# Public Charter Schools Grant ProgramRequest for Applications2021–2023

**Critical Friends Group Coach Sub-Grant**

*California Department of Education*

**

Public Charter Schools Grant Program
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California Department of Education
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**Critical Friends Group Coach Sub-Grant**

## Request for Applications Timeline

Please note the following dates for the 2021–23 Public Charter Schools Grant Program (PCSGP) Critical Friends Group (CFG) Coach 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 no cost extensions (NCE).

### CFG RFA Timeline Events and Dates

| **Important Events** | **Dates** |
| --- | --- |
| Post RFA on the California Department of Education (CDE) website | Thursday, July 29, 2021 |
| Technical Assistance Webinar: Overview of RFA and Sub-Grant Budget Training | Wednesday, August 4, 2021, 10:00 a.m. Pacific Standard Time (PST) |
| CFG application due date**Note:** *Postmarks will be honored* | **Wednesday, September 22, 2021** |
| CDE Reviewers evaluate and score all eligible applications | **Wednesday, September 22 – Tuesday, September 28, 2021 (Tentative)** |
| PCSGP Office notifies applicants of application status | **Wednesday, October 6, 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 the first quarterly expenditure report (QER) |

**Critical Friends Group Coach Sub-Grant
Request for Applications**

## 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 United States Code (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 that are awarded these federal funds distribute them in sub-grants to charter school developers for the creation of new charter schools and the expansion of high-quality charter schools. Additionally, the approved 2020 CSP application allows the 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. A portion of the funds allocated for technical assistance will be used to develop CFGs, and to provide professional development opportunities for charter and non-charter schools to improve academic achievement for all students in California. The purpose of this RFA is to award up to five sub-grants to individuals across the state to serve as CFG Coaches tasked with developing regional CFGs for charter schools in California.

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.

#### Critical Friends Group

“Your Guide to Critical Friends Group Coaches’ Training” by the National School Reform Faculty (NSRF) states

Critical Friends Group® work originated with the National School Reform Faculty® in 1994 as a specific type of professional learning community (PLC) focused on solving problems and accomplishing goals set by its participants.

CFG gatherings focus on improving or resolving dilemmas brought by the participants. Rather than working in isolation, CFG participants enjoy the combined wisdom and commitment of the whole group toward resolving problems and to develop tangible work products.

The end result is shared community, increased trust, improved school culture, focused problem-solving, and everyone helping to become better educators over time. Research shows that a well-working CFG culture helps schools retain their teaching staff and supports their teachers in continuous improvement.

The intent of this application is to award funding to eligible applicants interested in becoming a CFG Coach for the purpose of assisting schools across the state, increasing the number of high-quality schools, and improving academic achievement for all students. As a CFG Coach, the grantee will be tasked with creating a regional group of up to ten charter school participants on a regional basis. The RFA narrative prompts ask for a description of a plan to create and facilitate CFGs, and to manage personal and professional obligations. All approved CFG Coaches must agree to participate in a required CFG Coaches’ Training with CDE staff. Training and travel costs will be covered by the sub-grant award.

### 2. General Application Information

#### 2.1 Applicant Eligibility

The CFG Coach proposed by the applicant must have multiple years of experience working with a high-quality charter school(s). Eligible applicants must be local educational agencies (LEAs) including school districts, charter and non-charter schools, county offices of education (COEs), or non-profit charter school support organizations. Additionally, the CFG Coach must demonstrate experience with group dynamics, facilitation of group discussions, and a willingness/availability to travel. The application must include a letter of recommendation from the supervisor of the proposed CFG Coach. Refer to Section 4 Application Specifications for additional information pertaining to personnel requirements.

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

For the purposes of the PCSGP, a high-quality charter school, as defined by ESEA

§4310(3), 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;
* 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 ESEA §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).

