# Public Charter Schools Grant ProgramRequest for Applications2021–23

## Best Practices Workshops Sub-Grant

*California Department of Education*

**

Public Charter Schools Grant Program
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## Table of Contents

[Request for Applications Timeline 3](#_Toc79391968)

[General Information 4](#_Toc79391970)

[1. Purpose and Background 4](#_Toc79391971)

[2. General Application Information 5](#_Toc79391972)

[3. Expected Outcomes 8](#_Toc79391973)

[4. Application Specifications 11](#_Toc79391974)

[5. Scope of Project – Tasks 14](#_Toc79391975)

[6. Reading and Scoring of Applications 18](#_Toc79391976)

[CDE Proposed BPW Sub-Grant Activity Dates 22](#_Toc79391977)

[Form 1W – Application Component Checklist 23](#_Toc79391981)

[Form 2W – Sub-Grant Application Cover Page 24](#_Toc79391983)

[Forms 4W and 5W – Sub-Grant Budget Summary and Budget Narrative 26](#_Toc79391986)

[Form 6W – Specific Conditions and Assurances 29](#_Toc79391988)

[Payee Data Record (STD. 204) 32](#_Toc79391994)

[Appendix A: Best Practices Workshops Sub-Grant Request for Applications Scoring Rubric 33](#_Toc79391995)

[Appendix B: Definitions of PCSGP Terms 43](#_Toc79392000)

[Appendix C: California State Travel Program 47](#_Toc79392001)

## Request for Applications Timeline

Please note the following dates for the 2021–23 Public Charter Schools Grant Program (PCSGP) Best Practices Workshops (BPW) Sub-Grant Request for Applications (RFA). The effective dates of the sub-grant awards are **November 1, 2021 to June 30, 2024**, pending approval of a no-cost extension (NCE).

### **BPW RFA Timeline Events and Dates**

| **Important Events** | **Dates** |
| --- | --- |
| Post RFA on the California Department of Education (CDE) website | Thursday, August 12, 2021 |
| Technical Assistance Webinar: Overview of RFA and Sub-Grant Budget Training | Thursday, August 19, 2021, 10:00 a.m. Pacific Standard Time (PST) |
| PCSGP BPW application due date**Note:** *Postmarks will be honored* | **Thursday, October 14, 2021** |
| CDE reviewers evaluate and score all eligible applications | **Thursday, October 14 –Thursday, October 21, 2021 (Tentative)** |
| PCSGP Office notifies applicants of application status | **Monday, November 1, 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 after approval of the Budget |
| 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 first quarterly expenditure report (QER) |

## General Information

### **1. Purpose and Background**

The Federal PCSGP is a sub-grant program funded by the Charter Schools 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 for the development and initial operations of newly established or conversion charter schools as well as the expansion and replication of high-quality charter schools.

Additionally, the PCSGP allows CDE to award contracts and sub-grants to external parties to assist with providing technical assistance to charter schools, non-charter schools, and charter school authorizers in California. Under the PCSGP BPW Sub-Grant 2021–23, the CDE plans to award up to six sub-grants, not to exceed a total of $694,000, over three fiscal years (FYs): FY 2021–22, FY 2022–23, and FY 2023–24, pending approval of one NCE. Information on specific allocations can be found in Section 2.4 Sub-grantee Funding and Time Period. The BPW RFA is a competitive process to award funds to local educational agencies (LEAs), including school districts, county offices of education (COE), and charter schools; non-charter schools; or non-profit charter school support organizations to coordinate regional technical assistance workshops for charter and non-charter schools in order to improve academic achievement for all students in California. Each workshop will include up to two presentations on the following targeted technical assistance topics:

1. College and Career Readiness
2. Strategies to Improve Academic Achievement for Educationally Disadvantaged Students in English Language Arts and Math (e.g. Inquiry Based Learning)
3. Improving Struggling Charter and Non-Charter Schools
4. Fostering Collaboration Between Charter and Non-Charter Schools
5. Distance Learning and Hybrid Model Program
6. Technical Assistance to support the work of the CDE: Local Control and Accountability Plan (LCAP) Reports, California Longitudinal Pupil Achievement Data System (CALPADS) accuracy requirements, Pupil Estimates for New or Significantly Expanding Charters (PENSEC) Reporting, Special Education Requirements, and Student Nutrition Programs

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 CDE. 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.

### **2. General Application Information**

#### 2.1 Applicant Eligibility

Eligible applicants must be LEAs, non-charter schools, or non-profit charter school support organizations with direct experience working with high-performing schools or participation in school improvement activities. 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. For-profit entities may not apply for PCSGP sub-grants. 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 BPW 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 Form 2W ‒ Sub-Grant Application Cover Page. 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

The BPW Sub-Grant Project Manager must be an individual with multiple years of experience working with a high-performing school(s), such as high-quality charter school(s), or participation in charter and/or non-charter school improvement activities. Additionally, BPW Project Managers must demonstrate experience with project/event management, professional development, group dynamics, facilitation of group discussions, and a willingness/availability to travel. The application must include a letter of recommendation for the proposed BPW Project Manager from their supervisor.

