FY 2023 CSP Credit Enhancement Pre-Application Competition Webinar

ALN 84.354A

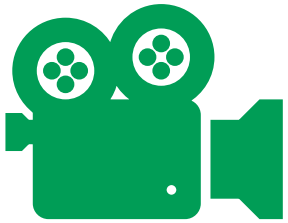
MAY 18, 2023

Disclaimer: This slide deck does not contain the full text of the Notice Inviting Applications (NIA) for the FY 2023 CSP CE Grant competition. Before applying for a CSP CE grant, interested applicants should thoroughly review the NIA (Link) published in the Federal Register. The CSP CE NIA and other FY 2023 CSP CE competition-related resources can be found on the CSP competition website.

Welcome

Webinar Logistics

The webinar is listen-only.



The webinar is being recorded and will be posted on CSP's website.

Use the Zoom Q&A feature to ask questions.

Answering Your Questions

- **Today's Q&A Process:** We have budgeted time for Q&A at the end of each section. Submit your questions via the Zoom Q&A feature. Only submit questions relevant to the topics discussed.
- **Competition Email Address:** Due to time constraints and the number of participants, we may not answer all the questions submitted. If your question is not addressed or you have a follow-up question, send it to charter.facilities@ed.gov .

IMPORTANT – Webinar Disclaimer

- This slide deck does not contain the full text of the FY 2023 CE Grants **Notice Inviting Applications (NIA)** published in the *Federal Register* on May 10, 2023.

- Before applying for this grant, interested applicants should thoroughly review the—

  - NIA (https://www.govinfo.gov/content/pkg/FR-2023-05-10/pdf/2023-09952.pdf)

  - Application package instructions (https://oese.ed.gov/files/2023/05/FY23-Credit-Enhancement-Application-Instructions-Package-5.10.23-Grants.gov_.pdf), and

  - CE competition website (https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/charter-school-programs/credit-enhancement-for-charter-school-facilities-program/fy-2023-csp-credit-enhancement-ce-competition/).

- Applicants should not rely solely on this webinar for information and guidance on the NIA. Use it in conjunction with the NIA as a resource.

Click for the *Federal Register* website

Agenda

1.) Welcome & Logistics

2.) CSP and CE Overview

3.) CE Grant Program

4.) Components of the Notice Inviting Applications (NIA)

5.) Preparing Your Application

6.) Submitting Your Application

7.) Award Administration

8.) Application Review Process

9.) Final Reminders

2. CSP and CE Overview

Disclaimer: This slide deck does not contain the full text of the Notice Inviting Applications (NIA) for the FY 2023 CSP CE Grant competition. Before applying for a CSP CE grant, interested applicants should thoroughly review the NIA (Link) published in the Federal Register. The CSP CE NIA and other FY 2023 CSP CE competition-related resources can be found on the CSP competition website.

Meet the CSP CE Grants Program Team

- **Anna Hinton, PhD**, CSP Director
- **Karen Dorsey Hargrove,** CE Supervisor
- **Clifton Jones**, CE Program Officer
- **Thea Fowles**, CE Program Officer

Major Purposes of the CSP

1. Expand opportunities for all students, particularly traditionally underserved students, to attend charter schools and meet challenging State academic standards;
2. Provide financial assistance for the planning, program design, and initial implementation of public charter schools;
3. Increase the number of high-quality charter schools available to students across the United States;
4. Evaluate the impact of charter schools on student achievement, families, and communities;
5. Share best practices between charter schools and other public schools;
6. Encourage States to provide facilities support to charter schools; and
7. Support efforts to strengthen the charter school authorizing process.

Source: Section 4301 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

Competition At a Glance

Competition Basics

- **Type of Award:** Discretionary
- **Estimated Available Funds:** $50 million
- **Estimated Range of Awards:** $2M to $20M
- **Estimated Average Size of Awards:** $11M
- **Estimated Number of Awards:** 4
- **Maximum Award:** $20M
- **Project Period:** From the start date on the grant award document until the Federal funds and earnings on those funds have been expended for the grant purposes or until financing facilitated by the grant has been retired, whichever is later

Application Deadline

June 26, 2023, at 11:59:59 p.m. ET

Both the date and time are critical!

INTENT TO APPLY:

Email charter.facilities@ed.gov by May 25, 2023, with "Intent to Apply" in the subject line. Include entity name, contact person's name and email, and ALN 84.354A. Submission of an intent to apply is not required to apply for funding.