#### 2.3 Additional Information for Eligible Applicants

In addition, an applicant must:

* If a non-profit organization, be in good standing with the California Secretary of State at the time of the application submission. For-profit entities may not apply for PCSGP sub-grants.
* 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 Form 2C – 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>.
* Be registered in the System of Award Management (SAM) prior to submitting an application or plan, 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.

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

##### 2.4.1 Funding

The goal of this RFA is to provide funding for up to five CFG Coaches. The total amount projected to be available for this project is $600,000 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 five sub-grant awards over three fiscal years (FYs), at approximately $40,000 per sub-grantee per FY (Refer to Appendix B: Definitions of PCSGP Terms for the definition of “fiscal year”). However, to maximize flexibility in the design of sub-grant projects, the CDE has not established minimum or maximum funding levels for sub-grants. 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 to June 30, 2022
	+ A maximum of $200,000 will be available for FY 2021–22 for up to five CFG Sub-Grants.
* FY 2022–23: July 1, 2022 to June 30, 2023
	+ A maximum of $200,000 will be available for FY 2022–23 for up to five CFG Sub-Grants.
* FY 2023–24 July 1, 2023 to June 30, 2024 (pending approval of NCE)
	+ A maximum of $200,000 will be available for FY 2023–24 for up to five CFG 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 the 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, 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 sub-grant awards will be awarded.

###### Table 2.4.1 – CFG Coaches per CCSESA Geographic Region

| **Regions** | **1,2,3** | **4,5** | **6,7** | **9,10** | **8,11** |
| --- | --- | --- | --- | --- | --- |
| Number of Coaches | 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 FYs, for a total of 32 months:

* 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 an informational webinar on August 4, 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 State of California 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 CFG Coach will attend CFG Coaches’ Training, recruit CFG participants from the assigned region, facilitate CFG group meetings and site visits, and complete all required fiscal and performance reporting requirements. Maintaining good communications with CDE staff and CFG participants will be expected from all successful applicants.

#### 3.1 Critical Friends Group Coaches’ Training

All successful applicants must participate in CFG Coaches’ Training to become a certified CFG Coach. The registration and travel costs, if required, must be included in the CFG budget. **The cost of virtual CFG training is $850** and successful applicants will be provided additional information once sub-grant awards are announced.

#### 3.2 Critical Friends Group Coach Activities

CFG Coaches will be required to attend and facilitate the following activities:

* Monthly in-person or virtual participant meetings (at least eight, two-hour sessions;
* Up to four school site visits to CFG participants (attendance by CFG Coach is optional); and
* Quarterly CDE progress meetings with other regional CFG Coaches.

#### 3.3 Fiscal and Performance Reporting Requirements

CFG Coach Sub-Grants are reimbursement only. The CDE will not issue any advance payments for the sub-grant. All successful applicants must submit QERs and quarterly task progress reports (QTPRs) to be reimbursed for all costs associated with CFG Coaching activities. The QTPR must show the CFG Coach has completed the required coaching activities for each quarter along with supporting evidence such as sign in sheets, group surveys, and any deliverables created by the group.

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.

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

##### Table 3.3.1 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 |

#### 3.4 Annual Budget

An annual budget of projected expenditures to be funded by the 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.

#### 3.5 Allowable Use of Funds

The CFG Coach Sub-Grant may be used to support the following coaching activity costs:

* Hourly rate for time on tasks as a CFG Coach
	+ Time and effort reports must be submitted each quarter;
* Mileage to and from meeting locations and school site visits if different from the normal worksite for CFG Coaches;
* Travel costs, based on State of California approved rates, such as hotel, daily meal per diem, rental car fees, and fuel for any overnight travel more than 50 miles from home; and
* Indirect costs, at the CDE-approved indirect costs rate (see Forms 4C and 5C guidance on page 22).
* CFG participant costs: mileage to and from coaching sessions and school site visits and substitute costs for classroom coverage.

