

Utah Public Charter School Grant Program

Start-up and Implementation

Grant Application

(Up to Three Years of Funding)

No Child Left Behind Act,
Title V, Part B, Public Charter Schools Program
In Cooperation with the U.S. Department of Education

Introduction

This application is to address Title V, Part B of the No Child Left Behind Act Charter School Program. The Utah State Office of Education (USOE) was successful in receiving a grant under this program for \$12,800,000 over a three-year period to support those charter schools in the initial phases and years of implementation, and to assist public schools wishing to systemically reform to convert to charter status. USOE will retain 5% of these funds for statewide activities.

USOE will distribute approximately \$3,600,000 to charter schools, on a competitive basis, for school year 2009-2010. Since this is a competitive grant, it is possible that some applications may not be funded. There is no guarantee that the submission of an application will result in funding or that funding will be allocated at the level requested or previous levels received from prior award periods.

For questions contact: Jami-Jon Pearson, Education Specialist, Utah State Office of Education, (801) 538 - 7583 or jami-jon.pearson@schools.utah.gov

Federal Charter School Law can be found at
<http://www.ed.gov/policy/elsec/leg/esea02/pg62.html>

Purpose of Grant

The purpose of this application is to solicit proposals from new charter schools that meet the following objectives:

1. To expand the number of quality, research-based and educationally diverse charter schools throughout the state by supporting the efforts of charter school developers and organizers;
2. To assist existing public schools wishing to systemically reform to convert to charter "status"; and
3. To assist newly approved and operational charter schools in meeting their identified planning, start-up, conversion, and implementation needs.

Application Requirements

One hard copy of the original plus two electronic copies of a complete application in Microsoft Word format must be received at the Utah State Office of Education Charter School Section no later than Tuesday, June 30, 2009. Deadline is 4PM MST.

Mail or hand deliver proposals to: Jami-Jon Pearson, Utah State Office of Education, 250 East 500 South, Post Office Box 144200, Salt Lake City, UT 84114-4200. *Proposals received after this time will NOT be considered, regardless of date of postmark. Faxes will NOT be accepted. Incomplete proposals will NOT be considered.*

Required Format

A respondent is required to follow the application format (attached) in order to assure a consistent application of evaluation criteria.

Application Instructions

- Staple the pages of the original hard copy of the application. Two CD's each containing a complete electronic copy of the application in Microsoft Word are also required.
- Do NOT send any material that must be returned.
- Use a document footer with the name of the charter school and page numbers.
- The hard copy of the grant application must include the original signatures of the charter school representative, and, if the charter school has been authorized by a district, superintendent, on the signature page. The electronic copies must also include signed scanned copies of any documents requiring signatures.

Eligible Applicants

Grant applicants should first review the definition of a public charter school in federal statute at <http://www.ed.gov/policy/elsec/leg/esea02/pg62.html> in order to ascertain eligibility.

For 1st Year Applicants: Budgets should be developed for a full three years of proposed funding. In subsequent years those budgets may be modified.

Funding for future years is contingent upon federal appropriations. Pursuant to federal guidelines, no more than 18 months can be used for planning (startup) activities, no more than 24 months can be used for implementation activities, and a school may receive no more than 36 total months in funding from this grant to support a particular charter school.

Fundable Activities

Under the allowable activities described in Public Law 107-110, Title V, Part B, Section 5204 (f)(3), grant funds must be used for the following:

1. Post-award planning and design of the educational program, including refining results (standards) and measurements (evaluation) of progress toward those results.
2. Professional development of teachers and other staff that is research-based and includes National Staff Development standards.
3. Initial implementation of the charter school, including:
 - a. Informing the community about the school,
 - b. Acquiring necessary equipment and educational materials and supplies,
 - c. Acquiring or developing curriculum materials, and
 - d. Other initial operational costs not met from state/local sources.

Applicants must target one or more of the allowable activities listed above in the grant proposal.

