



Public Charter Schools Grant Program (PCSGP) 2015–16

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 2015–16 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 Requirement (Pages 5–6)
- Application Requirements and Components (Pages 16–22)
- Scoring Criteria (Pages 21–22)
- PCSGP Forms 1–10 and STD Form 204 (Pages 26–46)



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Timeline

- Applications are due to the CDE—
November 24, 2015, on or before 12:00
p.m. (noon)
- Peer Review—December 9-11, 2015
- Sub-grant peer review notification letters
sent to applicants—December 18, 2015
- Issue Grant Award Notification—
Tentative (after approval of PCSGP
budget)



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Summary of PCSGP

- The PCSGP is authorized by the Elementary and Secondary Education Act (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 of operation, 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 prior to July 1, 2014.

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 November 24, 2015, and must receive approval by May 13, 2016, to be eligible for the grant.

All applicants must meet the federal definition of a charter school as set forth in Section 5210(1) of the ESEA. The definition is on page 5 of the RFA.



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Award Decisions

- Applications must comply with RFA.
- Applications will be reviewed and scored using 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:

- 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, onsite visits, and desk reviews
- Ensure that recipients:
 - Meet eligibility requirements and provide required assurances
 - Implement the program as timelines prescribe
 - 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.



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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), November 24, 2015



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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

- DUNS Number (Dun and Bradstreet's **Data Universal Numbering System**)
- 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 48.
- 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

Community and Parent Involvement (CPI) Element 3



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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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- 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.



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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 today, immediately following the RFA overview.



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Proposed Budget Summary Form 5

- Funding levels reflect the projected cost of implementing the proposed plan and activities.
- The Budget must address the first two years of the grant, 2015–16 and 2016–17.
- 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 24 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 24 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.



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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/pcsgp15rfa.asp>

U.S. Department of Education (Outside Source)

<http://www2.ed.gov/policy/elsec/leg/esea02/pg62.html>

U.S. Department of Education Guidance Handbook (Outside Source)