3. CE Grant Program

Disclaimer: This slide deck does not contain the full text of the Notice Inviting Applications (NIA) for the FY 2023 CSP CE Grant competition. Before applying for a CSP CE grant, interested applicants should thoroughly review the NIA (Link) published in the Federal Register. The CSP CE NIA and other FY 2023 CSP CE competition-related resources can be found on the CSP competition website.

CE Program Purpose

The Grants for Credit Enhancement for Charter School Facilities (Credit Enhancement) program provides grants to eligible entities to demonstrate innovative methods of helping charter schools to address the cost of acquiring, constructing, and renovating facilities by enhancing the availability of loans and bond financing.

CE Eligible Applicants

- A public entity, such as a State or local governmental entity
- A private, nonprofit entity
- A consortium of above entities

Project Design:
Funding Restrictions & Other Considerations

Charter School Objectives

Funding Restrictions – Reserve Account

Other Considerations

Charter School Objectives & Use of CE Funds

Use grant funds – deposited in a reserve account – to assist one or more charter schools to access private sector capital to accomplish one or more of the objectives

- ❑The acquisition (by purchase, lease, donation, or otherwise) of an interest (including an interest held by a third party for the benefit of a charter school) in improved or unimproved real property that is necessary to commence or continue the operation of a charter school.
- ❑The construction of new facilities, or the renovation, repair, or alteration of existing facilities, necessary to commence or continue the operation of a charter school.
- ❑The predevelopment costs required to assess sites and to commence or continue the operation of a charter school.

Funding Restrictions: Reserve Account

Permissible Uses

Grantees may use reserve account funds for:

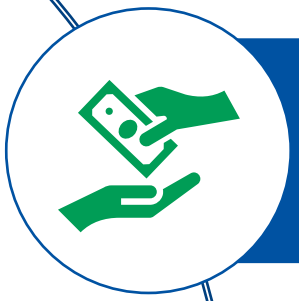
- Guaranteeing, insuring, and reinsuring bonds, notes, evidences of debt, loans, and leases of personal or real property;
- Facilitating financing by identifying potential lending sources, encouraging private lending, and other similar activities that directly promote lending to, or for the benefit of, charter schools; and
- Facilitating the issuance of bonds by charter schools, or by other public entities for the benefit of charter schools, by providing technical, administrative, and other appropriate assistance.

Impermissible Uses

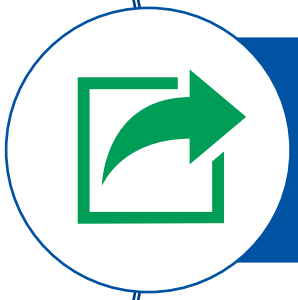
Grantees may not use reserve account funds to:

- Directly pay for a charter school's construction, renovation, repair, or acquisition; or
- Provide a down payment on facilities in order to secure loans for charter schools. A grantee may, however, use funds to guarantee a loan for the portion of the loan that would otherwise have to be funded with a down payment.

Other Funding Considerations



This program does not require cost sharing or matching..

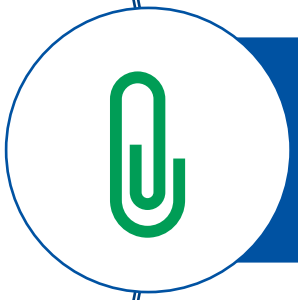


A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

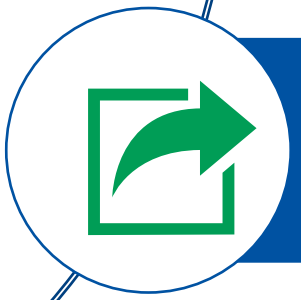
The charter schools that a grantee selects to benefit from this program must meet the definition of “charter school” in section 4310 of the ESEA, as amended by the ESSA.

Other Funding Considerations

A grantee must invest funds in obligations issued or guaranteed by the United States or a State, or in other similarly low-risk securities.



A grantee may use 2.5 percent of the grant funds for the administrative costs.



Any earnings on funds, including fees, received under this program must be deposited in the reserve account and used in accordance with the requirements of this program.