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

#### 2.3 Definition of a High-Quality Charter School

For the purposes of the PCSGP, a 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 (maybe be verified with letter from authorizer);
* Has demonstrated success in significantly increasing schoolwide student academic achievement, including graduation rates where applicable; and
* 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.

The CDE has additionally defined “high-quality” as those schools that meet the high track for renewal in California *Education Code* (*EC*) Section 47607, as adopted by the Legislature in Assembly Bill (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).

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

##### **2.4.1 Funding**

The goal of this RFA is to provide funding for up to six BPW Sub-Grants. The total amount projected to be available for the project is $694,000 over the term of the sub-grant from November 1, 2021, to June 30, 2024, pending approval of the 2023–24 NCE. The CDE intends to fund up to six BPW Sub-Grant awards, at approximately $23,133 per sub-grantee for FY 21–22, and $46,266 per sub-grantee for FY 22–23 and FY 23–24, respectively. However, to maximize flexibility in the design of 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 $138,800 will be available for FY 2021–22 for up to six BPW 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 $277,600 will be available for FY 2022–23 for up to six BPW Sub-Grants.
* FY 2023–24: July 1, 2023 – June 30, 2024 (Pending approval of NCE)
	+ A maximum of $277,600 will be available for FY 2023–24 for up to six BPW Sub-Grants.

If insufficient funds are appropriated in the annual Budget Act for any portion of the work in this sub-grant, or if any other funds upon which this sub-grant is contingent are reduced or no longer available, the CDE may cancel the sub-grant award, or portion thereof, with no liability of any kind accruing to or against CDE, its employees, agents, contractors 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.

To better serve all the geographic regions of the state, BPW Sub-Grants will be awarded on a regional basis. The regions are based on the California County Superintendents Educational Services Association (CCSESA) geographic regions (<https://ccsesa.org/regions/>). The table below shows how the BPW Sub-Grants will be awarded by region.

###### Table 2.4.1 – Best Practices Workshops Grant Awards by Region

| **CCSESA Regions** | **1,2** | **3,6** | **4,5** | **7,8** | **9,10** | **11** |
| --- | --- | --- | --- | --- | --- | --- |
| Number of Sub-grantees | 1 | 1 | 1 | 1 | 1 | 1 |

##### **2.4.2 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

#### 2.5 Questions and Clarifications

The CDE will deliver a technical assistance webinar on August 19, 2021, for all interested parties. The webinar will provide information regarding completion of the RFA, completing the Budget Detail and Budget Narrative forms, and provides applicants an opportunity to ask questions of CDE staff.

#### 2.6 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**

With guidance and assistance from the PCSGP unit of the CDE, each BPW Sub-Grant awardee will facilitate multiple full-day workshops each FY, recruit workshop presenters and participants, and complete all required fiscal and performance reporting requirements. Maintaining good communications with CDE staff will be expected from the successful applicant.

#### 3.1 Best Practices Workshop Grant Activities

BPW sub-grantees will be responsible for coordinating multiple full-day workshops each fiscal year:

* FY 2021–22 (November 1, 2021 – June 30, 2022): Two full-day workshops
* FY 2022–23 (July 1, 2022 – June 30, 2023): Four full-day workshops, may include one full-day workshop during the summer.
* FY 2023–24 (July 1, 2023 – June 30, 2024): Four full-day workshops, may include one full-day workshop during the summer.

For each workshop, the BPW sub-grantee is responsible for the following, at a minimum:

* Providing a workshop facility for up to 50 people, or via online platform if deemed appropriate by the CDE;
* Recruiting charter and non-charter participants from the region to attend the workshop, targeting participation from low-performing schools;
* Providing CDE with the workshop invitation in order to assist with recruiting;
* Presentation of up to two targeted topics at the workshop;
* Reporting attendance of workshop participants; and
* Conducting a post-workshop survey of participants.

BPW sub-grantees will coordinate the planning of regional workshops across the state during the CDE orientation meeting and annual planning meetings.

#### 3.2 Fiscal and Performance Reporting Requirements

BPW Sub-Grants are reimbursement only. The CDE will not issue any advance payments for the sub-grant. The successful applicant must submit QERs and quarterly task progress reports (QTPRs) to be reimbursed for all costs associated with workshop activities. The QTPR must show the BPW sub-grantee has completed the required workshop activities along with supporting evidence such as workshop presentations, attendee sign-in sheets, post-workshop feedback surveys, and any other deliverables created by the sub-grantees.

QERs must include time and effort reports for any salaries and benefits, mileage reports if applicable, and copies of any travel expense receipts. 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 file the reports in a timely manner may result in payments being delayed. The table below shows the dates all quarterly fiscal and performance reports are due to the CDE.

Table 3.2 shows the general dates all QERs and QTPRs must be submitted to the CDE for payment for each fiscal year.

##### **Table 3.2 Fiscal and Performance 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 |

#### 3.3 Annual Budget

An annual budget of projected expenditures to be funded by the BPW Sub-Grant must be submitted during the application process. Once there is an approved budget on file with the CDE, budget revisions are permitted. However, all budget revisions must be submitted and approved by the CDE prior to submission of the QER. All expenditures charged to the sub-grant must be in the approved budget. Items charged to the sub-grant outside of the approved budget may be rejected for payment.