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

#### 3.6 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 CFG application and a copy of the form included with each copy of the CFG application. The Payee Data Record (STD. 204) can be found at the Department of General Services website at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

### 4. Application Specifications

#### 4.1 Technical Application Requirements

Each applicant must submit one original application with blue ink or authenticated e-signatures AND one electronic copy of the complete application as a single portable document format (PDF) document that contains all of the required items listed below. Comprehensive narrative requirements and associated scoring criteria can be found in Appendix A: Critical Friends Group Coach 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. Both the original application AND electronic application must be submitted to the CDE by the posted deadline. The electronic copy must be submitted as a single PDF file.

##### 4.1.1 Coaching Motivation, Personal and Professional Experience

The CFG Coach applicant must describe why the applicant is pursuing the sub-grant to be a CFG Coach, including references to personal and professional experience as it relates to working with school personnel.

The narrative may include, but is not limited to, the following:

1. Personal and professional experience, detailing work with high-quality charter schools (required response). Applicants are also encouraged to include information regarding additional experience such as volunteer work, non-education experience, and non-charter school experience;
2. Participation in school improvement processes or activities, including applicant’s role, responsibilities, and outcome;
3. Experience developing working groups including knowledge of group dynamics and establishing group protocols;
4. Experience using technology in the classroom such as distance learning, digital conference meetings, and digital document sharing; and
5. 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.

#### 4.2 Organizational Support for CFG Coaching Sub-Grant

The content of this section must describe how the CFG applicant’s organization will support the goals of the CFG project and assist with completing the tasks and deliverables contained in RFA Section 4.3 Scope of Project – Tasks. The content must demonstrate the applicant’s ability to provide the services set forth in this RFA and must address the following:

1. Organization Services and Activities
	1. Provide a description of the organization’s services and activities related to high-quality charter schools. 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. CFG Reporting Requirements:
	1. Provide a description of how the organization will assist the Coach in 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 CFG Coach Requirements
4. The application must acknowledge and ensure the successful applicant cannot change or substitute the assigned CFG Coach without the CDE’s approval. The substitute CFG Coach shall meet or exceed the qualifications and experience level of the previously assigned CFG Coach The application must specify that the applicant will comply with the Changes to CFG Coach Requirements.

#### 4.3 Scope of Project – Tasks

The application must include a section addressing all of the tasks and subtasks contained in this RFA. Any deviation from the tasks and subtasks described in Section 4.3 will not be considered and may cause an application to be rejected.

The application narrative must address the three main tasks and any subtasks:

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

###### Task 1.1 Attendance at CFG Coaches’ Training Sessions

The RFA narrative must include a detailed plan for attending the CFG Coaches’ Training sessions that will occur within the first fiscal quarter of the commencement of the sub-grant award. The RFA must ensure the CFG Coach named in the application will attend in person or via online meeting on a date and location to be determined at least 30 days prior to the meeting date.

###### Task 1.2 Quarterly CDE Meetings with Regional CFG Coaches

The RFA narrative must specify in detail how the successful applicant will, at a minimum, attend quarterly meetings with the CDE and fellow CFG Coaches to review and discuss task implementation and status. The meetings will be conducted in an online meeting format. During the meetings, sub-grantees must provide a review of each task and the proposed method(s) for implementation as contained in the RFA. Due dates for all deliverables will be established. The CDE will develop agendas, take minutes, and, within five working days after the training, submit the meeting minutes to the successful applicant(s) by email for review and approval.

###### Task 1.3 Recruitment of Charter Schools to Join the CFG

The RFA narrative must include a plan for assisting the CDE with recruiting charter schools to participate in the CFG opportunities. The plan should also include a system for following up with interested charter schools, collecting feedback from attendees, and reporting out to the CDE.

