# Public Charte­­r Schools Grant Program Request for Applications Start-Up Sub-Grant Application Packet

*Revised March 2023*

## Form 1 – Application Component Checklist

Forms must be compiled in the order indicated on the tables below. **Prior to submission, applicant must enter the Charter School Name in the document header where indicated.**

### **Start-Up Sub-Grant Application Packet Forms**

| **Start-Up Sub-Grant Application Packet Forms  (Found in this application packet)** | **Required in Application** | **Initials** |
| --- | --- | --- |
| Form 1 – Application Component Checklist (2 pages)  *The Primary Applicant must initial.* | Required |  |
| Form 2 – Sub-Grant Application Cover Sheet (6 pages)  *The Primary Applicant must sign in blue ink or with an authenticated electronic signature.* | Required |  |
| Form 3 – Sub-Grant Application Narrative (30-page limit) | Required |  |
| Form 4 – Charter School Work Plan/Activities (15-page limit) | Required |  |
| Form 5 – Sub-Grant Conditions and Assurances (9 pages)  *The Primary Applicant must sign in blue ink or with an authenticated electronic signature.* | Required |  |

### **PCSGP Start-Up Sub-Grant Budget Proposal Excel Workbook Forms**

| **Start Up Sub-Grant Budget Proposal Forms  (Found in the Excel workbook download)** | **Required in Application** | **Initial** |
| --- | --- | --- |
| Form 6 – Sub-Grant Budget Summary | Required |  |
| Form 7 – Sub-grant Budget Narrative | Required |  |

### **Appendices**

| **Appendix Letter** | **Appendices** (Not included in overall page count) | **Required in Application** | **Initial** |
| --- | --- | --- | --- |
| A | Governing Board Member Resumes | Required |  |
| B | Evidence of Authorizer Notification of PCSGP Start-Up Sub-Grant Application | Required |  |
| C | Verification of SAM Registration | Required |  |
| D | STD. 204 State of California – Department of Finance Payee Data Record | Required |  |
| E | References or Works Cited  *(References for Research Based Educational Program are allowable)* | Not Required |  |
| F | Signed Facilities Agreement *(For preference point)* | If applicable |  |
| G | Charter Petition and Authorizing Board Approval  *(Required for any school that does not have an approved Charter Number at the time of application)* | If applicable |  |
| Do Not Include | General Assurances and Certifications | Print, sign, keep on Site |  |

Additional appendices should not be included.

## Form 2 – Sub-Grant Application Cover Sheet

### **Charter School Information**

| **Required Information** | **Applicant Response** |
| --- | --- |
| Charter School Name |  |
| Address |  |
| City |  |
| Zip Code |  |
| County |  |
| Telephone Number |  |
| County-District-School (CDS) Code |  |
| Funding Type  *(Direct, Local)* |  |
| Unique Entity Identifier (UEI) (transitioned from Duns number) |  |
| Charter Authorizing Agency Name |  |
| Date of Most Recent Charter Approval |  |
| Charter School Number |  |
| School Grade Levels |  |
| Current Enrollment  *(If Applicable)* |  |
| Proposed Enrollment for the 2023–24 School Year  *(Or first year enrollment for Planning Applicants)* |  |
| Preference Points  *(Identify which preference point(s) school believed to be eligible for and total points)* |  |
| School Opening Date |  |
| Type of Sub-Grant |  |
| Total Sub-Grant amount requested |  |
| Is this school a conversion school? *(Yes/No)* |  |
| Is the charter school operated by or affiliated with a Charter Management Organization (CMO), Education Management Organization (EMO), freestanding or other (specify)?  *(CMO, EMO, Freestanding, other – please specify)* |  |
| If applicable, name of the CMO, EMO, or Parent entity |  |
| List all governing board members of charter school |  |

### **Charter Schools Under Governing Board Members Listed Above**

List the names of all charter schools for which the above governing board members are responsible.

