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# RFA Technical Assistance Workshops

## **RIVERSIDE**

August 20, 2014, 8:30 a.m. – 12:30 p.m.

## **SACRAMENTO**

August 25, 2014, 8:30 a.m. – 12:30 p.m.

## **FRESNO**

August 27, 2014, 8:30 a.m. – 12:30 p.m.



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# RFA Technical Assistance Workshops

- Space is limited
- Registration forms can be obtained from the CDE via email by sending your request to:

[PCSGP-APPS@cde.ca.gov](mailto:PCSGP-APPS@cde.ca.gov)



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# Need Additional Information?

Contact the  
**Charter Schools Division**  
by phone at 916-322-6029

or by e-mail at

[PCSGP-APPS@cde.ca.gov](mailto:PCSGP-APPS@cde.ca.gov)