###### Task 1.4 Submittal of Deliverables to CDE

The CDE has an established process for the submittal of all final deliverables consisting of the review and approval by CDE 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 of high quality prior to submitting to the CDE. The application narrative must include a plan to submit all deliverables by established deadlines. The CDE must approve all materials and/or deliverables developed in conjunction with the sub-grant award. 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 4.3 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 4.3 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 deliverables; (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 CDE communications related to approvals, requested modifications, and disapprovals. 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, in the event of the CFG Coach sub-grantee’s failure to obtain CDE approval of deliverables, the sub-grantee shall not be relieved of performing related responsibilities or providing related deliverables and products to the CDE. The application narrative must acknowledge the successful applicant will accept financial responsibility for failure to meet agreed-upon timelines and produce high quality deliverables, 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.

##### Task 2 – Reports, Invoices, and Data File Requirements

###### Task 2.1 Quarterly Task Progress Reports

The CDE requires all approved CFG Coach sub-grantees to complete a QTPR. The progress report must include a detailed description of progress toward all actionable subtasks including the following:

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

The applicant must ensure QTPRs will be submitted to the CDE for review and approval within five working days of established due dates.

###### Task 2.2 Quarterly Expenditures Reports, General Ledgers, and Invoices

The CDE requires all approved CFG Coach sub-grantees to complete a QER. The QER must reflect all charges incurred by the CFG Coach 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.

###### Task 2.3 Comprehensive Final Report

By July 30, 2024, pending approval of the NCE, successful applicants 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, summary of results from CFG member surveys, and an analysis of the impact of the CFG Coaching 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.

##### Task 3 – Comprehensive Plan and Schedule for CFG Coaching Activities

###### **Task 3.1 Establishing Regional CFGs**

The RFA narrative must describe how the applicant will set up CFGs in their region including a description of how the applicant will create a safe environment for groups to discuss challenges each participant has in regards to creating a high-quality charter school.

###### Task 3.2 CFG Communication Network

The RFA narrative must describe how the CFG Coach will set up a communications network for all CFG participants in the region. Participants should be able to post questions and offer advice to each other in an open, non-threatening environment. The description should also describe the role of the CFG Coach in the communication network.

###### Task 3.3 Establishing CFG School Site Visits

The RFA narrative must describe how the CFG Coach will facilitate at least four site visits per performance year between CFG participants. The CFG Coach should attend at least one of the site visits to monitor the process but is not required to attend all site visits.

#### 4.4 Reference – Include as Appendix Attachment

The applicant must submit **one** letter of recommendation for the proposed CFG Coach from their supervisor attesting to the applicant’s ability to coach, and their knowledge of school operations and education issues.

### 5. Reading and Scoring of Applications

#### 5.1 Application Screening

After the application has been submitted, CDE staff will screen the application to verify it is complete and meets all eligibility criteria in the narrative response. Any application failing to meet **all** of the eligibility criteria will not be forwarded to the peer review process and the applicant will be formally notified by the CDE staff.

#### 5.2 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 CFG Sub-Grant RFA Scoring Rubric (See Appendix A: Critical Friends Group Coach Sub-Grant Request for Applications Scoring Rubric), which summarizes the required components of the CFG 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 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 CFG sub-grant.

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

1. Coaching Motivation, Personal and Professional Experience
2. Organizational Support for CFG Coaching Position
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 to be submitted to the CDE.

#### 5.3 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. Applications not chosen for their home region may be offered a sub-grant to serve a region without a qualified applicant.

Applications are subject to further review by the CDE to ensure the applicant is eligible for the sub-grant. This may include calling references and review of any past experience with CDE PCSGP sub-grants. The CDE will only recommend funding those applications with a well-developed, comprehensive, viable application that fully complies with all California state laws and the requirements described in this RFA. Once the eligibility review and the peer review are complete, CDE staff will notify the applicant of the status of their application.

#### 5.4 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 1C - Application Component Checklist. 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, Wednesday, September 22, 2021. Applications cannot be personally delivered. Mail the original application packet to the address below. Postmarks will be honored. Due to COVID issues, in-person delivery of applications to the CDE is not currently allowed.