#### Charter Schools Under Listed Governing Board Members

| **Charter School Name** | **Charter School Number** | **CDS Code** |
| --- | --- | --- |
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### **Prior Involvement with PCSGP Recipient Charter School**

Have any of the principal parties submitting this application been involved in the development or operation of any other charter school(s) and received a PCSGP award?

#### Prior Involvement with PCSGP Sub-Grant Recipient Charter School

| **Required Information** | **Applicant Response** |
| --- | --- |
| Have any of the principal parties submitting this application been involved in the development or operation of any other charter school(s) and received a PCSGP award?  (Yes/No) |  |

If yes to above question, please list up to 10 of the most recent schools, including the charter school name, charter school number, and start and end dates of the PCSGP sub-grant(s) below.

#### PCSGP Sub-Grant Recipient Charter Schools

| **Charter School Name** | **Charter School Number** | **Start and End Dates of PCSGP Sub-Grant** |
| --- | --- | --- |
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### **Operation Under Different Name**

Has this charter school previously operated under a different name or a different authorizer?

#### Operation Under Different Name or Authorizer

| **Required Information** | **Applicant Response** |
| --- | --- |
| Has this charter school previously operated under a different name or a different authorizer?  (Yes/No) |  |
| If yes, please provide a brief explanation: |  |

### **Primary Applicant Information**

| **Required Information** | **Applicant Response** |
| --- | --- |
| Full Name |  |
| Title |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Telephone |  |
| Email |  |

### **Contact Person Information**

| **Required Information** | **Applicant Response** |
| --- | --- |
| Full Name |  |
| Title |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Telephone |  |
| Email |  |

### **Board President Information**

| **Required Information** | **Applicant Response** |
| --- | --- |
| Full Name |  |
| Title |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Telephone |  |
| Email |  |

### **Certification, Assurances, 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 funding.

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 this application is correct and complete.

#### Certification, Assurances, and Signature

| **Required Information** | **Certification Information** |
| --- | --- |
| Name of Authorized Agent |  |
| Title of Authorized Agent |  |
| Date |  |
| Authorized Agent Signature (Blue Ink or Authenticated e-signature) |  |

## Form 3 – Sub-Grant Application Narrative

Insert application narrative response (30-page limit) in hardcopy and PDF application submissions.

## Form 4 – Charter School Work Plan/Activities

### **Charter School Work Plan/Activities Table** (15-page limit)

| Element | Start /End Dates | Position/Person Responsible | Justification | Evidence | Percent Complete |
| --- | --- | --- | --- | --- | --- |
| School Identity and Governance Structure Actions/Activities |  |  |  |  |  |
| Education Program Actions/Activities |  |  |  |  |  |
| Building a High-Quality Charter School  Actions/Activities |  |  |  |  |  |
| Engagement  Actions/Activities |  |  |  |  |  |

## Form 5 – 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 charter school site and to submit a signed copy to the California Department of Education (CDE) as part of the application packet.

#### Expenditures and Reporting

* The Charter School Program (CSP) State Entities program is authorized under Title IV, Part C of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA) (20 *United States Code* [*U.S.C.*] 7221–7221j and administered under the Education Department General Administrative Regulation (EDGAR) as it relates to 34 *Code of Federal Regulations* (*CFR*) Parts 75–81 and 2 *CFR* Parts 200 and 3485. Expenditures shall comply with all applicable provisions of federal and state regulations and policies relating to the administration, use and accounting for public school funds. Any interpretations of law, regulations, and procedures shall be the sole responsibility of the CDE.
* The CDE reserves the authority to require the repayment of received funds, the return of all unused funds, and/or the termination of the grant if the grant recipient fails to meet the terms of this agreement, fails to meet established deadlines, fails to act in good faith to carry out the activities described in the grant proposal or fails to correctly identify the school’s operational model.
* The charter school or charter developer 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 grant type and submit timely financial reports, status reports, and all other required reports. Failure to do so could result in the forfeiture of the grant and repayment of funds.
* The sub-grant recipient agrees to cooperate with the Federal Department of Education, the CDE, the State Board of Education, and their independent contractors, if any, in the administration of this grant, and to conduct any external evaluation of the effectiveness of the grant process.
* The charter school agrees to maintain fiscal procedures to minimize the time elapsing between the transfer of the funds from the CDE and disbursement.