#### 3.4 Allowable Use of Funds

The BPW Sub-Grant may be used to support the following costs associated with the workshops:

* Hourly rate and benefits for time on task for all sub-grant awardees and presenters, including time required to prepare for workshop presentations;
	+ Time and effort reports must be submitted each quarter, if applicable
* Mileage to and from workshop locations if different from the normal worksite for workshop organizers, presenters, and attendees;
* Travel costs, based on State of California approved rates, such as hotel, daily meal per diem, rental car fees, fuel for any overnight travel more than 50 miles from home for workshop organizers and presenters;
* Contract costs for partner agency with prior approval of the CDE;
* Facility costs for workshops for up to 50 attendees;
* Costs of materials and supplies for workshop attendees;
* Indirect costs, at the CDE-approved indirect costs rate (see Forms 4W and 5W guidance on page 26).
* Teacher stipends up to $300 per day for summer workshops; and
* Costs of substitute teacher coverage during school day workshops.

If participant costs are included in the BPW budget (i.e. teacher stipends, substitute teacher coverage, and mileage reimbursement), the RFA narrative must include the process for invoicing participant employers.

#### 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 BPW application and a copy of the form included with each copy of the BPW 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) that contains all of the required items listed below. Comprehensive narrative requirements and associated scoring criteria can be found in Appendix A: Best Practices Workshops Sub-Grant Request for Applications Scoring Rubric.

The application must be single spaced, using default spacing and 12-point Arial font with one-inch margins. The original application and electronic application must both be submitted to the CDE by **Thursday, October 14, 2021**. Postmarks will be honored for originals mailed to the CDE.

##### **4.1.1 Personal and Professional Experience**

The RFA narrative must describe why the applicant is pursuing the BPW Sub-Grant and identify by name the Project Manager for the BPW Sub-Grant. 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 BPW Sub-Grant deliverables, tasks, and subtasks.

The narrative must describe how the Project Manager meets the minimum qualifications including, but not limited to, multiple years of personal and professional experience in the following areas:

1. Work with high-performing schools, such as high-quality charter schools, and/or participation in charter and/or non-charter school improvement processes or activities, including the applicant’s role, responsibilities, and outcome(s);
2. Project management, event coordination, and professional development;
3. Developing working groups including knowledge of group dynamics and establishing group protocols; and
4. Supporting technology in schools such as distance learning, digital conference meetings, and digital document sharing.

A copy of the applicant’s resume must be included as an appendix attachment. 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 Organizational Support for Best Practices Workshops Sub-Grant**

The content of this section must describe how the BPW Sub-Grant applicant will support sub-grant goals and assist with completing the tasks and deliverables contained in the RFA Section 5 Scope of Project – Tasks. The narrative must address the following:

1. Organization Services and Activities
	1. Provide a description of the organization’s primary purpose, services, and activities related to high-performing schools and/or school improvement, including professional development. Indicate when the organization, if a non-profit, was established and the location(s) of the office(s) from which the primary work for this project will be conducted.
2. BPW Reporting Requirements:
	1. Provide a description of how the organization will assist in the coordination of workshops including, but not limited to, the following:
		1. Maintaining project files; and
		2. Submitting QERs and invoices, and QTPRs, in a timely matter, and ensuring the accuracy of the reports.
3. Changes to Key Personnel Requirements
	1. The application must acknowledge and ensure the successful applicant will not change or substitute the assigned Project Manager without the CDE sub-grant Monitor’s prior approval. The substitute Project Manager shall meet or exceed the qualifications and experience level of the previously assigned Project Manager. The application must specify that the applicant will comply with the Changes to Key Personnel Requirements.

##### **4.1.3 Scope of Project**

The application must address all tasks and subtasks contained in this RFA. Any deviation from the tasks and subtasks described in Section 5 will not be considered and may cause an application to be rejected.

The application must address these three main tasks and any subtasks:

* Task 1 – Coordination and Communications with the CDE
* Task 2 – Progress and Expenditure Report Requirements
* Task 3 – Deliver Best Practices Workshops

##### 4.1.4 BPW Major Activity Timeline

The application must contain a timeline of major activities related to all tasks and subtasks from November 1, 2021, through June 30, 2024. See Appendix A: Best Practices Workshops Sub-Grant Request for Applications Scoring Rubric.

##### **4.1.5 Budget Summary and Budget Narrative (Forms 4W and 5W)**

The completed application must contain a budget covering the term of the BPW Sub-Grant periods. The budget narrative must show a breakdown for each FY. Additional information on the Form 4W – Budget Summary and Form 5W – Budget Narrative requirements can be found on page 26 of this RFA.

##### **4.1.6 Reference – Include as Appendix Attachment**

The application must include a letter of recommendation for the proposed BPW Project Manager from their supervisor.

### **5. Scope of Project – Tasks**

#### 5.1 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 Project 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.

