PACSP Application Webinar
February 16, 2021
PACSP Project Year 1

Pennsylvania Charter
Schools Program Grant

PACSP Project Team

- **PACSP Co-Director: Brandie Karpew**

  - Brandie is the Director of Operations and Development at PCPCS. Drawing on her background as a budgetary and statistical analyst, Brandie possesses both intimate familiarity with PA's charter school ecosystem and extensive experience steering complex projects toward completion in an efficient and cost-effective manner. Amongst her many responsibilities for PACSP, Brandie will oversee communication through the PACSP website and the formation and operation of parent steering committees. Brandie is uniquely positioned to provide expert guidance and technical assistance to Project Team members and subgrantees alike throughout the PACSP project.

- **PACSP Co-Director: Abby Dubinchik**

  - Abby is the Director of Compliance at Charter Choices, where she coordinates the federal grants programing and reporting for over 35 Pennsylvania schools. She earned her Master's in Education Policy at the University of Pennsylvania and has played numerous roles with the Commonwealth's public education system over the past decade. Abby will oversee the development of the grant management platform, ensure project-wide fiscal compliance, and conduct many administrative and technical assistance duties throughout the PACSP project.

PACSP Project Team

- Community Engagement Lead: Jessica Hickernell

  - Jessica is the Director of Public Affairs and Policy at PCPCS and will serve as the Community Engagement Lead for PACSP. She is responsible for organizing the Coalition's advocacy and grassroots efforts, and she has developed strong working relationships with charter school parents and communities across the Commonwealth.

- Technical Assistance Lead: Jesse Bean

  - Jesse is a Principal at Charter Choices, where he provides a range of strategic and financial services to schools. He will bring the perspective of over 20 years in public education – both as a classroom teacher and as a charter school leader – along with a Master's in School Leadership from Harvard to his role as PACSP Technical Assistance Lead.

About PCPCS

- Founded in 2005, the Pennsylvania Coalition of Public Charter Schools (PCPCS) represents charter schools throughout the Keystone State. As the state's largest and most active charter organization, PCPCS advocates for both brick-and-mortar and cyber charter schools. Our work spans across the state including regional training events, school tours, legislative engagement, and media relations.

- To support our mission, the Pennsylvania Coalition of Public Charter Schools:

  - Advocates for reform-minded charter school laws;

  - Promotes the public charter school movement;

  - Fosters communication among its members to ensure that best practices and up-to-date information is shared among our schools and their staffs;

  - Supports and assists its members in the development of their professional managerial skills and in the advancement of public charter schools;

  - Establishes working relationships with other education reform organizations, professional organizations and government agencies seeking to improve the quantity and quality of educational choices for parents.

- http://pacharters.org/

About Charter Choices

- Charter Choices, Inc. is an independent educational consulting firm started in 2004 offering back office, administrative, and accounting support to schools.

- 50+ Schools

- Our clients include charter school startups, charter schools, cyber charter schools, traditional schools and nonprofit organizations.

- Services include:

  - Accounting and Finance

  - District Billing

  - Strategic Planning

  - Compliance and Reporting

  - Capital Financing

  - Charter Application/Renewal

  - Audit Support

- https://www.charterchoices.com/

Fast Facts

► PCPCS was awarded $30 million for the Charter School Programs (CSP) Grants to State Entities over the period of the next five years, 2021-2025

► Two overriding outcomes:

 ► Increase the number of high-quality charter schools that educate substantial at-risk student populations, and

 ► Improve student outcomes in PA charter schools, particularly for at-risk students. 90% of funds are to be used for the development, expansion, and replication of 18 high quality brick and mortar charter schools in PA

► 3% of funds for administrative activities and 7% of funds are for technical assistance activities to provide support to district authorizers, prospective applicants, and subgrantees

► To see our application submitted to U.S. Department of Education: CSP Grants to State Entities Program Awards

Eligible Applicants

▶ Brick and Mortar Charter Schools Only

▶ APPROVED charter from a Pennsylvania authorizer; PACSP cannot fund applications throughout the charter application process

▶ Applicants do not have to be PCPCS members, however we would love for you to join!