#### Charter School Information and Data

* The sub-grant recipient agrees to complete all data reporting requests to the CDE for school-level data including, but not limited to, the following:
  1. California Longitudinal Pupil Achievement Data System (CALPADS) Charter School 20-Day Enrollment Reports
  2. CALPADS Census Day Enrollment Reports
  3. Annual School Accountability Report Card (SARC), and evidence of posting to the school website
  4. Internal assessment benchmark data reports, in lieu of Smarter Balanced Assessment Consortium data results.
* The sub-grant recipient agrees to use the charter school name in all communications with CDE.
* The sub-grant recipient agrees to respond to any additional surveys or other methods of data collection that may be required for the full sub-grant period.
* The sub-grant recipient agrees to provide CDE with a copy of any letter of violation the charter school receives from its authorizer.
* The sub-grant recipient agrees to cooperate with the United States Department of Education and CDE in evaluating this sub-grant program.
* The sub-grant recipient must annually provide information required to determine if the charter school is making satisfactory progress toward achieving the objectives of the charter school.
* The applicant must notify the charter authorizer of the school’s intent to apply for PCSGP funding prior to submitting its application.

#### Federal and State Regulations

* The charter school agrees to comply with sections 613(a)(5) and 613 (e)(1)(B) of the Individuals with Disabilities Education Act.
* The sub-grant recipient agrees that 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 applicant acknowledges that 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. Information on these regulations can be found in Appendix C. The applicant understands that procurements that are not negotiated in accordance with federal regulations will be disallowed.
* The non-Federal entity or applicant for a Federal award agrees to disclose in a timely manner, and in writing to the CDE, any and 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* Section 200.338.
* The sub-grant recipient agrees to maintain the following documents at their business office(s):
* Organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.
* A copy of the Request for Applications (RFA) under which they are applying, a copy of their signed completed application, the general assurances and certifications, as well as any other relevant materials referred to within this RFA. This information is subject to review and verification by CDE staff.
* The sub-grant recipient acknowledges that all staff must have cleared health (e.g., negative for tuberculosis) and have completed a criminal background and fingerprinting checking. This information is subject to review and verification by CDE staff.
* The sub-grant recipient acknowledges that they must participate annually in all testing programs required by state law.
* Thesub-grant recipient agrees that the charter school is, and will continue to remain, in compliance with all applicable state and federal laws and regulations including, but not limited to, the following:
  + California *Education Code* (*EC*) Section 47605 (d)(1) Charter schools shall meet all statewide standards and conduct the pupil assessments required pursuant to Section 60605 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools; (2) Charter schools shall, on a regular basis, consult with their parents, legal guardians, and teachers regarding the charter school’s educational programs.
  + *EC* Section 47605 (e)(1) In addition to any other requirement imposed under this part, a charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against a pupil on the basis of the characteristics listed in Section 220. Except as provided in paragraph (2), admission to a charter school shall not be determined according to the place of residence of the pupil, or of that pupil’s parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that public school.
  + *EC* Section 47605 (e)(2)(A) A charter school shall admit all pupils who wish to attend the charter school; (B) If the number of pupils who wish to attend the charter school exceeds the charter school’s capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the school district except as provided for in Section 47614.5. Preferences, including, but not limited to, siblings of pupils admitted or attending the charter school and children of the charter school’s teachers, staff, and founders identified in the initial charter, may also be permitted by the chartering authority on an individual charter school basis. Priority order for any preference shall be determined in the charter petition in accordance with all of the following:

(i) Each type of preference shall be approved by the chartering authority at a public hearing.

