FY13 New York State Charter School Planning and Implementation Grant
Application Materials
Project Narrative and Workplan

Instructions: Please respond to the following. *If this information is already provided or described in the charter application approved by your authorizer, feel free to cross-reference to the appropriate section within that application* and attach the relevant portions.

1. Describe how the grant funds will be used to meet the planning and/or implementation needs of the charter school. In your description, please include:

a.) how these costs are initial operational costs (in accordance with fund use guidelines) that cannot be met from state or local sources **over the life of the grant.** Please see section D3 of the non-regulatory guidance linked below.
b.) how these costs are reasonable and necessary to support the successful start-up of the charter school.
c.) how CSP funds will be used in conjunction with other federal programs administered by the U.S. Secretary of Education (e.g., Title I, Title IIA, IDEA, etc.). Cite the other funds available and how each will support the program and complement the Planning and Implementation funds.
d.) an acknowledgement that you have read and understood:
    - the United States Education Department's non-regulatory guidance (specifically Section D)
    - NYSED's CSP Grants Webpage (paying particular information to information about federal regulations (EDGAR) regarding cash management, initial payments, and interest)
    - and an acknowledgement that you are not receiving a CMO Replication Grant from the United States Department of Education, as a charter school that receives funds under that competition is ineligible to receive funds for the same purpose under section 5202(c)(2) of the ESEA, including for planning and program design or the initial implementation of a charter school (i.e., CFDA 84.282A or 84.282B).

2. Please complete the CSP Workplan Chart (provided below). Your activities must be consistent and align with the budget amounts you request in your FS-10. You can put all activities from both budget periods A and B in one chart. The idea here is to compile the major activities that you will be completing during your three year award period, aligning those activities to the amounts you budgeted in your FS-10, and to have a timeline so we can gauge progress.

You must have (at least) one performance measure for each code you utilize in your FS-10 for both budget A and Budget B. In other words, if you have 4 funded categories in Budget A and 3 funded categories in Budget B, you would have at least 7 performance measures on your CSP workplan chart.

For example:
If, in Budget A, you have money in codes 15 (Professional Salaries), 40 (Purchased Services), 46 (travel expenses), and 45 (Supplies and Materials) your chart might look like this:

Performance Measure	**Budget Item**	**Amount of Funds (must align to FS10)**	**Timeline**	**Budget Justification**
Create and implement curriculum and business systems	Code 15 – Professional Salaries	$40,000	January 1, 2013 – June 30, 2013	Staff is needed to create and implement new systems since none currently exist.
Recruit staff, Board of Trustees, and School Principal	Code 40 – Purchased Services	$12,500	September 1, 2012 – January 1, 2013	Charter School needs ambitious leadership that is prepared to take on opening of new building.
Train School Principal, Curriculum Director, and Finance Director on curriculum, leadership development, and financial systems	Code 46 – Travel Expenses	$7,750	July 2013 – September 2013	Staff needs training on new programs designed for school.
Procure items needed (computers, furniture, smartboards, library books) to open school in September 2013.	Code 45 – Supplies and Materials	$172,000	January 1, 2013 – August 31, 2013	School needs basic items for start-up.

(Note, you would also include the items from Budget B on the chart, but for the purposes of this example, we are not).

It is important to note that a performance measure is a measurable activity. For instance, the performance measure that corresponds to the budget items for Professional Salaries is what the staff people the grant is supporting will actually do. The money allocated in the budget allows certain activities to happen – and those activities are the performance measures.

As you can see, the items above are more of a general listing of the activities you may complete. These performance measures are what you will be reporting on in your semi- annual and annual progress reports. Your FS-10 for the above items will have more detail and, as an example, your corresponding FS-10 entries for the performance measures above may look like this:

SALARIES FOR PROFESSIONAL STAFF

		Subtotal - Code 15	$40,000
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
School Principal	.10	$100000	$10,000
School Curriculum Director	.15	$100000	$15,000
School Finance Director	.15	$100000	$15,000

PURCHASED SERVICES

		Subtotal - Code 40	$12,500
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Recruitment for School Principal	ACME Consulting	100 hours x $50 per hour	$5,000
Recruitment for Board of Trustees	Super Consulting, Inc.	50 hours x $50 per hour	$2,500
Recruitment for high quality teachers	ACME Consulting	100 hours x $50 per hour	$5,000

TRAVEL EXPENSES

		Subtotal - Code 46	$7,750
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
School Principal and Curriculum Director	Leadership Training – Rochester NY	$750 per day x 3 days x 2 employees	$4500
Curriculum Director	Curriculum Training – Buffalo, NY	$250 per day x 1 day x 1 employee	$250
School Finance Director and School Principal	Finance Training – NYC, NY	$500 per day x 3 days x 2 employees	$3000

SUPPLIES AND MATERIALS			
		Subtotal - Code 45	$172,000
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Student Laptops	100	$1000	$100,000
Staff Computers	10	$1500	$15,000
Furniture	10	$4500 per classroom	$45,000
Smartboards	2	$1500	$3,000
Library Books	3000	$3.00	$9,000

We have included a list of potential (NOT all inclusive – just ideas) workplan performance measure activities below. You are not required to use these (and certainly can use your own), but we have determined that these are the activities most often used in CSP grants, so they may be helpful to you when creating your workplan and budgets.

- Procure equipment/supplies/materials (furniture, computers, smartboards, curriculums)
- Recruit staff/board of trustees/students
- Provide Professional Development for staff/board of trustees
- Secure school or office space (rent)
- Prepare space for learning (wiring, etc.)
- Procure recruitment materials
- Obtain legal services
- Obtain audit or financial services
- Train staff

FY13 NYS Charter School Planning and Implementation Grant
Workplan Chart

Project Goal: To open and operate a high quality charter school

Planning vs. Implementation: Your award period will be 10/1/12 – 8/31/15. As per NCLB, subgrantees may have up to 18 months of planning and up to 24 months of initial implementation during their one award period, with a total of no more than a 36 month award. Initial implementation begins when your doors open to students. Please indicate your planning and implementation periods below:

Planning: **Implementation:**

Anticipated Date of Charter School Opening:

Performance Measure	Budget Item	Amount of Funds (must align to FS10)	Timeline	Budget Justification

Performance Measure	Budget Item	Amount of Funds (must align to FS10)	Timeline	Budget Justification

Performance Measure	**Budget Items**	**Amount of Funds (must align to FS10)**	**Timeline**	**Budget Justification**

Performance Measure	**Budget Item**	**Amount of Funds (must align to FS10)**	**Timeline**	**Budget Justification**

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