



New York State Education Department Charter School Office

FY12 Federal Charter Schools Program (CSP) Grant Orientation for New Recipients

August 19, 2011

10:00 A.M. to 11:00 A.M. OR 1:00 P.M. to 2:00 P.M.

Webinar Logistics

Illuminate is an integrated webinar software that provides both visual and audio through your computer. If you are having technical difficulties, please contact **Cheri Murray** at **518-402-5623** or cmurray@mail.nysed.gov for assistance.

- ▶ Please use the chat function to ask questions. We will pause to answer questions frequently.
- ▶ When asked for feedback, please use the face icons to let us know whether things are making sense.

Today's Audience

- ▶ Representatives from currently approved or operating charter schools authorized by SED, SUNY, or NYCDOE, who are either in a planning period in in the first or second year of operation with students in 2011–12.
- ▶ Representatives from SUNY and SED founding groups expected to be chartered at the September 2011 Board of Regents meeting.
- ▶ Consultants assisting charter schools with completing documents to access grant funds.
- ▶ ALL individuals on the call should be representing eligible applicant charter schools that are first-time federal CSP grant recipients.

Purpose of the Webinar

The NYSED Charter School Office is offering two webinars to all eligible applicants who are receiving federal CSP funds for the first time. During this webinar we hope to:

- ▶ Provide information on federal CSP funds and its non-regulatory guidance.
- ▶ Provide a list of documents required to access funding
- ▶ Provide a timeline showing you how long it takes to complete the documents and get your initial 20% payment
- ▶ Provide ongoing processes to request additional funds, make amendments, and submit reports
- ▶ Connect participants to contacts and resources
- ▶ Answer questions (or collect them and get back to you)

What is the CSP Grant?

The New York State Education Department receives a Federal Charter Schools Program (CSP) grant under Title V, Part B of the No Child Left Behind Act of 2001, (NCLB). The primary purpose of this grant is to award sub-grants to one or more eligible applicants in the State to enable such applicant to plan and implement a charter school in accordance with Title V, Part B of the No Child Left Behind Act of 2001, (NCLB). This grant program also supports the dissemination of charter school best practices.

Planning

Planning and program design of the charter school educational program may include:

- Refinement of the desired educational results and of the methods for measuring progress toward achieving those results, and
- Professional development of teachers and other staff who will work in the charter school.

Implementation

Initial implementation of the charter school may include:

- Informing the community about the school,
- Acquiring necessary equipment and educational materials and supplies,
- Acquiring or developing curriculum materials, and
- Other initial operating costs that cannot be met from State or local sources.

Eligibility for Funds

- ▶ Any NYS charter school that has received a charter from an authorizer and is in a planning period or year 1 or 2 of operation with students in 2011–12, and has not previously received CSP funds.

Grant Period

- ▶ Planning and Implementation funds can be used for Up to 36 months of funding (up to 18 months of planning and up to 24 months of implementation)
- ▶ If your school submits paperwork in a timely fashion, we expect to have grant budget periods for this year be from 09/14/11 – 08/31/12.

Amount of CSP Funds

- ▶ NYS Allocation Amounts:
 - Up to \$600K total for planning and implementation for schools in a planning year or year 1 of operation with students in 2011–12
 - Up to \$300K for schools in year 2 of operation with students in 2011–12
- ▶ Note: If you have a CMO accessing USED replication funds...no “double dipping”

How to Apply for Funds

- ▶ All of the information and paperwork necessary to request funds can be found at:

<http://www.p12.nysed.gov/psc/CSPNewFY12PlanningandImplementationGrants.html>



Let's take a tour!

Fund Use Rules

Nonregulatory Guidance found on the CSO website:

- ▶ Allowable Expenses:
 - Planning and initial implementation costs (statutory definition of both)
 - Staff: Start-up related and track time
- ▶ Non-allowable Expenses:
 - Operational costs (e.g.: first grade teacher)
 - No construction expenses, even for ADA compliance
- ▶ **Note on “necessary maintenance, repair, or upkeep of buildings and equipment” described on p. 16, Question D4 of the Nonreg. Guidance.** Given the fact that CSP funds cannot be expended on construction costs, expenses in this category would most likely be budgeted in the Purchased Services (Code 40) category on the FS-10 budget form. The Minor Remodeling (Code 30) costs should not be used, as this category involves a blend of expenditure types that would likely rise to the level of “construction”.

Other Required Documents

- ▶ **Corporate Documents:** Operating schools should have these. If not please contact charterschools@mail.nysed.gov. For proposed schools, these will be sent to the lead applicant or BoT president after the 09/13/11 BoR meeting.

Other Required Docs, cont.