(ii) Preferences shall be consistent with federal law, the California Constitution, and *EC* Section 200.

(iii) Preferences shall not result in limiting enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.

(iv) In accordance with *EC* Section 49011, preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment;

(C) In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the charter school and shall not take any action to impede the charter school from expanding enrollment to meet pupil demand;

* *EC* Section 47605 (e)(3) If a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason, the charter school shall notify the superintendent of the school district of the pupil’s last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including report cards or a transcript of grades, and health information. If the pupil is subsequently expelled or leaves the school district without graduating or completing the school year for any reason, the school district shall provide this information to the charter school within 30 days if the charter school demonstrates that the pupil had been enrolled in the charter school. This paragraph applies only to pupils who are subject to compulsory full-time education pursuant to Section 48200.
* *EC* Section 47605 (e)(4)(A) A charter school shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in clause (iii) of subparagraph (B) of paragraph (2); (B) A charter school shall not request a pupil’s records or require a parent, guardian, or pupil to submit the pupil’s records to the charter school before enrollment; (C) A charter school shall not encourage a pupil currently attending the charter school to disenroll from the charter school or transfer to another school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in clause (iii) of subparagraph (B) of paragraph (2). This subparagraph shall not apply to actions taken by a charter school pursuant to the procedures described in subparagraph (J) of paragraph (5) of subdivision (c); (D) The department shall develop a notice of the requirements of this paragraph. This notice shall be posted on a charter school’s internet website. A charter school shall provide a parent or guardian, or a pupil if the pupil is 18 years of age or older, a copy of this notice at all of the following times:
  + (i) When a parent, guardian, or pupil inquires about enrollment;
  + (ii) Before conducting an enrollment lottery;
  + (iii) Before disenrollment of a pupil;

(E)(i) A person who suspects that a charter school has violated this paragraph may file a complaint with the chartering authority; (ii) The department shall develop a template to be used for filing complaints pursuant to clause (i).

* *EC* Section 47605 (e)(5) Notwithstanding any other law, a charter school in operation as of July 1, 2019, that operates in partnership with the California National Guard may dismiss a pupil from the charter school for failing to maintain the minimum standards of conduct required by the Military Department.
* *EC* Section 47604.1 (a) For purposes of this section, an “entity managing a charter school” means a nonprofit public benefit corporation that operates a charter school consistent with Section 47604. An entity that is not authorized to operate a charter school pursuant to Section 47604 is not an “entity managing a charter school” solely because it contracts with a charter school to provide to that charter school goods or task-related services that are performed at the direction of the governing body of the charter school and for which the governing body retains ultimate decision-making authority.
* *EC* Section 47604.1 (b) A charter school and an entity managing a charter school shall be subject to all of the following:
  + (1) The Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the *Government Code*), except that a charter school operated by an entity pursuant to Chapter 5 (commencing with Section 47620) shall be subject to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the *Government Code*) regardless of the authorizing entity
  + (2) (A) The California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the *Government Code*); (B) (i) The chartering authority of a charter school shall be the custodian of records with regard to any request for information submitted to the charter school if either of the following apply:

(I) The charter school is located on a federally recognized California Indian reservation or rancheria.

(II) The charter school is operated by a nonprofit public benefit corporation that was formed on or before May 31, 2002, and is currently operated by a federally recognized California Indian tribe.

(ii) This subparagraph does not allow a chartering authority to delay or obstruct access to records otherwise required under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the *Government Code*).