▶ Applicants must conform to the federal ESSA definitions: P.L.114-95, section 4310(2)

▶ PACSP has developed an Eligibility Guide to help prospective applicants. This guide is posted to the PCPCS CSP webpage: PACSP Eligibility.

Award Structure for Subgrantees

- Maximum award size for all subgrantees is $1,500,000

Grant period for subgrantees is three years:

- Year 1, subgrantee eligible for up to $1,100,000

- Year 2, subgrantee eligible for up to $200,000

- Year 3, subgrantee eligible for up to $200,000

- Funding amounts are based on conditions seen to the right

Condition	Amount	Timing
Base Award	$900,000	20% allocated upon preliminary notice of grant award; remainder upon finalized subgrant contract
School either (a) is located in a QOZ or (b) draws at least 40% of its student population from neighboring QOZs	$200,000	First verified enrollment count in Subgrant Year 1
At least 60% of School's students are economically disadvantaged and at least 75% of the school's students are Black or Hispanic	$200,000	First verified enrollment count in Subgrant Year 1
School educates at least 150 economically disadvantaged students in CSP-funded grades	$200,000	First verified enrollment count in Subgrant Year 2

Subgrantee Funds – Allowable Costs

▶ PACSP has developed an Allowable Cost Guide to help prospective applicants. This guide is posted to the PCPCS CSP webpage: <u>PACSP Allowable Expenses</u>.

▶ If any questions on allowable/unallowable costs please contact <u>pacspfinance@pacharters.org</u>

Allowable Uses:

▶ Preparing teachers, school leaders, and specialized instructional support personnel

▶ Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials).

▶ Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).

▶ Providing one-time, startup costs associated with providing transportation to students to and from the charter school.

PACSP Year 1 Applications!

▶ Visit the PCPCS CSP webpage to download all documentation: <u>PACSP How to Apply</u>

▶ Application opened on February 15, 2021 and closes on March 18, 2021 at 5:00 PM.

▶ As we receive questions, we will be posting them on <u>PACSP How to Apply</u>

▶ Applications must be submitted via <u>https://fedreporting.com/</u>.

  ▶ Download "User Creation Instructions" at <u>PACSP How to Apply</u>

  ▶ Complete all fields in the "New User" form

  ▶ Email completed form to <u>admin@fedreporting.com</u>. You will receive an email within 24 hours of submission. This will include your user credentials with a temporary password as well as instructions for resetting your password.

Application Components

▶ Download the following documents from __PACSP How to Apply__:

  ▶ 2021 PACSP Grant Application

  ▶ School Project Budget A

  ▶ School Project Budget B

  ▶ Sample School Project Budget

  ▶ Application Narrative Rubric

  ▶ Project Specific Narrative Rubric

  ▶ Competitive Preference Priority Plan Rubric

  ▶ Track Record Rubric

2021 PACSP Grant Application

▶ Pages 3 through 16 will provide key information about the PACSP program for prospective applicants.

▶ Pages 16 through 18 will provide information on the review, award, and submission process.

▶ Pages 18 and 19 outlines the application instructions

▶ Pages 19 through 29 will provide budget instructions.

▶ Pages 30 through 44 more specifically outline the required components of the application package.

2021 PACSP Grant Application – Review, Award, and Submission

Peer Review Team

A PRT has been established for the Project Year 1 Application review:

- Disinterested member of PCPCS Board

- Successful charter school founder

- Expert in charter school business management and finance

- Representative from PA institution of higher education

- Member of the PCPCS Legal Advisory Council

Conflict of Interest:

- PRT disclosed any potential conflict of interest during application process

- Co-Directors appointed 2 alternates

- PRT will disclose conflict of interest again before review based on applications submitted

Scoring Criteria

- New School/Development Applicants complete three narrative sections

- Expansion/Replication Applicants complete four narrative sections – Track Record to demonstrate applicant is a high-quality charter school

- Each applicant will receive one weighted percent for each application section, that is then summed for a final weighted percent for the whole application

- Eligibility for receiving a subgrant: earn at least 75% of available points AND be among the most highly rated applicants during a subgrant cycle