<http://www2.ed.gov/programs/charter/nonregulatory-guidance.html>

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>



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Question Break

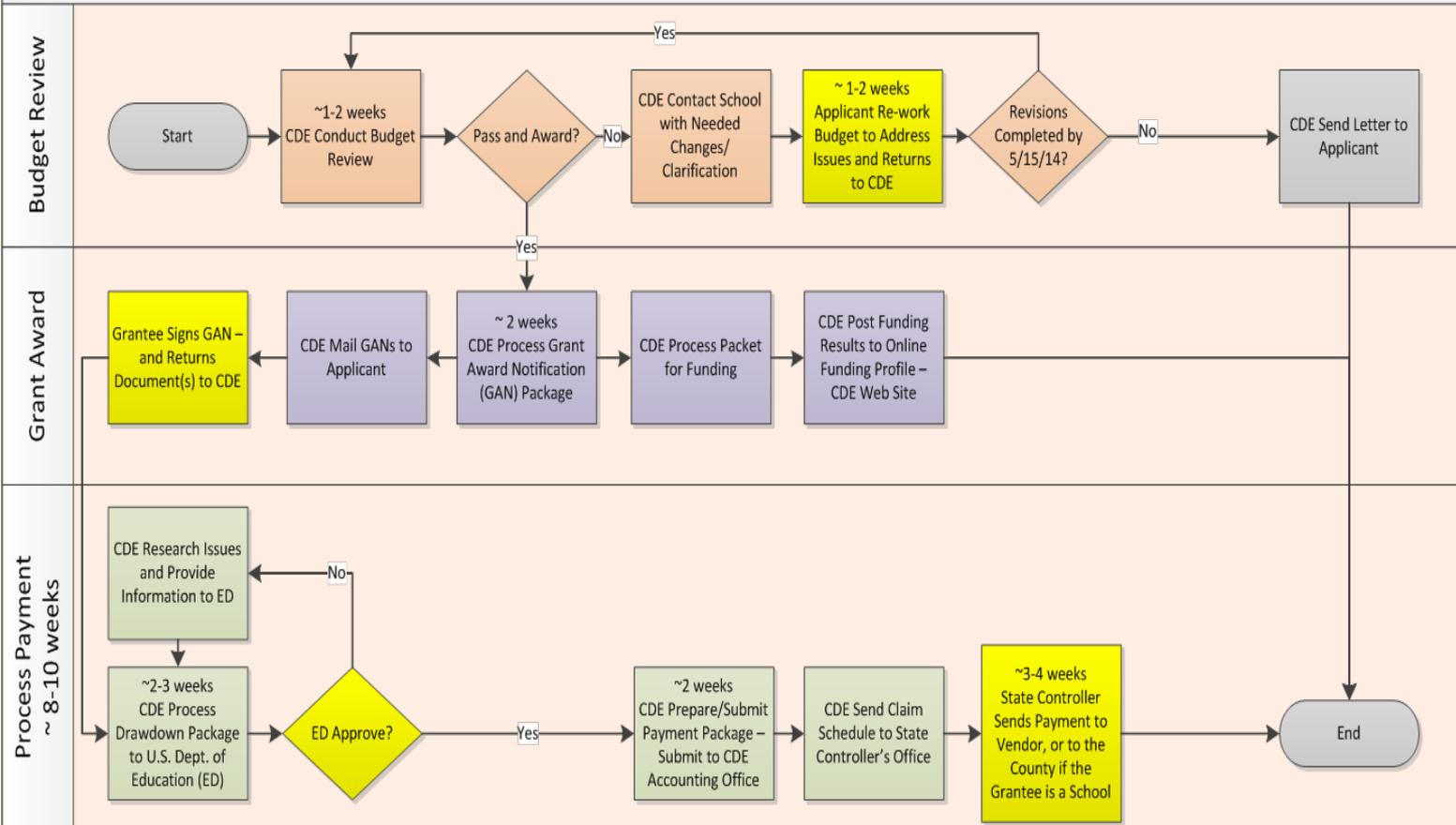
- We will take a short break so that you may type your questions into the Q&A panel.
- Additional guidance on completing the Budget Summary Form 5 and Budget Narrative Form 6 will follow this question break.



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PCSGP Funding Process

Public Charter Schools Grant Program (PCSGP) Grant Workflow – After Peer Review





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Grant Award Notification

Sample Grant Award Notification (GAN)

California Department of Education
Legislative Affairs Division
AO-400 (REV. 09/2011)

Grant Award Notification

| | | | | | | |
|--|----------------------------------|---------------------------|--|---|----------------------------|--------------------------|
| GRANTEE NAME AND ADDRESS Charter School Academy ABC 1234 Main Street American City, CA 90000 | | | CDE GRANT NUMBER | | | |
| | | | FY | PCA | Vendor Number | Suffix |
| | | | 12 | 14941 | Z000 | 00 |
| Attention Bill Smith, Principal | | | STANDARDIZED ACCOUNT CODE STRUCTURE | | | COUNTY |
| Program Office Charter School Academy ABC | | | Resource Code | Revenue Object Code | 36 | |
| Telephone 916-322-6029 | | | 4610 | 8290 | INDEX | |
| Name of Grant Program Public Charter Schools Grant Program | | | | | | 0120 |
| GRANT DETAILS | Original/Prior Amendments | Amendment Amount | Total | Amend. No. | Award Starting Date | Award Ending Date |
| | \$575,000.00 | | \$575,000.00 | | 08/01/2013 | 7/31/2015 |
| CFDA Number | Federal Grant Number | Federal Grant Name | | | Federal Agency | |
| 84.282A | U282A100013 | Charter Schools Program | | | U.S. Dept. of Education | |
| <p>I am pleased to inform you that you have been funded for the Public Charter Schools Grant Program.</p> <p>Funds are scheduled to be issued in the following order: FY13-\$225,000.00, FY14-\$200,000.00 and FY15-\$150,000.00. For additional information regarding the grant award ending date, please refer to page 2 of the Grant Award Notification.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.</p> <p>Please return the original, signed Grant Award Notification (AO-400) to: Cindy Chan, Education Fiscal Services Administrator Charter Schools Division California Department of Education 1430 N Street, Suite 5401 Sacramento, CA 95814-5901</p> | | | | | | |
| California Department of Education Contact Cindy Chan | | | | Job Title Education Fiscal Services Administrator | | |
| E-mail Address cchan@cde.ca.gov | | | | Telephone 916-327-1824 | | |
| Signature of the State Superintendent of Public Instruction or Designee ▶ | | | | Date | | |
| CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS | | | | | | |
| <i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.</i> | | | | | | |
| Printed Name of Authorized Agent | | | | Title | | |
| E-mail Address | | | | Telephone | | |
| Signature ▶ | | | | Date | | |