Public Charter Schools Grant Program
California Department of Education
Charter Schools Division
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.**

#### 5.5 Appeal Process

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 CFG Sub-Grant Appeals
Charter Schools Division
California Department of Education
1430 N Street, Suite 5401
Sacramento, CA 95814-5901

 **Critical Friends Group Coach Sub-Grant
Request for Applications**

## Form 1C – Application Component Checklist

The following forms must be included as part of the PCSGP CFG Coach application. These forms can be downloaded from the CDE PCSGP Request for Applications web page at <https://www.cde.ca.gov/fg/fo/r1/pcsgpcfg21rfa.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.**

| **Forms** | **Required in Application** | **Initial** |
| --- | --- | --- |
| Form 1C – Application Component Checklist  | Required |  |
| Form 2C – Sub-Grant Application Cover PageThe Primary Applicant must sign in **blue ink**  | Required |  |
| Sub-Grant Application Narrative Response (15-page limit) | Required |  |
| Form 4C – CFG Budget Summary  | Required |  |
| Form 5C – CFG Budget Narrative | Required |  |
| Form 6C – 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 |  |

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

**Critical Friends Group Coach Sub-Grant
Request for Applications**

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

Applicants must submit the completed Form 2C – Sub-Grant Application Cover Page and originally signed Form 2C – Certification, Assurance and Signature Section as part of the application submission package. The CFG Coach Sub-Grant Application Narrative Response should immediately follow Form 2C – Certification, Assurance and Signature Section.

### Form 2C – Applicant Information

| **Required Fields** | **Applicant Information** |
| --- | --- |
| Organization Name: |  |
| Indicate Type of Business: (COE, District, or Non-Profit) |  |
| Address: |  |
| County:  |  |
| CFG Coach Name: |  |
| Phone Number: |  |
| DUNS Number:  |  |

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

| **Required Certification Field** | **Applicant Information** |
| --- | --- |
| Name of Authorized Signer: |  |
| Telephone Number:  |  |
| Date:  |  |
| Administrator or Designee Signature (Blue ink or authenticated e-signature): |  |
| Name of Coach |  |
| Coach Signature (Blue Ink or authenticated e-signature): |  |

**Critical Friends Group Coach Sub-Grant
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## Forms 4C and 5C – Sub-Grant Budget Summary and Budget Narrative

All applicants must complete the CFG Budget Proposal Excel workbook including Form 4C – CFG Budget Summary and Form 5C – CFG Budget Narrative. The completed worksheets must be submitted as part of the application submission package. The CFG Budget Proposal Excel workbook is available for download at: <http://www.cde.ca.gov/fg/fo/r1/documents/pcsgpcfg21form4-5.xlsx>.

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

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

* Coaching 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. CFG sub-grant funds may not be used to supplant duties not associated with the project.
* Supplies must be limited and required to complete the tasks associated with the CFG Coach tasks. Equipment cannot be purchased with the CFG sub-grant funds.
* Travel expenses charged to the sub-grant cannot exceed approved California travel rates (Appendix C: California State Travel Program). All travel costs charged to the sub-grant must be reasonable and necessary to complete the CFG Coach tasks. Food not associated with travel costs, per diem expenses, CANNOT be charged to the CFG sub-grant.
* Replication charges must be limited to only those items needed to complete the tasks associated with the sub-grant.
* Participant costs (i.e. mileage, substitute teachers) must be supported by invoices from participant employers.
* **NEW:** Indirect costs are limited to the 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 preliminary de minimis rate of 10 percent. For assistance in determining indirect cost rates please email PCSGPGeneral@cde.ca.gov.

CDE Form 5C – CFG 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: CFG Coach – Base Salary $80,000 per year x .25 full-time equivalent (FTE) dedicated to CFG Sub-Grant = $20,000 to manage sub-grant tasks including CDE meetings, outreach, network meetings and communications, and site visit(s).