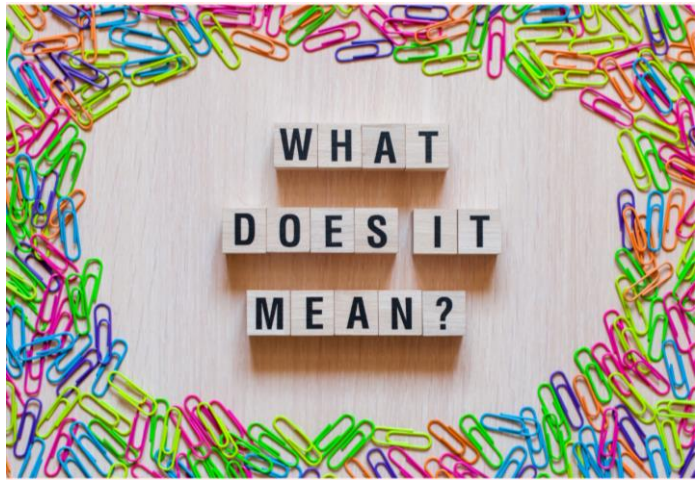
Do you have any **questions** about the information we just presented?

Use the Q&A Feature

4. Components of the Notice Inviting Applications

Disclaimer: This slide deck does not contain the full text of the Notice Inviting Applications (NIA) for the FY 2023 CSP CE Grant competition. Before applying for a CSP CE grant, interested applicants should thoroughly review the NIA (Link) published in the Federal Register. The CSP CE NIA and other FY 2023 CSP CE competition-related resources can be found on the CSP competition website.

Definitions



The terms listed are all explained in the NIA's Definitions section.

- Baseline
- Charter management organization
- Charter school
- Performance measure
- Performance target
- Project component

Application Narrative Content – Required!

Selection Criteria

Quality of Project Design and Significance - Maximum 35 points

Quality of Project Services - Maximum 15 points

Capacity - Maximum 35 points

Quality of Project Personnel - Maximum 15 points

Application Content Requirements

Applicants must address all application content requirements.

(a) Quality of project design and significance (up to 35 points)

In determining the quality of the project design and significance, the Secretary considers –

1) The extent to which the grant proposal would provide financing to charter schools at better rates and terms than they can receive absent assistance through the program;
2) The extent to which the project goals, objectives, and timeline are clearly specified, measurable, and appropriate for the purpose of the program;
3) The extent to which the project implementation plan and activities, including the partnerships established, are likely to achieve measurable objectives that further the purposes of the program;
4) The extent to which the project is likely to produce results that are replicable;
5) The extent to which the project will use appropriate criteria for selecting charter schools for assistance and for determining the type and amount of assistance to be given;
6) The extent to which the proposed activities will leverage private or public sector funding and increase the number and variety of charter schools assisted in meeting their facilities needs more than would be accomplished absent the program;
7) The extent to which the project will serve charter schools in States with strong charter laws, consistent with the criteria for such laws in section 4303(g)(2) of the ESEA; and
8) The extent to which the requested grant amount and the project costs are reasonable in relation to the objectives, design, and potential significance of the project.

(b) Quality of project services (up to 15 points)

In determining the quality of the project services, the Secretary considers –

1) The extent to which the services to be provided by the project reflect the identified needs of the charter schools to be served;
2) The extent to which charter schools and chartering agencies were involved in the design of, and demonstrate support for, the project;
3) The extent to which the technical assistance and other services to be provided by the proposed grant project involve the use of cost-effective strategies for increasing charter schools' access to facilities financing, including the reasonableness of fees and lending terms; and
4) The extent to which the services to be provided by the proposed grant project are focused on assisting charter schools with a likelihood of success and the greatest demonstrated need for assistance under the program.

(c) Capacity (up to 35 points)

In determining an applicant's business and organizational capacity to carry out the project, the Secretary considers –

1) The amount and quality of experience of the applicant in carrying out the activities it proposes to undertake in its application, such as enhancing the credit on debt issuances, guaranteeing leases, and facilitating financing;
2) The applicant's financial stability;
3) The ability of the applicant to protect against unwarranted risk in its loan underwriting, portfolio monitoring, and financial management;
4) The applicant's expertise in education to evaluate the likelihood of success of a charter school;
5) The ability of the applicant to prevent conflicts of interest, including conflicts of interest by employees and members of the board of directors in a decision-making role;
6) If the applicant has co-applicants (consortium members), partners, or other grant project participants, the specific resources to be contributed by each co-applicant (consortium member), partner, or other grant project participant to the implementation and success of the grant project;

(c) Capacity (up to 35 points) - continued

In determining an applicant's business and organizational capacity to carry out the project, the Secretary considers –

7) For State governmental entities, the extent to which steps have been or will be taken to ensure that charter schools within the State receive the funding needed to obtain adequate facilities; and
8) For previous grantees under the charter school facilities programs, their performance in implementing these grants.