##### **5.1.1 CDE Orientation Meeting and Annual Planning Meetings**

The RFA sub-grant narrative must include a detailed plan for attending the CDE facilitated orientation meeting that will occur within the first 30 days of the sub-grant award term, as well as annual planning meetings. The RFA must ensure key personnel attend CDE meetings on a date to be determined at least 30 days prior to the meeting date. The successful applicant should plan to attend in person, or via online meeting pending COVID restrictions. The CDE will develop meeting agendas, take minutes, and, within five working days after the meeting, submit the meeting minutes to the successful applicant 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. During the orientation meeting, the successful applicant must provide a review of each task and the proposed method(s) for implementation as contained in the RFA. The CDE will work with all successful applicants to schedule workshops to allow maximum participation from schools across the state including summer workshops, hybrid in-person and virtual trainings, and/or alternative training methods due to travel restrictions. Due dates for all first-year deliverables will be established at this meeting. Annual planning meetings will provide a forum for the CDE and the BPW sub-grantees to discuss concerns regarding particular activities, processes, Scope of Project, and deadline schedules. The bidder must budget for meetings and include all costs in the budget proposal.

##### **5.1.2 Recruitment of Charter and Non-charter Schools to Attend Workshops**

The RFA narrative must include a plan for recruiting charter and non-charter schools to attend the workshops, targeting participation from low-performing schools. This plan must include providing the CDE with a copy of the workshop invitation in order to assist with recruiting. The plan should also include a system for following up with interested schools, collecting workshop attendance, soliciting feedback from attendees, and reporting out to the CDE.

##### **5.1.3 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 CDE CSP Grant Project Director and 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 high quality prior to submitting them to the CDE. The RFA 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 5 Scope of Project – 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 Section 5 Scope of Project – Tasks.
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 ten 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 the sub-grantee fails to obtain CDE approval of deliverables, the sub-grantee is not relieved of performing related responsibilities or providing related deliverables and products to the CDE. The RFA narrative must acknowledge the successful applicant will accept financial responsibility for failure to meet agreed-upon timelines and produce deliverables that are 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 Project – Task deadlines may result in the cancellation of the sub-grant award.

#### 5.2 TASK 2 – PROGRESS AND EXPENDITURE REPORT REQUIREMENTS

##### **5.2.1 Quarterly Task Progress Reports**

The CDE requires all approved BPW sub-grantees to complete a QTPR. The QTPR 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, such as:
	+ For any completed workshops: a list of all attendees who participated in the project, attendee sign in sheets, results from post-workshop surveys, copies of all approved technical assistance presentations, and recommendations for improving the BPW processes and outcomes;
* An update of current or ongoing activities and the progress noted for each; and
* A description of any unanticipated outcomes or problems.

The applicant must ensure QTPRs 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 QTPR.

##### **5.2.2 Quarterly Expenditure Reports, General Ledgers, and Invoices**

The CDE requires all approved BPW sub-grantees to complete a QER. The QER must reflect all charges incurred by the BPW sub-grantee in the preceding quarter including salaries, benefits, travel, and sub-contract 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 to the sub-grant without an approved GL and invoices.

##### **5.2.3 Comprehensive Final Report**

By July 30, 2024, pending approval of the NCE, the successful applicant must prepare a comprehensive final report and executive summary including recommendations based upon the completion of the Scope of Project – Tasks. The RFA narrative must ensure the report includes, at a minimum, an executive summary, aggregate results from surveys sent to BPW attendees, and an analysis of the impact of the BPW project. 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.

#### 5.3 TASK 3 – DELIVER BEST PRACTICES WORKSHOPS

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

##### 5.3.1 Obtain Workshop Facilities

The RFA narrative must describe how the applicant will provide facilities capable of delivering an interactive workshop for up to 50 attendees. The facility should have ample parking, restroom facilitates, accessible facility design, and wireless internet capability. The facility costs may be included in the Budget Narrative. The narrative must also include a plan for remote delivery of workshops and sign language interpreter, if needed.

##### **5.3.2 Workshop Scope and Sequence**

The RFA narrative must describe a plan for the content of the workshops over the term of the sub-grant including the targeted topics to be covered:

* FY 2021–22 (November 1 – June 30, 2022): Two full-day workshops
* FY 2022–23 (July 1, 2022 – June 30, 2023): Four full-day workshops, may include one full-day workshop during the summer.
* FY 2023–24 (July 1, 2023 – June 30, 2024): Four full-day workshops, may include one full-day workshop during the summer.

For each workshop, the RFA narrative will include the following, at a minimum:

* Proposed workshop date and up to two targeted presentation topics;
* Description of how the topic will be presented (lecture, interactive, small group, etc.) and audience engagement strategies;
* Target audience for the presentation (educators, school leaders, etc.); and
* Workshop objectives, including name and role of any partnering agencies if applicable.

Sub-grant applicants may choose to partner with another agency to deliver the workshops. The RFA narrative must describe who the partner is, what they will be providing, and their qualifications. Partner organization costs must be included under the budget object code for Contracts (5000). A signed agreement and invoice must be submitted to the CDE prior to expenses being reimbursed.