* (3) Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the *Government Code*.
* (4) (A) The Political Reform Act of 1974 (Title 9 (commencing with Section 81000) of the *Government Code*); (B) For purposes of Section 87300 of the *Government Code*, a charter school and an entity managing a charter school shall be considered an agency and is the most decentralized level for purposes of adopting a conflict-of-interest code.
* *EC* Section 47604.1 (c)(1)(A) The governing body of one charter school shall meet within the physical boundaries of the county in which the charter school is located; (B) A two-way teleconference location shall be established at each school site. (2) (A) The governing body of one non-classroom-based charter school that does not have a facility or operates one or more resource centers shall meet within the physical boundaries of the county in which the greatest number of pupils who are enrolled in that charter school reside; (B) A two-way teleconference location shall be established at each resource center; (3) (A) For a governing body of an entity managing one or more charter schools located within the same county, the governing body of the entity managing a charter school shall meet within the physical boundaries of the county in which that charter school or schools are located; (B) A two-way teleconference location shall be established at each school site and each resource center. (4) (A) For a governing body of an entity that manages two or more charter schools that are not located in the same county, the governing body of the entity managing the charter schools shall meet within the physical boundaries of the county in which the greatest number of pupils enrolled in those charter schools managed by that entity reside; (B) A two-way teleconference location shall be established at each school site and each resource center; (C) The governing body of the entity managing the charter schools shall audio record, video record, or both, all the governing board meetings and post the recordings on each charter school’s internet website; (5) This subdivision does not limit the authority of the governing body of a charter school and an entity managing a charter school to meet outside the boundaries described in this subdivision if authorized by Section 54954 of the *Government Code*, and the meeting place complies with Section 54961 of the *Government Code*.
* *EC* 47604.1 (d) Notwithstanding Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the *Government Code*, an employee of a charter school shall not be disqualified from serving as a member of the governing body of the charter school because of that employee’s employment status. A member of the governing body of a charter school who is also an employee of the charter school shall abstain from voting on, or influencing or attempting to influence another member of the governing body regarding, all matters uniquely affecting that member’s employment.
* *EC* 47604.1 (e) To the extent a governing body of a charter school or an entity managing a charter school engages in activities that are unrelated to a charter school, Article 4 (commencing with Section 1090) of Chapter 1 of Division 4 of Title 1 of the *Government Code*, the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the *Government Code*), the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the *Government Code*), the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the *Government Code*), and the Political Reform Act of 1974 (Title 9 (commencing with Section 81000) of the *Government Code*) shall not apply with regard to those unrelated activities unless otherwise required by law.
* *EC* 47604.1 (f) A meeting of the governing body of a charter school to discuss items related to the operation of the charter school shall not include the discussion of any item regarding an activity of the governing body that is unrelated to the operation of the charter school.
* Laws and regulating governing independent study and other areas of charter school policy and programming, including all sections of California Assembly Bill 130.

#### Specific Sub-grant Conditions

* The sub-grant recipient agrees to maintain auditable records on file for five years following the sub-grant award ending date.
* The sub-grant recipient acknowledges that 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.
* The sub-grant recipient 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>.
* The sub-grant recipient acknowledges that the CDE will verify that the sub-grant recipient has an enrollment of at least 80 students at one point in time within the first calendar year of operation based on the effective date the charter school begins serving students. The sub-grant recipient agrees to submit a CALPADS Census Day and/or Charter 20 Day enrollment report, as applicable, in a timely manner. This report must also be submitted to [PCSGP@cde.ca.gov.](mailto:PCSGP@cde.ca.gov)
* The sub-grantee recipient acknowledges that a CALPADS Census Day or Charter 20 Day enrollment count below 72 students (90 percent of the required 80 students) will be placed on payment hold until the required enrollment has been achieved and certified by the charter school authorizer, or additional documentation has been received to prove financial sustainability. Sub-grantees failing to meet this requirement by the end of the first year of implementation must show the charter school is sustainable with the reduced enrollment. The sub-grantee recipient acknowledges that failure to show sustainability or to meet the enrollment target will result in the termination of the sub-grant award.

### **Certification Table**

| **Required Information** | **Certification Information** |
| --- | --- |
| Name of Authorized Agent |  |
| Title of Authorized Agent |  |
| Date |  |
| Authorized Agent Signature (Blue Ink or Authenticated e-signature) |  |

Charter Schools Division, California Department of Education