Application Section	Scoring Rubric	Weighting (Expansion/ Replication Applications)	Weighting (New School Applications
School Model (Qualitative)	PCPCS Quality Standards Four Point Scale	35%	50%
Track Record (Quantitative)	School District of Philadelphia Academic, Organization, and Financial Metrics Three Point Scale	35%	N/A
PACSP Project Specific Narratives	Custom PACSP Scoring Rubric Four Point Scale	15%	25%
Competitive Preference Priorities	Custom PACSP Scoring Rubric Four Point Scale	15%	25%

Award Process and Start Date

▶ Applicants and their authorizer will receive notification on the status of their application via email by Friday, May 7, 2021. If approved for funding, the subgrant award letter will stipulate any additional information that is required within 30 days before final approval will be granted, including necessary budget modification.

▶ Successful subgrantees will be required to participate in a CSP Subgrant Post-Award Webinar, which will be held on Thursday, May 13, 2021. Once conditions of a CSP subgrant award are met, the applicant will receive an email stating the subgrantee has final approval. Funds should not be spent or encumbered until the grant has received final approval, unless otherwise directed in writing.

▶ To be mindful of schools who may be awarded with longer planning periods (PACSP can only fund up to 18 months of planning), there will be two tiers of awardees based upon when the students will be starting at the new charter school, expansion, or replication. Both tiers of subgrantees will be able to utilize PACSP funds for up to 24 months of implementation.

Type of Subgrantee	Tier A Subgrantees	Tier B Subgrantees
Condition	If a school is opening, expanding, or replicating with student start of Fall of 2021.	If a school is opening, expanding, or replication with student start of Fall of 2022.
Start of PACSP Project Year 1	May 2021	October 2021
End of PACSP Project Year 3	September 30, 2023	September 30, 2024

Submission Process and Deadline

▶ An applicant may submit only ONE application using Fed Reporting.

▶ Application deadline is Thursday March 18, 2021 at 5:00 PM EST. Applications submitted late or incomplete will not be considered.

▶ Suggest that you submit your application and upload supporting documentation several days before the deadline to ensure it is received and complete.

▶ Only one component is mailed, everything else gets submitted via Fed Reporting: Certifications and Assurances

   ▶ Must be postmarked (via mail) by Friday, March 19, 2021 to: **Charter Choices, ATTN: CSP Grant, 222 N Keswick Avenue Glenside, PA 19038**

2021 PACSP Grant Application – Application Instructions

Important notes for applications…

- All pages must be standard letter size (8.5" x 11")
- All narrative responses:
  - Use 11-point font in Calibri or Times New Roman fonts
  - Double line spacing
  - One-inch margins
  - Tables may be in 11-point font
  - Number all pages
- Page limits!
  - Executive Summary – 1 page double spaced
  - Application Narrative – 30 pages double spaced
  - Project Specific Narrative – 2 pages double spaced
  - Competitive Preference Priority Plan – 2 pages double spaced
  - Track Record (Expansions/Replications only) – 10 pages double spaced
  - Budget Narrative – 3 pages double spaced
- School Project Budget Spreadsheet – do not PDF – send back in Microsoft Excel Macro format

Completed Applications will include...

- A completed letter of intent (page 30) must be submitted via FedReporting.com by Thursday, March 4, 2021 at 5:00 PM EST.

- The following documents must be completed/submitted via FedReporting.com by Thursday, March 18, 2021 at 5:00 PM EST.

  - Cover Sheet and Enrollment Information (pages 36 to 40; information needs to be entered into application in FedReporting.com)

  - Authorizer Notification (page 41; upload to FedReporting.com)

  - Executive Summary (page 42; upload to FedReporting.com)

  - Application Narrative (page 42 to 43; upload to FedReporting.com)

  - Project Specific Narrative and Required Attachments (page 43; upload to FedReporting.com)

  - Competitive Preference Priority Plan (pages 43 to 44; upload to FedReporting.com)

  - Budget Narrative (pages 19 to 29; upload to FedReporting.com)

  - School Project Budget Template (pages 19 to 29; upload to FedReporting.com)

  - Required Attachments (pages 45 to 46; upload to FedReporting.com)

- Certifications and Assurances (pages 31 to 35) mailed by Friday March 19, 2021

- Additional documents are required for replication or expansion schools. Details can be found on page 44 and items must be uploaded to FedReporting.com.