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Supplement Versus Supplant

- **Supplement:** Resources or activities that will enhance the charter school and its programs when added to the charter school program.
- **Supplant:** Resources or activities that replace programs or activities that are considered on-going.



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Allowable Costs

- One-time start-up expenses
- Not for ongoing expenses
- Merit test:
 - Can you take it with you?
 - Yes—then may be an allowable expense
 - No—not an allowable expense
- Expenses must be
 - Allowable
 - Reasonable and Necessary
 - Aligned with approved application



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Allowable Costs

- Object Code 1000
 - Certificated Personnel Salaries
 - Administrators
 - Pupil Support
 - Teachers
- Salaries can only be paid during the planning year, or during non contracted time in the implementation years.
- Must be grant related activities, training or professional development.



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Allowable Costs

- Object Code 2000
 - Classified Personnel Salaries
 - Classified Instructional Salaries
 - Classified Support Salaries
 - Classified Supervisors and Administrators Salaries
 - Other Classified Salaries



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Allowable Costs

- Object Code 3000
 - Employee Benefits
 - Retirement: Certificated and Classified
 - Health and Welfare
 - Other employee benefits (outlined on Form 8)
- Only allowed during the planning year



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Allowable Costs

- Object Code 4000
 - Books and Supplies
 - Textbooks and core curricular
 - Books and other reference materials
 - Non-capitalized equipment



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Allowable Costs

- Object Code 5000
 - Services and Other Operating Expenditures
 - Sub agreements for services
 - Travel and conference
 - Rent and leases for a reasonable amount of time, prior to the opening of the school



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Allowable Costs

- Object Code 6000
 - Capital Outlay
 - Books and media for new school libraries
 - Equipment over \$5000



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Allowable Costs

- Object Code 7000
 - Direct and Indirect expenses are not allowed with PCSGP funds



PCSGP Form 8 Object Codes Reference

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PCSGP Form 8 Object of Expenditure Codes

Public Charter Schools Grant Program object of expenditure codes.

This list of expenditure codes is provided for reference to complete the Proposed Budget Summary form (PCSGP Form 5) and the Budget Narrative form (PCSGP Form 6). The applicant is encouraged to retain a copy of these specific assurances at the charter school site. School districts and county superintendents of schools are required report expenditures in accordance with the object classification plan in the California School Accounting Manual. Use of these object codes will facilitate the preparation of budgets and the various financial reports requested by federal, state, county, and local agencies. The California School Accounting Manual is available from the CDE Publication Sales (call 1-800-995-4099), or online on the [CDE Definitions, Instructions, and Procedures Web page](#)

1000–1999 Certificated Personnel Salaries

1100 Certificated Teachers' Salaries
1200 Certificated Pupil Support Salaries
1300 Certificated Supervisors' and Administrators' Salaries
1900 Other Certificated Salaries