Each workshop must include up to two presentations on the following targeted topics:

1. College and Career Readiness
2. Strategies to Improve Academic Achievement for Educationally Disadvantaged Students in English Language Arts and Math (e.g. Inquiry Based Learning)
3. Improving Struggling Charter and Non-Charter Schools
4. Fostering Collaboration Between Charter and Non-Charter Schools
5. Distance Learning and Hybrid Model Program
6. Technical Assistance to support the work of the CDE: Local Control and Accountability Plan (LCAP) Reports, California Longitudinal Pupil Achievement Data System (CALPADS) accuracy requirements, Pupil Estimates for New or Significantly Expanding Charters (PENSEC) Reporting, Special Education Requirements, and Student Nutrition Programs

The scope and sequence may include high-impact workshop topics that are offered multiple years to allow for participation by new staff.

### **6. Reading and Scoring of Applications**

#### 6.1 Application Screening

After the application has been submitted, CDE staff will screen the application to verify the application is complete and meets all eligibility criteria in the narrative response. Any application that does not meet all eligibility criteria will not be forwarded to the scoring process and will be formally notified by the CDE staff.

#### 6.2 Scoring Process and Criteria

Applications will be randomly assigned to CDE selected reviewers, taking into consideration any perceived or real conflict of interest. Each application is independently reviewed and scored by two reviewers using the BPW Sub-Grant RFA Scoring Rubric (See Appendix A: Best Practices Workshops Sub-Grant Request for Applications Scoring Rubric), which summarizes the required components of the BPW Sub-Grant Scope of Project.

The highest possible score is 96 points. To be considered for funding, an applicant must have a minimum average score of 60. Upon completion of the scoring process, those applications recommended for funding by the reviewers will be ranked based on average application review score. Additionally, the CDE will consider regional distribution to determine which qualified applicants will be awarded a BPW Sub-Grant.

Each element of the narrative response of the application will be scored using the scoring rubric in Appendix A on page 33**.** CDE reviewers will examine and score eligible applications with respect to the following:

1. Personal and Professional Experience
2. Organizational Support for BPW Grant
3. Scope of Project – Tasks

The actions/activities identified in the Scope of Project – Tasks must include timelines with proposed meeting dates, and a description of the type of evidence that will be submitted to the CDE.

#### 6.3 Approval Process

All applications receiving an average score at or above the minimum required points (60 points) will be ranked based on the following criteria:

1. Applicant’s location within the CCSESA Regions;
2. Score ranking if multiple applications are eligible for one region; and
3. Applicants may be offered a sub-grant to serve a region without a qualified applicant.

Applications may be subject to further review by the CDE which may include calling references, a review of any past experience with CDE PCSGP sub-grants, a review of CA Dashboard data and enrollment, and a review of the charter petition, if applicable. The CDE will only recommend funding those applications with a well-developed, comprehensive, viable application that fully complies with all state and federal laws and the requirements described in this RFA. Once the final review is complete, CDE staff will notify the applicant of the status of their application.

#### 6.4 Submission of Applications

Applicants responding to this RFA must submit a complete electronic PDF copy and one hard copy of the application packet with all required original signatures, as noted on each application form. The application packet must include complete and unique responses to all narrative elements described within this RFA and all required forms. 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 1W - Application Component Checklist provided on page 23 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, Thursday, October 14, 2021. Applications cannot be personally delivered. Mail the original application packet to the address below. Postmarks will be honored.

Due to COVID restrictions, in-person delivery of applications to the CDE is not currently allowed.

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, can be emailed to PCSGP-APPS@cde.ca.gov no later than midnight on the due date. **Submitting only the electronic version will NOT be considered as meeting the deadline.**

#### 6.5 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 2020–23 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 BPW Sub-Grant Appeals
Charter Schools Division
California Department of Education
1430 N Street, Suite 5401
Sacramento, CA 95814-5901

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-grant.

## CDE Proposed BPW 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 11, 2021 (Tentative Date) |
| Two Best Practices Workshops  | Winter of 21/22Spring/Summer of 2022 |
| 2021–22 QER & QTPR Due Dates | Q2 January 31, 2022Q3 April 30, 2022Q4 July 31, 2022 |

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

| **Activity** | **Proposed Date** |
| --- | --- |
| Annual Planning Meeting | June 2022 |
| Four Best Practices Workshops  | Summer of 2022Fall of 2022Spring of 2023 |
| 2022–23 QER & QTPR Due Dates | Q1 October 31, 2022Q2 January 31, 2023Q3 April 30, 2023Q4 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 |
| Comprehensive Final Report | June 30, 2024 |

**Best Practices Workshops Sub-Grant
Request for Applications**

## Form 1W – Application Component Checklist

The following forms must be included as part of the BPW Sub-Grant 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 Best Practices Workshops Sub-Grant Request for Applications web page at <https://www.cde.ca.gov/fg/fo/r1/pcsgpbpw21rfa.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.

**Include this completed checklist in the application packet. Enter Initials in the corresponding column after verifying the document is included in the application.**

### **Form 1W – Application Component Checklist**

| **Forms** | **Required in Application** | **Initial** |
| --- | --- | --- |
| Form 1W – Application Component Checklist | Required |  |
| Form 2 W – Sub-Grant Application Cover PageThe Primary Applicant must sign in **blue ink**. | Required |  |
| Sub-Grant Application Narrative (15-page limit) | Required |  |
| Form 4W – BPW Budget Summary | Required |  |
| Form 5W – BPW Budget Narrative | Required |  |
| Form 6W – Specific 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 |  |
| Verification of SAM registration | Required |  |
| Appendices: Resume, Letter of Recommendation | Required |  |

**Best Practices Workshops Sub-Grant
Request for Applications**

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

Applicants must submit an originally signed Form 2W – Sub-Grant Application Cover Page and Form 2W – Certification, Assurance, and Signature Section as part of the application submission package. Please complete form below and Form 2W – Certification, Assurance, and Signature Section on the next page. The BPW Sub-Grant Application Narrative should immediately follow Form 2W – Certification, Assurance, and Signature Section.