2021 PACSP Grant Application – Budget Instructions

Budget Narrative

- Not to exceed 3 pages double spaced

- Purpose of the Budget Narrative is to assist grant reviewers in understanding how your budget supports your grant application. There should be a clear connection between the objectives identified in your grant application and the grant request.

- Must clearly explain that all expenditures are allowable, reasonable, and allocable; are adequate to support the activities of the project; and directly connect to the goals and objectives in the proposal narrative.

- It is important that the budget and narrative demonstrate how the school will maintain financial sustainability after the end of the subgrant period.

- The justification of 'how' and/or 'why' a line item in the budget summary helps to meet the program deliverables.

- Must discuss all years of funding that align to the CSP grant budget.

School Project Budget Template

▶ The applicant may utilize up to 18 months of the grant award for planning activities (prior to students entering).

▶ There will be two tiers; each tier will be based upon when the students will be starting at the new charter school, expansion, or replication. If a school is opening, expanding, or replication with a student start of Fall of 2021, they will follow Tier A. If a school is opening, expanding, or replicating with a student start of Fall of 2022, they will follow Tier B.

	Year 1	Year 2	Year 3
Tier A	May 2021 to September 30, 2021	October 1, 2021 to September 30, 2022	October 1, 2022 to September 30, 2023
Tier B	October 1, 2021 to September 30, 2022	October 1, 2022 to September 30, 2023	October 1, 2023 to September 30, 2024

▶ Please be mindful that there are two School Project Budget Templates for applicants, labeled A and B. Please determine which is best fit for your school. There is also a Sample to help applicants as they are working on the budget documents.

Grant Year	Year 1	Year 2	Year 3	Total Award
Awardees	$1,100,000	$200,000	$200,000	$1,500,000

School Project Budget Template Continued
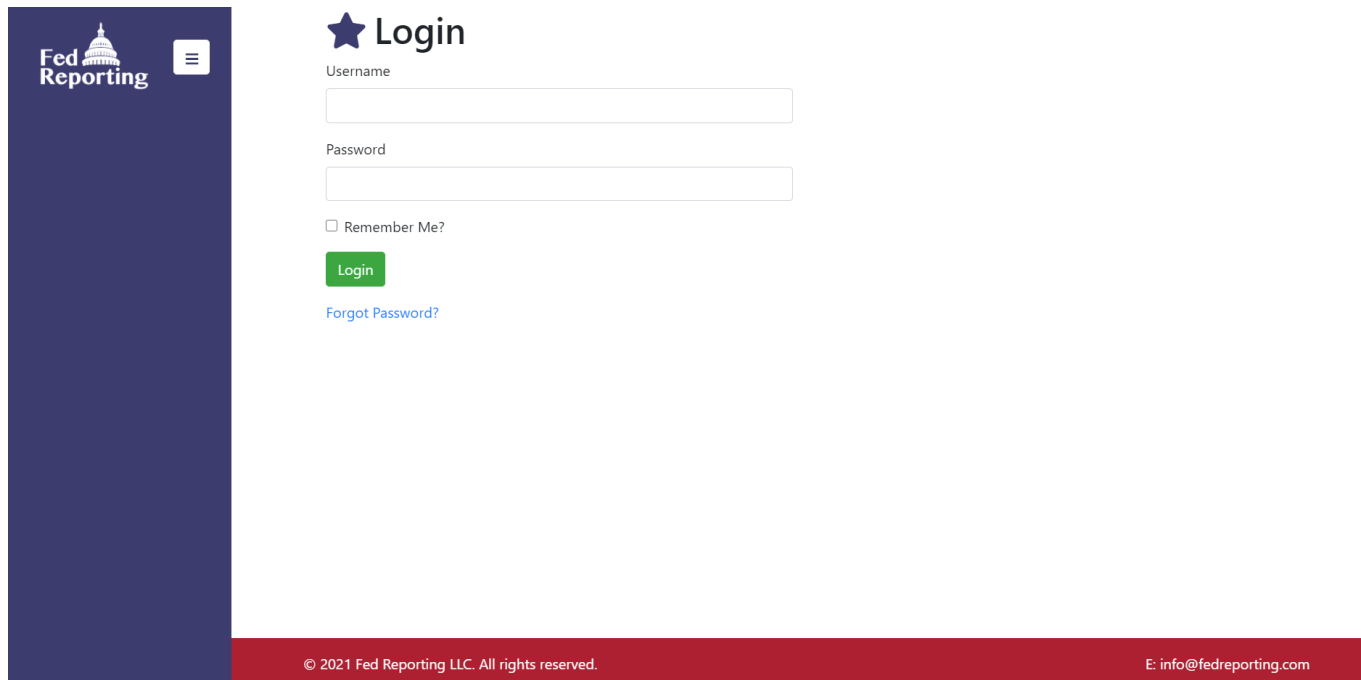
► Excel Macro format