2000–2999 Classified Personnel Salaries

2100 Classified Instructional Salaries
2200 Classified Support Salaries
2300 Classified Supervisors' and Administrators' Salaries
2400 Clerical, Technical, and Office Staff Salaries
2900 Other Classified Salaries

3000–3999 Employee Benefits

3101 State Teachers' Retirement System, certificated positions
3102 State Teachers' Retirement System, classified positions
3201 Public Employees' Retirement System, certificated positions
3202 Public Employees' Retirement System, classified positions
3301 OASDI/Medicare/Alternative, certificated positions
3302 OASDI/Medicare/Alternative, classified positions
3401 Health and Welfare Benefits, certificated positions
3402 Health and Welfare Benefits, classified positions
3501 State Unemployment Insurance, certificated positions
3502 State Unemployment Insurance, classified positions
3601 Workers' Compensation Insurance, certificated positions
3602 Workers' Compensation Insurance, classified positions
3701 OPEB, Allocated, certificated positions
3702 OPEB, Allocated, classified positions
3751 OPEB, Active Employees, certificated positions
3752 OPEB, Active Employees, classified positions
3801 PERS Reduction, certificated positions
3802 PERS Reduction, classified positions
3901 Other Benefits, certificated positions
3902 Other Benefits, classified positions

4000–4999 Books and Supplies

4100 Approved Textbooks and Core Curricula Materials
4200 Books and Other Reference Materials
4300 Materials and Supplies
4400 Non-capitalized Equipment
4700 Food

5000–5999 Services and Other Operating Expenditures

5100 Sub-agreements for Services
5200 Travel and Conferences
5300 Dues and Memberships
5400 Insurance
5500 Operations and Housekeeping Services
5600 Rentals, Leases, Repairs, and Non-capitalized Improvements
5700–5799 Transfers of Direct Costs
5710 Transfers of Direct Costs
5750 Transfers of Direct Costs—Interfund
5800 Professional/Consulting Services and Operating Expenditures
5900 Communications

6000–6999 Capital Outlay

6100 Land
6170 Land Improvements
6200 Buildings and Improvements of Buildings
6300 Books and Media for New School Libraries or Major Expansion of School Libraries
6400 Equipment
6500 Equipment Replacement
6900 Depreciation Expense (for proprietary and fiduciary funds only)



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PCSGP Budget Form 6

PCSGP Form 6 – Proposed Budget Narrative (Required in Application)
[Charter School ABC]

****SAMPLE****

| Budget Expenditure Detail (See instructions) | Required Element | Funds Budgeted (Identified per year) | | | Object Code |
|---|------------------|--------------------------------------|-----------------------------|-----------------------------|-------------|
| | | FY Planning Year (If Applicable) | FY Implementation Year 1 | FY Implementation Year 2 | |
| Teacher Summer Prep: 5 teachers @ \$175/day x 10 days (8/1/2014 – 8/14/2014) to meet in grade level teams for curriculum and lesson plan alignment | EP | \$8,750 | \$8,750 | \$8,750 | 1100 |
| Principal Salary: Pre-opening planning activities. Principal will begin six (6) months (monthly salary: \$8,500) prior to school opening to order equipment and materials to prepare campus for opening day. Activities include: xxxxxx | EP | \$51,000 | | | 1300 |
| Total for Object Code 1000 | | \$59,750 | \$8,750 | \$8,750 | 1000 |
| Office Manager Salary: Pre-opening planning activities. Begin six (6) months prior to opening (monthly salary: \$3,500) prior to school opening. | EP | \$21,000 | | | 2200 |
| Total for Object Code 2000 | | \$21,000 | | | 2000 |
| Employee Benefits: Certificated | EP | \$5,975 | \$875 | \$875 | 3101 |
| Employee Benefits: Classified | | \$2,100 | | | 3201 |
| Total for Object Code 3000 | | \$8,075 | \$875 | \$875 | 3000 |
| SmartBoards: 5 SmartBoards per year for school grade expansion. \$1,200 per board. Includes installation and training. | EP | \$6,000 | \$6,000 | \$6,000 | 4400 |
| Apple iPads & carts: 60 iPads (\$459) & 2 iPad (\$2000) carts per year for school grade expansion for classroom use. | EP | \$27,500 | \$27,500 | \$27,500 | 4400 |
| Apple desktop computer lab: 30 units @ \$1300 per unit. | EP | \$39,000 | | | 4400 |
| Total for Object Code 4000 | | \$72,500 | \$33,500 | \$33,500 | 4000 |
| Board Governance Training with ABC Consulting (5 sessions @ \$1000 per session) | CM | | \$5,000 | | 5100 |
| Board Fiscal Management Training with ABC Consulting (2 sessions @ \$2500 per session) | CM | | \$5,000 | | 5100 |
| Response to Intervention training with CURR Consulting for new certificated staff. (5 sessions @ \$1000 per session). | EP | \$5,000 | \$5,000 | \$5,000 | 5100 |
| Rent for facility during Planning Year: 6 months @ \$5,000 | CM | \$30,000 | | | 5600 |
| Total for Object Code 5000 | | \$35,000 | \$15,000 | \$5,000 | 5000 |
| | | | | | |
| | | \$169,825 | \$58,125 | \$48,125 | |