- ▶ **ASAP:** Submit to Information & Reporting Services, Room 868 EBA, Albany, NY 12234 a [Payee ID Form](#). Initial contracts cannot be created until this form is on file. The following information needs to be provided on the Payee ID Form:
 - Employee ID # (EIN) also known as a Federal Tax ID #. Info can be found at <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>
 - OSC Vendor ID #. Email VMU@osc.state.ny.us to acquire your number.
 - DUNS number. Go to <http://fedgov.dnb.com/webform/displayHomePage.do>
 - Central Contractor Registration (CCR Activation). To register go to <http://www.ccr.gov>

Other Required Docs, cont.

- ▶ EL 2853(1)(a) requires Trustees to obtain federal tax-exempt status – 501(3)(c). You can find information on <http://www.irs.gov/pub/irs-pdf/p4220.pdf>.
- ▶ E-Pay Sign-Up: It's faster! You still need to be sure to have a physical address on file for the Payee ID Form.

Timeline for Approval

- ▶ 1. 8/26/11: School sends FY12 CSP Grant Documents to SED.
- ▶ 2. 8/26/11: SED CSO staff review documents.
- ▶ 3. 9/02/11: SED CSO staff sends documents to SED Grants Finance.
- ▶ 4. 9/02/11: (Allow 2 weeks.) Grants Finance develops your contract and sends it to your contact person for signature.
- ▶ 5. **ASAP:** You have up to 4 weeks to sign and return the contract but you will want to do so ASAP. The contract cover letter provides an address for return to SED Contract Administration.
- ▶ 6. **Allow 4 Weeks:** Both the Attorney General and Office of the State Comptroller approve the contract.
- ▶ 7. **About 2 Weeks:** After all approvals, a copy of the contract is mailed back to the contact person and the initial payment of 20% of the 2011–2012 budget period is issued.

Earliest possible transfer of initial cash payment: Late October 2011. This depends on rapid turnaround of documents by the school.

Payments (FS-25)

- ▶ **Upon contract approval:** You receive an initial 20% payment.
- ▶ **Monthly:** FS-25 forms are used to request 70% of your funds. To help expedite payments, it is recommended you complete these forms on a monthly basis. Cash payments prior to the end of the grant period cannot exceed 90% of a grant's budget.
- ▶ **End of Budget Period:** FS-10-F forms are used to request the remaining 10% and close out your budget period.

Amendments (FS-10-A)

- ▶ The following changes to a budget must receive prior approval from SED:
 - An increase in any budget category (salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater.
 - Addition of equipment items having a unit value of \$5,000 or more.
 - Material changes to personnel positions.
 - Addition of minor remodeling.
 - An increase in the total budget amount.
- ▶ To request such a change, email a detailed request to charterschools@mail.nysed.gov with the subject line *CSP Grant: Amendment: Name of Charter School*.
- ▶ The request will be reviewed based on federal guidelines by CSO staff. You will be notified via email of the decision. If approved, you will need to complete a [FS-10-A](#) form.
- ▶ The date of receipt of an amendment is the earliest possible funding date for encumbrances based on that amendment. Amendments must be submitted no later than 30 days prior to the end of a budget period.

Grant Close-Out (FS-10-F)

- ▶ To access the last 10%, complete a [FS-10-F](#) at the end of your 2011–2012 budget period.
- ▶ This form must be filed no later than 90 days from the end of a budget period.
- ▶ You will be notified by email when you are required to submit continuation information for the 2012–2013 budget period, as well a project report to close out the 2011–2012 budget period.

Resources

- ▶ [NYSED's Charter School Office](#)
- ▶ [SED Grants Finance Guidance and Information](#)
- ▶ [National Charter School Resource Center](#)
- ▶ [United States Department of Education Charter Schools Home Page](#)

Contacts: Update SEDREF

- ▶ To make sure you get all communications from NYSED, please make sure that your school's contact info is updated in SEDREF, NYSED's administrative information system:



- ▶ Let's check one of your schools at:
http://portal.nysed.gov/portal/pls/pref/sed_inst_qry_vw%24.startup
- ▶ Please see for assistance in updating your school's info, see:
<http://www.p12.nysed.gov/sedrefupdate.html>
- ▶ The Department currently maintains the contact info for the following at a charter school
 - ▶ Board of Trustees President
 - ▶ Chief Executive Officer (direct report to the Board of Trustees)
 - ▶ Director of Special Education
 - ▶ Information Officer
 - ▶ Title I Coordinator

Questions?

Email: charterschools@mail.nysed.gov with the
subject line: CSP Grant: Question



OR

Call: Barbara Moscinski or Kimberly Santiago at

(518) 474-1762