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 each performance period. The table below explains each budget category or object code.

### Object Code Budget Categories

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

**Critical Friends Group Coach Sub-Grant
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## Form 6C – Sub-Grant Conditions and Assurances

### Specific Assurances

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

### Expenditures and Reporting

* The CSP State Entities program is authorized under Title IV, Part C of the ESEA of 1965, as amended by ESSA (20 U.S.C. 7221–7221j) and administered under the 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 (SBE), 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.

### Critical Friends Group Coach Information and Data

* The applicant will complete all data reporting requests to the CDE for CFG participant data including, but not limited to, the following:
	1. List of all attendees at CFG meetings
	2. List of communications with CFG 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 the 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 Office of Management and Budget (OMB) Circular A-133.
* 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

* The CFG Coach must have cleared health (e.g., tuberculosis) and criminal background (e.g., fingerprinting) checks. This information is subject to review and verification by CDE staff.
* 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 site to submit their Single Audit. The web page is available at <https://facweb.census.gov/uploadpdf.aspx>.

#### Form 6C - 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 CFG application and a copy of the form included with the electronic CFG 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: Critical Friends Group Coach Sub-GrantRequest for Applications Scoring Rubric

### I. Coaching Motivation, Personal and Professional Experience

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

Total score of 16 points possible: [Enter point total]/16 points

#### Coaching Motivation, Personal and Professional Experience

| **I. Coaching Motivation, Personal and Professional Experience** | **CLEAR CASE 8–7 Points** | **ADEQUATE CASE 6-5 Points** | **LIMITED CASE 4-3 Points** | **INSUFFICIENT CASE 2-0 Points** |
| --- | --- | --- | --- | --- |
| A. Description of why the applicant wants to be a CFG CoachScore of 8 points possible | The narrative shows:* A clear understanding of CFG Coach role;
* Motivation is clearly aligned with program goals; and
* Vision for sustaining the CFG network.
 | The narrative shows:* An adequate understanding of CFG Coach role; and
* Motivation adequately aligned with program goals.
 | The narrative shows:* Limited understanding of CFG Coach role; and
* Motivation shows limited alignment with program goals.
 | The narrative shows:* Little or no understanding of CFG Coach role; and
* Motivation is not aligned with program goals.
 |
| B. Personal and Professional ExperienceScore of 8 points possible | Applicant’s experience clearly demonstrates work with ALL of the following: * Charter schools;
* School improvement processes;
* Leading groups, coaching individuals; and
* Using technology in the classroom.

Applicant’s resume and letter of recommendation included. | Applicant’s experience adequately demonstrates work with MOST of the following: * Charter schools;
* School improvement processes;
* Leading groups, coaching individuals; and
* Using technology in the classroom.

Applicant’s resume and letter of recommendation included. | Applicant’s experience demonstrates limited work with SOME of the following: * Charter schools;
* School improvement processes;
* Leading groups, coaching individuals; and
* Using technology in the classroom.

Applicant’s resume and letter of recommendation included. | Applicant’s resume and letter of recommendation are NOT included in the application. |

### II. Organizational Support for CFG Coaching Position

The applicant must describe the organizational experience and support for requirements stated in the RFA.