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PCSGP Budget Form 5

PCSGP Form 5 - Proposed Budget Summary (Required in Application)

[Charter School ABC]

| | |
|--|--|
| Charter School Name: Charter School ABC | |
| County District School (CDS) Code: 999999999999 | Charter Number: 9999 |
| County: DEF County | |
| Contact: Principal Jones | Telephone Number: 999-999-9999 |
| E-Mail: jones@ABCCS.com | Fax Number: 999-999-9999 |
| PCA: SACS Resource: 4610 Revenue Object: 8290 | |

| Object Code | Description of Line Item | PCSGP Funds Budgeted | | |
|------------------------------|---|----------------------------------|--------------------------|--------------------------|
| | | FY | FY | FY |
| | | Planning Year (If Applicable) | Implementation Year 1 | Implementation Year 2 |
| | Revolving Fund Series (Implementation Year 1 only) | | | |
| 1000-1999 | Certificated Personnel Salaries | \$59,750 | \$8,750 | \$8,750 |
| 2000-2999 | Classified Personnel Salaries | \$21,000 | | |
| 3000-3999 | Employee Benefits | \$8,075 | \$875 | \$875 |
| 4000-4999 | Books and Supplies | \$72,500 | \$33,500 | \$33,500 |
| 5000-5999 | Services and Other Operating Expenditures | \$35,000 | \$15,000 | \$5,000 |
| 6000-6999 | Capital Outlay | | | |
| 7310 & 7350 | Indirect Costs | | | |
| Total Amount Budgeted | | \$169,825 | \$58,125 | \$48,125 |

****SAMPLE****



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PCSGP Budget Form 5

- All grant awards are for a period of up to 36 months, contingent upon a No Cost Extension (NCE)
- The CDE will apply for a second NCE to ED which, if approved, will allow for a twelve (12) month extension on the GAN with an award ending date on or before July 31, 2017.
- Budget Forms 5 and 6 must address the first two years of the grant, 2015–16 and 2016–17.



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Question Break

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Budget Reporting

- Quarterly Expenditure Report (QER)
 - Required expense report by quarter for every quarter that is covered in the GAN.
 - Must be received on time to ensure timely disbursement of grant funds.
 - Must submit both pages with a signature in blue ink to be accepted.



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Overview of Federal Guidance

- Federal Grant Regulations
<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Charter Schools Program Non-Regulatory Guidance Handbook
<http://www2.ed.gov/programs/charter/nonregulatory-guidance.doc>
- OMB Requirement Data Universal Numbering System (DUNS)
<http://www2.ed.gov/about/inits/list/fbci/duns.pdf>
- Uniform Grant Guidance
<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>



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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