Review Process & Selection Criteria

A committee of individuals with knowledge of systemic school reform and the charter school concept will review the applications. Review will be based upon the specific criteria listed in this application. Points will be awarded as follows:

<u>Selection Criteria for Start-up Grant applicants (First year and rewrites)</u>	<u>Maximum Points</u>
1. Cover sheet, Target population, Signature page	3 total points
2. Body of application (based on required elements rubric)	36 - 63 total points
3. Waivers from Federal statutory or regulatory provisions or Board Rules	3 total points
4. Assurances signature page	3 total points
5. USOE budget form	10 total points
6. Compliant enrollment policy	3 total points
7. Hiring a Principal/Director (Planning year schools only)	10 total points
8. Satellite school documentation (if applicable)	no points awarded
9. GEPA statement	3 total points
10. Attendance at CS Director's meetings	10 total points
11. Planning Year Training attendance (if applicable)	10 total points
12. Novice applicant	3 points (additional)
13. Overall quality of application	5 points (additional)
	TOTAL 81 – 126 points

A school's award amount will be based on the percentage of points possible they received on their individual application and the amount of available funds. The total points possible will vary from school to school based on what optional portions they choose to complete and what portions they are required to complete, hence the range from 81 – 126 total points.

Required Information for Start-up Grants (Year 1 Recipients)

Please provide these required pieces of information to your application in the order listed. Appendices will not count toward the application's 25-page limit. However, they are required in order to receive funding.

1. Section 1: Cover Sheet with charter school name (Attachment #1), *Target Population* using the attached profile, the number of students who are or will be served by the charter school by grade (Attachment #2), and *Signature page* (Attachment #3).
2. Section 2: Body of application. Addressing the "Required Elements" rubrics. Include a maximum of two (2) pages per area clearly labeled with the number and title of the required element. Limit 22 pages. NOTE: The documentation required for the Purchasing Policies & Procedures category does not count towards that page total (i.e. board minutes, supporting paperwork)
3. Section 3: Appendix A: Requested waivers from Federal statutory and regulatory provisions or State Board Rules. List the Federal statutory and regulatory provisions and Board Rules from which waivers will be sought. Simply list the statute and title. If the school is not applying for waivers, include a sentence stating this. This should not exceed one page (Attachment #4)
4. Section 4: Appendix B: Assurances Signature Page (Attachment #5)
5. Section 5: Appendix C: USOE Budget Form (Attachment #7). DO NOT include the Budget Instructions (Attachment #6) in the application.
6. Section 6: Appendix D: Enrollment policy (Attachment #8). The process must meet the Federal lottery guidelines and cannot discriminate against anyone regarding gender, race, national origin, color, disability, or age.
7. Section 7 (planning year schools only): Appendix E: Recruiting & Hiring a Director/Principal (Attachment #9) – All schools in their planning year must complete this section. This outlines the school's plan to recruit, hire and then fund director by December 31st until the new fiscal year.
8. Section 8 (if applicable): Appendix F: Satellite School Documentation (Attachment #10 – only satellite schools applying for Federal Start Up & Implementation Grant funds need to complete this section.)
9. Section 9: Appendix G: GEPA Statement (Attachment #12). DO NOT include the GEPA statement examples in the application (Attachment #11).

Criteria 10 – 13 are calculated by USOE charter school section staff and require no additional documentation submitted by the school.

Required Information for Implementation Grant Applicants (Year 2 & 3 Recipients)

Implementation Grant applicants can choose one of two paths:

1. Rewrite the Start-up application for a possible higher percentage than you received for your FY 2009 application. Schools choosing the re-write option will receive the higher of the previous year's or current application's overall score.
2. Submit only the information required for the Implementation application, which consists of an updated budget along with a few additional items.

Review for Implementation Grant applicants (2nd and 3rd year recipients)

1. Cover sheet, Signature page
2. Assurances signature page
3. An updated USOE budget form
4. Brief review of last year's goals, projects, and school progress (2 pages maximum)
5. Updated goals (not new goals), projects, and school plan for completion (2 pages maximum)
6. Attendance at CS Director's meetings

Post Award Requirements

Every eligible applicant awarded grant funds under this program must agree to meet all requirements of federal law governing the Public Charter Schools Grant Program (CFDA: 84.282), any applicable state and/or federal requirements particularly those included on the Assurances Page. Additional requirements may include:

- 1) The submission of periodic reports regarding the school's progress towards their goals and the use of their funds towards meeting those goals.
- 2) Permission may be requested to post the grant application and charter school application on the USOE website.