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

#### Organizational Support for CFG Coaching Position

| **II. Organizational Support** | **CLEAR CASE 8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Description of the organization’s services and activitiesScore of 8 points possible | The narrative clearly describes experience working with high quality-charter schools. | The narrative adequately describes experience working with high-quality charter schools. | The narrative describes limited (1-2 years) experience working with high-quality charter schools. | The narrative does not demonstrate experience working with high-quality charter schools. |
| B. CFG Reporting RequirementsScore of 8 points possible | The narrative describes a clear plan to assist the CFG Coach with ALL of the following:* Maintaining project files; and
* Submitting QERs, GLs, invoices, QTPRs, and ensuring the accuracy of the reports.
 | The narrative describes an adequate plan to assist the CFG Coach with MOST of the following:* Maintaining project files; and
* Submitting QERs, GLs, invoices, QTPRs, and ensuring the accuracy of the reports.
 | The narrative only lists the assistance to the CFG Coach with SOME of the following:* Maintaining project files; and
* Submitting QERs, GLs, invoices, QTPRs, and ensuring the accuracy of the reports.
 | The narrative does not address EITHER area of reporting requirements. |
| C. Changes to CFG Coaching RequirementsScore of 8 points possible | The application must acknowledge and ensure the applicant cannot change or substitute the assigned CFG Coach without prior approval and formal amendment by the CDE and DGS. The substitute CFG Coach shall meet or exceed the qualifications and experience level of the previously assigned CFG Coach. (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 CFG Coach without prior approval and formal amendment by the CDE and DGS. (0 points only) |

### III. Scope of Project – Tasks

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

The applicant must describe how they meet all of the requirements stated for this task in the RFA.

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

##### Coordination and Communications with the CDE

| **III Task 1**  | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Subtasks 1.1, 1.2* 1. Attendance at CFG Coaches’ Training Sessions
	2. Quarterly CDE Meetings with Regional CFG Coaches

Score of 8 points possible | The narrative clearly describes and ensures the applicant will participate in ALL of the following:* 1. Attendance at CFG Coaches’ Training Sessions

1.2 CDE Quarterly Meetings(8 Points only) | Not ApplicableApplicants will be awarded 8 or 0 points only. | Not Applicable Applicants will be awarded 8 or 0 points only. | The narrative does NOT describe and ensure that the applicant will participate in ALL the following:* 1. Attendance at CFG Coaches’ Training Sessions
	2. CDE Quarterly Meetings

(0 Points only) |
| B. Subtask 1.31.3 Recruitment of Charter Schools to Join the CFGScore of 8 points possible | The narrative clearly describes a plan for recruiting charter schools in the region to participate in the CFG program including multiple resources. | The narrative adequately describes a plan for recruiting charter schools in the region to participate in the CFG program including at least two resources. | The narrative describes a limited plan for recruiting charter schools in the region to participate in the CFG program. | There is no plan for recruiting charter schools in the region to participate in the CFG program. |
| C. Subtask 1.41.4 Submittal of Deliverables to CDEScore of 8 points possible | The narrative describes a well-developed plan for submitting all required deliverables by the established deadlines. | The narrative describes a clear plan for submitting all required deliverables by the established deadlines. | The narrative states the intent to submit all required deliverables by the established deadlines. | The narrative does not address submitting deliverables to the CDE. |

#### Task 2 – Reports, Invoices, and Data File Requirements

The applicant must describe how they meet all of the requirements stated for this task in the RFA.

Total score of 8 points possible: [Enter point total]/8 points

##### Reports, Invoices, and Data File Requirements

| **III Task 2**  | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| Subtasks 2.1, 2.2, 2.3:2.1 Written QTPRs2.2 QERs, GLs, and Invoices2.3 Comprehensive Final ReportScore of 8 points possible | The narrative clearly describes and ensures the applicant will complete all reporting requirements including:* Written QTPRs;
* QERs, GLs, and Invoices; and
* Comprehensive Final Report.

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

 (0 points only) |

#### Task 3 – Comprehensive Plan and Schedule for CFG Coaching Activities

The applicant must describe how they meet all of the requirements stated for this task in the RFA.