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

| **Required Fields** | **Applicant Information** |
| --- | --- |
| LEA/Non-Profit Organization Name |  |
| Indicate Type of Business (Type of charter school, non-charter school, district, COE, or non-profit) |  |
| Address |  |
| County  |  |
| Project Manager Name |  |
| Phone Number |  |
| DUNS Number |  |

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

| **Required Certification Field** | **Applicant Information** |
| --- | --- |
| Print Name and Title of Administrator or Designee |  |
| Telephone Number |  |
| Date |  |
| Administrator or Designee Signature (Blue Ink or Authenticated e-signature) |  |
| Print Name of Project Manager |  |
| Project Manager Signature (Blue Ink or Authenticated e-signature) |  |

**The BPW Grant Application Narrative should immediately follow Form 2W.**

**Best Practices Workshops Sub-Grant
Request for Applications**

## Forms 4W and 5W – Sub-Grant Budget Summary andBudget Narrative

All applicants must complete the BPW Proposed Budget Excel workbook including Form 4W – Budget Summary and Form 5W – Budget Narrative for all sub-grant periods covered in the application. The completed worksheets must be submitted as part of the application submission package. The BPW Budget Proposal Excel workbook is available for download at <http://www.cde.ca.gov/fg/fo/r1/documents/pcsgpbpw21form4-5.xlsx>.

Instructions for completing Forms 4W and 5W are included in the BPW Budget Proposal workbook download.

The following guidelines should be followed when creating the budget proposal for each contract period:

* 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. BPW 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 workshops. Equipment cannot be purchased with the BPW Sub-Grant funds.
* Travel expenses charged to the sub-grant cannot exceed approved California Travel Rates. See Appendix C: California State Travel Program for allowable travel rates. All travel costs charged to the sub-grant must be reasonable and necessary to complete the project tasks. Food not associated with travel costs, per diem expenses, cannotbe charged to the sub-grant.
* Participant costs (i.e. teacher stipends, substitute teachers, and mileage) must be supported by invoices from participant employers.
* Copy 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 charge indirect costs at a de minimis rate of 10 percent. For assistance in determining indirect cost rates please email PCSGPGeneral@cde.ca.gov.

The Form 5W – 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: BPW Project Manager – Base Salary $80,000 per year x .25 full-time equivalent (FTE) dedicated to BPW Sub-Grant = $20,000 to manage BPW tasks including CDE meetings, outreach, workshop coordination, and complete all required reports.

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 contract period.

### **Object Code Budget Categories**

| **Object Code** | **Description of Budget Category** |
| --- | --- |
| 1000 | **Certificated Salaries:** Salaries that require a credential or permit issued by the Commission on Teacher Credentialing. List all certificated employees supporting BPW 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 BPW 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 a project office to support BPW 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-contracts.**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 contracting agency for audit purposes. |
| 6000 | **Capital Outlay Equipment:** Capital Outlay is not allowable under this contract. |
| 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>. |

**Best Practices Workshops Sub-Grant
Request for Applications**

## Form 6W – Specific 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 U.S. Department of Education (ED) General Administrative Regulation (EDGAR) as it relates to 34 *Code of Federal Regulations* (*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 sub-grant if the sub-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 sub-grant proposal or fails to correctly identify the sub-grantee’s operational model.
* The sub-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 sub-grant recipient agrees to fulfill the performance measures specific to its sub-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 sub-grant and repayment of funds.
* The sub-grant recipient agrees to cooperate with the ED, the CDE, the State Board of Education, and their independent contractors, if any, in the administration of this sub-grant, and to conduct any external evaluation of the effectiveness of the sub-grant process.
* Maintain fiscal procedures to minimize the time elapsing between the transfer of the funds from the CDE and disbursement.

### **Best Practices Workshops Information and Data**

* The applicant will complete all data reporting requests to the CDE for BPW participant data including, but not limited to, the following:
	1. List of all attendees at workshops
	2. List of communications with BPW participants, including dates and people contacted
* The sub-grant recipient’s name will be used in all communications.
* The applicant will 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 sub-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 the Office of Management and Budget (OMB) Circular A-133.
* Federal regulations require sub-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. 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 sub-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 sub-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>.

#### Form 6W – Certification Table

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

## 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 BPW application and a copy of the form included with the electronic BPW Sub-Grant 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>.