► After downloading the Excel, enable Macros if the computer prompts you to do so.

► Three tabs – first and third are reference tools for the applicant

   ► Tab 1 Definitions: outlines the 12 expenditure categories and identifies the specific PA General Ledger (GL) codes that should be attributed to each allowable expense type. Basic definitions are provided.

   ► Tab 2 Detailed Budget Worksheet: must be populated by the applicant. Applicants must itemize their budgeted costs by fiscal year within each grant year. Applicant may not utilize all line items, that is ok!

      ► Summation formulas are already populated into the template for the applicant as well as a "Insert Row" button for the applicant to enter a new budget line item as needed. Do NOT add rows to the last three categories: recruitment, facility costs, and school bus. If you accidently insert a row that was not needed, highlight the row and delete the entire row.

   ► Tab 3 Summary Budget Worksheet: reference tool for the applicant. Fields are locked and will automatically populate as the applicant completes Tab 2.

► More guidance on completing the worksheet as well as the budget categories can be found on pages 25 to 29.

Fed Reporting!

Login

▶ Go to https://fedreporting.com/

▶ Click on Login in top blue menu bar

▶ Enter user credentials (after completed forms to create an account!)
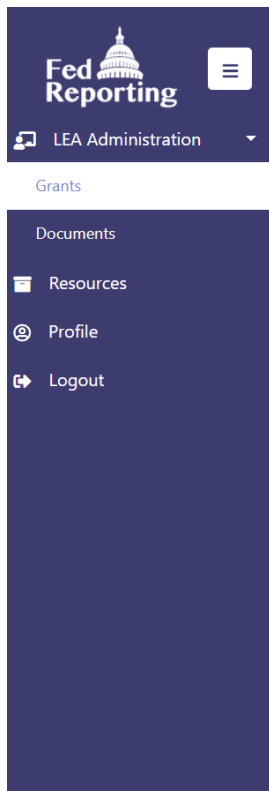
View your grant application

▶ After you have logged in, select the "LEA Administration" drop down in the blue menu bar on the left.

▶ Click "Grants"

Grant Application

▶ From this screen, click on the circled A to go into the Grant Application. Remember that the Save button is at the very bottom of the page. Submit your application when all components have been completed.

Note: DO NOT USE MONEY SYMBOL. For awarded subgrantees only.

Grant Documents

▶ From this screen, click on the folder icon to access the location where the applicant will upload all required items and attachments.

▶ To add your file, click on the edit document icon next to each item description.

▶ If you need to add more documents, click on the blue plus sign icon.

⭐ Grants for Sample Charter School

LEAs ★ Sample Charter School ★ Grants

Select an LEA   Sample Charter School

Grant	School Year	Status	Amount
PACSP New Charter School Application	20 - 21	Available	Ⓐ $ 📁

Click Folder!

Note: DO NOT USE MONEY SYMBOL. For awarded subgrantees only.

Now let's take a look in the system!

Main Contacts

▶ Brandie Karpew: pacspgrant@pacharters.org for Program and RFA questions

▶ Abby Dubinchik: pacspfinance@pacharters.org for Fiscal and Budget questions

▶ Jesse Bean: pacsptechassit@pacharters.org for Technical Assistance questions

Questions?