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

##### Comprehensive Plan and Schedule for CFG Coaching Activities

| **III Task 3** | **CLEAR CASE8–7 Points** | **ADEQUATE CASE6–5 Points** | **LIMITED CASE4–3 Points** | **INSUFFICIENT CASE2–0 Points** |
| --- | --- | --- | --- | --- |
| A. Subtask 3.13.1 Establishing Regional CFGsScore of 8 points possible | The narrative describes a clear plan for creating CFGs based on regional boundaries including creating a safe environment to discuss challenges over eight, two-hour sessions each school year. The description shows evidence of group dynamics. | The narrative describes an adequate plan for creating CFGs based on regional boundaries including creating a safe environment to discuss challenges over eight, two-hour sessions each school year.  | The narrative describes a limited plan for creating CFGs based on regional boundaries with very few details for creating a safe environment to discuss challenges over eight, two-hour sessions each school year.  | The narrative describes a plan for creating CFGs based on regional boundaries but does NOT discuss creating safe environments. |
| B. Subtask 3.23.2 CFG Communication NetworkScore of 8 points possible | The narrative describes a clear plan for creating a communication network for regional CFG participants to ask questions, offer advice, and describes the role of the CFG Coach in the communication network. | The narrative describes an adequate plan for creating a communication network for regional CFG participants to ask questions, and offer advice, with a very limited description of the role of the CFG Coach in the communication network. | The narrative describes a limited plan for creating a communication network for regional CFG participants to ask questions and offer advice. There is no description of the CFG Coach role. | The narrative only states a platform for group discussions. No details are included on how it will be used. |
| C. Subtask 3.33.3 Establishing CFG School Site VisitsScore of 8 points possible | The narrative describes a clear plan to facilitate up to four site visits per year including plans to attend at least one site visit to monitor the process. This activity is reflected in the budget narrative. | The narrative describes an adequate plan to facilitate up to four site visits per year. This activity is included in the budget narrative. | The narrative ensures the CFG Coach will facilitate up to four site visits per year. The plan to achieve this is limited at best. | The narrative ensures the CFG Coach will facilitate up to four site visits per year. No plans are included. |

## Appendix B: Definitions of PCSGP Terms

**Applicant:** Any agency whose name is listed as the “Organization Name” on Form 2C – Sub-Grant Application Cover Sheet, a component of the completed Critical Friends Group Coach Sub-Grant application.

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

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

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

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

**Charter School:** A public school that provides instruction in any grades kindergarten through twelve 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:** Charter, non-charter school and non-profit public benefit corporation board members are regarded as governmental representatives and as such are subject to provisions of the Fair Political Practices Act and federal regulations found in 34 *Code of Federal Regulations* (*CFR)* Section 75.525.

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

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

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

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

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

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

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

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

**High-Quality Charter School:** As defined by ESEA §4310(3), 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 §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 CA *EC* §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 non-profit organization that carries out a Federal award as a recipient or sub-recipient.

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

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

**Procurement:** Any formal requisition process used to acquire goods and services that may involve the use of purchase orders, invoices, 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 $500,000 or more in **combined** federal funds (e.g., PCSGP and Title I funds, or American Recovery and Reinvestment Act [ARRA] funds) in a single year are required by federal law to obtain and submit a Single Audit to the Federal Audit Clearinghouse. PCSGP recipients required to file federal Single Audits must submit a copy of the reporting package to the CDE Charter Schools Division as a PCSGP performance benchmark.

Further information may be found in the Office of Management and Budget (OMB) Federal Register at: <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

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

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

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

**Sub-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.

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

## Appendix C: California State Travel Program

### Travel and Per Diem Limitations

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

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

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

### Conditions of Travel

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

### Lodging Reimbursement Rates – In State

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

### Trips of Less Than 24 Hours

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

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

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

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

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

### Lodging Reimbursement – (Receipts Required)

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

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

### Mileage Reimbursement Rates

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

* Automobile: $0.56 per mile\*

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

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

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

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

### Trips of 24 Hours or More

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

#### First day of travel

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

#### Continuing after 24 hours

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

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

### Conferences/Conventions

Rooms that are contracted by the sponsors for the event:

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

### Out of State Travel

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

### Out of Country Travel

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

### Receipts/Miscellaneous

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

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

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