**This document is required for all applicants at the time the application is submitted. Failure to submit will disqualify the applicant from being considered for funding.**

## Appendix A: Best Practices Workshops Sub-Grant Request for Applications Scoring Rubric

### ***I. Personal and Professional Experience***

The applicant must describe how the applicant will do the following:

Total score of 16 points possible: [Enter point total]/16 points
Comments (Required for score of 0–4 only):

#### Personal and Professional Experience

| **I. Personal and Professional Experience** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Description of why the applicant wants to coordinate Best Practices WorkshopsScore of 8 points possible | The narrative shows:* A clear understanding of the BPW program; and
* Motivation is clearly aligned with program goals.
 | The narrative shows:* An adequate understanding of the BPW program; and
* Motivation is adequately aligned with program goals.
 | The narrative shows:* A limited understanding of the BPW program; and
* Motivation shows limited alignment with program goals.
 | The narrative shows:* Little to no understanding of the BPW program; and
* Motivation is not aligned with program goals.
 |
| B. Personal and Professional ExperienceScore of 8 points possible | The narrative clearly describes the Project Manager’s experience with ALL of the following:* High-performing schools and/or school improvement activities;
* Project management, event coordination, and professional development;
* Leading groups; and
* Supporting technology in schools.

Applicant’s resume and letter of recommendation are included. | The narrative adequately describes the Project Manager’s experience with MOST of the following:* High-performing schools and/or school improvement activities;
* Project management, event coordination, and professional development;
* Leading groups; and
* Supporting technology in schools.

Applicant’s resume and letter of recommendation are included. | The narrative includes a limited description of the Project Manager’s experience with SOME of the following:* High-performing schools and/or school improvement activities;
* Project management, event coordination, and professional development;
* Leading groups; and
* Supporting technology in schools.

Applicant’s resume and letter of recommendation are included. | Project Manager is not named.Applicant’s resume and/or letter of recommendation are NOT included in the application. |

### ***II. Organizational Support for Best Practices Workshops***

The applicant must describe how the applicant will do the following:

Total score of 24 points possible: [Enter point total]/24 points
Comments (Required for score of 0–4 only):

#### Organizational Support for Best Practices Workshops

| **II. Organizational Support for Best Practices Workshops** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Description of the organization’s services and activitiesScore of 8 points possible | The narrative clearly describes experience working with high-performing schools and/or school improvement, including professional development. | The narrative adequately describes experience working with high-performing schools and/or school improvement, including professional development. | The narrative describes limited (1–2 yrs.) experience working with high-performing schools, OR school improvement, OR professional development. | The narrative does not demonstrate working with high-performing schools, school improvement, or professional development. |
| B. BPW Reporting RequirementsScore of 8 points possible | The narrative clearly describes how the organization will assist with ALL of the following, including key support personnel:* Coordinating workshops;
* Maintaining project files; and
* Submitting QERs and invoices, QTPRs, and ensuring the accuracy of the reports.
 | The narrative adequately describes how the organization will assist with MOST of the following:* Coordinating workshops;
* Maintaining project files; and
* Submitting QERs and invoices, QTPRs, and ensuring the accuracy of the reports.
 | The narrative clearly describes how the organization will assist with SOME of the following:* Coordinating workshops;
* Maintaining project files; and
* Submitting QERs and invoices, QTPRs, and ensuring the accuracy of the reports.
 | The narrative does not describe how the organization will assist with coordinating workshops OR ensuring submittal of all required reports and invoices.  |
| C. Changes to Key Personnel RequirementsScore of 8 points possible | The application must acknowledge and ensure the applicant cannot change or substitute the assigned Project Manager without the CDE’s prior approval. (8 points only) | Not Applicable Applicants will be awarded 8 or 0 points only. | Not ApplicableApplicants will be awarded 8 or 0 points only. | The application DOES NOT acknowledge that the applicant cannot change or substitute the assigned Project Manager without the CDE’s prior approval. (0 points only) |

### ***III. Scope of Project – Tasks***

#### Task 1 – Coordination and Communications with the CDE

The applicant must describe how the applicant will do the following:

Total score of 24 points possible: [Enter point total]/24 points
Comments (Required for score of 0–4 only):

##### **Task I – Coordination and Communications with the CDE**

| **III. Task I** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Subtask 1.1CDE Orientation Meeting & Annual Planning MeetingsScore of 8 points possible | The narrative clearly describes a plan to ensure the applicant will participate in the CDE Orientation Meeting and Annual Planning Meetings. (8 points only) | Not Applicable Applicants will be awarded 8 or 0 points only. | Not ApplicableApplicants will be awarded 8 or 0 points only. | The narrative does NOT describe a plan to ensure the applicant will participate in the CDE Orientation Meeting or Annual Planning Meetings. (0 points only) |
| B. Subtask 1.2Recruitment of Charter and Non-charter Schools to Attend WorkshopsScore of 8 points possible | The narrative describes a clear, well-developed plan for recruiting charter and non-charter schools in the region to participate in the workshops using three or more resources. Systems for targeting low-performance schools, following up with interested schools, recording attendance, soliciting feedback, and reporting out to CDE are also described. | The narrative describes an adequate plan for recruiting charter and non-charter schools in the region to participate in the workshops using at least two different resources. Adequate follow up plans are described including recording attendance and soliciting feedback. | The narrative describes a limited plan for recruiting charter and non-charter schools to participate in the workshops. Follow-up plans are vague. | There is no plan for recruiting both charter and non-charter schools to participate in workshops. Follow-up plans are not discussed. |
| C. Subtask 1.3 Submittal of Deliverables to the CDEScore of 8 points possible | The narrative describes a clear, well-developed plan for submitting all required deliverables by the established deadlines in Task 1.3 of the RFA. | The narrative describes an adequately developed plan for submitting all required deliverables by the established deadlines in Task 1.3 of the RFA. | The narrative includes a limited plan, such as stating the intent to submit all required deliverables by the established deadlines. | The narrative does not address submitting deliverables to the CDE. |

#### Task 2 – Progress and Expenditure Report Requirements

The applicant must describe how the applicant will do the following:

Total score of 8 points possible: [Enter point total]/8 points
Comments (Required for score of 0 only):

##### **Progress and Expenditure Report Requirements**

| **III. Task 2** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| D. Subtasks 2.1, 2.2, and 2.3Score of 8 points possible | The narrative clearly describes how the applicant will complete all required reporting requirements including:* QTPRs;
* QERs, GLs, and Invoices; and
* Comprehensive Final Report.

 (8 points only)  | Not Applicable Applicants will be awarded 8 or 0 points only. | Not ApplicableApplicants will be awarded 8 or 0 points only. | The narrative does NOT describe how the applicant will complete all required reporting requirements including:* QTPRs;
* QERs, GLs, and Invoices; and
* Comprehensive Final Report.

(0 points only)  |

#### Task 3 – Deliver Best Practices Workshops

The applicant must describe how the applicant will do the following:

Total score of 16 points possible: [Enter point total]/16 points
Comments (Required for score of 0–4 only):

##### **Deliver Best Practices Workshops**

| **III. Task 3** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| E. Subtask 3.1 Obtain Workshop FacilitiesScore of 8 points possible | The narrative describes a clear, well-developed plan for providing a facility with capacity for up to 50 participants for an interactive workshop including parking, restroom facilitates, and wireless internet capability. The narrative includes a clear plan for remote delivery of workshops and sign language interpreter, if needed. The facility is named in the application. | The narrative describes a clear, well-developed plan for providing a facility with capacity for up to 50 participants for an interactive workshop including parking, restroom facilitates, and wireless internet capability. The narrative includes an adequate plan for remote delivery of workshops and sign language interpreter, if needed. Possible facilities are named in the application. | The narrative describes a limited plan for providing a facility with capacity for up to 50 participants for an interactive workshop.  | The narrative does NOT describe a plan for providing a facility with capacity for at least 50 participants for an interactive workshop.  |
| F. Subtask 3.2Workshop Scope and SequenceScore of 8 points possible | The narrative describes a clear plan for delivering all workshops each FY including ALL of the following for each workshop:* Workshop date and up to two targeted presentation topics;
* Description of how the topic will be presented and audience engagement strategies;
* Target audience for the presentation; and
* Workshop objectives, including clear description of role of any partnering agencies if applicable.
 | The narrative describes an adequate plan for delivering all workshops each FY including MOST of the following for each workshop:* Workshop date and up to two targeted presentation topics;
* Description of how the topic will be presented and audience engagement strategies;
* Target audience for the presentation; and
* Workshop objectives, including clear description of role of any partnering agencies if applicable.
 | The narrative describes a limited plan for delivering all workshops each FY including SOME of the following for each workshop:* Workshop date and up to two targeted presentation topics;
* Description of how the topic will be presented and audience engagement strategies;
* Target audience for the presentation; and
* Workshop objectives.

If partnering with another agency, each agency is named but roles are unclear. | The narrative only states the topics to be presented and is not aligned with the list in the RFA. |

### ***IV. BPW Major Activity Timeline***

Total score of 8 points possible: [Enter point total]/8 points
Comments (Required for score of 0–4 only):

#### Major Activity Timeline

| **IV. BPW Major Activity Timeline** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. BPW Major Activity TimelineScore of 8 points possible | Activities identified in the work plan are clear and align to support the full plan. Activities identified include specific implementation dates, and identify who is responsible and what evidence will be provided. | Activities identified in the work plan provide adequate support of the plan identified in the narrative. Activities identified include range of implementation dates, but do not identify who is responsible and/or what evidence will be provided. | Activities identified in the work plan are limited and do not align or support the full plan identified in the narrative. | Activities identified are inadequate and do not include dates, who is responsible, or evidence. |

## Appendix B: Definitions of PCSGP Terms

**Applicant:** Any agency whose name is listed as the “Organization Name” on Form 2W – Sub-Grant Application Cover Sheet, a component of the completed Best Practices Workshops Sub-Grant application.

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

**Charter Developer:** An individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which a charter school project 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.

**Conflict of Interest:** Local education agencies 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 award:** Provides for payment of allowable incurred costs related to services performed, to the extent prescribed in the contract. These awards 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.

**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 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 sub-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 schoolwide 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 ESSA 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 Education Code 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).

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

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

**Non-Profit Charter School Support Organization or Association:** A non-profit organization whose mission is educate, provide technical assistance, professional development, and resources to charter school administrators and staff.

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

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

**Sub-contract:** Any and all agreement(s) between an applicant and another entity (including but not limited to an individual or business) 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.

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

**Working day:** The days Monday through Friday, inclusive, but exclusive of the 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.