Note: The 35 available points under this selection criterion will be allocated evenly among the factors applicable to a particular applicant. For example, for an applicant for which none of factors (6)–(8) apply, the 35 available points will be allocated among the first five factors. Similarly, for an applicant that is a State governmental entity that is a previous grantee under the charter school facilities programs, the 35 available points will be allocated evenly among factors (1)–(5), (7), and (8).

(d) Quality of project personnel (up to 15 points)

In determining the quality of project personnel, the Secretary considers –

1) The qualifications of project personnel, including relevant training and experience, of the project manager and other members of the project team, including consultants or subcontractors; and
2) The staffing plan for the grant project.

Application Content Requirements

- ✓ A statement identifying the activities that the eligible entity proposes to carry out with funds received under the program, including how the eligible entity will determine which *charter schools* will receive assistance, and how much and what types of assistance *charter schools* will receive. (ESEA section 4304(d)(2)(A)).

- ✓ A description of the involvement of *charter schools* in the application's development and the design of the proposed activities. (ESEA section 4304(d)(2)(B)).

- ✓ A description of the eligible entity's expertise in capital market financing. (ESEA section 4304(d)(2)(C)). (Consortium applicants must provide this information for each of the participating organizations.)

- ✓ A description of how the proposed activities will leverage the maximum amount of private-sector financing capital relative to the amount of government funding used and otherwise enhance credit available to *charter schools,* including how the eligible entity will offer a combination of rates and terms more favorable than the rates and terms that a *charter school* could receive without assistance from the eligible entity under this section. (ESEA section 4304(d)(2)(D)).

Performance Measures

Program Performance Measures – GPRA

Project-Specific Performance Measures & Targets

Program Performance Measures - GPRA

- The amount of funding grantees leverage for charter schools to acquire, construct, and renovate school facilities.
- The number of charter schools served. Grantees must provide this information as part of their annual performance reports.

The Government Performance and Results Act (GPRA) of 1993 requires federal agencies to prepare a strategic plan covering a multiyear period and requires each agency to submit an annual performance plan and an annual performance report. GPRA was designed to improve program management throughout the Federal government

Project-Specific Performance Measures

Applicants must provide the following:

- How each proposed project-specific performance measure would accurately measure the performance of the project.

- How each proposed project-specific performance measure would be consistent with the performance measures established for the program funding the competition.

Project Performance Targets

Why each proposed performance target is ambitious yet achievable compared to the baseline for the performance measure and when, during the project period, the applicant would meet the performance target(s).

Note: The Secretary encourages applicants to consider measures and targets tied to their grant activities during the grant period. The measures should be sufficient to gauge the progress throughout the grant period and show results by the end of the grant period.

Data Collection and Reporting

- The data collection and reporting methods the applicant would use and why those methods are likely to yield reliable, valid, and meaningful performance data; and
- The applicant's capacity to collect and report reliable, valid, and meaningful performance data, as evidenced by high-quality data collection, analysis, and reporting in other projects or research.

Note: If applicants do not have experience with collection and reporting of performance data through other projects or research, they should provide other evidence of their capacity to successfully carry out data collection and reporting for their proposed project.

Do you have any **questions** about the information we just presented?

Use the Q&A Feature

5. Preparing Your Application

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Application Location and Components

- The application package can be found and submitted at **Grants.gov**. Funding Opportunity Number – ED-GRANTS-051023-002

- The application package instructions and other competition resources are available on the CSP CE competition website (https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/charter-school-programs/credit-enhancement-for-charter-school-facilities-program/fy-2023-csp-credit-enhancement-ce-competition/).

Required Forms	Application Narrative	Other Attachments
✓ ED Standard Forms	✓ Project Abstract	✓ CE Tables 1, 2, & 4
✓ Assurances and Certifications	✓ Project Narrative	✓ Consortium Agreements
	✓ Budget Narrative and Forms (ED 524 and CE Table 3)	✓ Resumes/Curriculum Vitae
		✓ Other Supplementary Documents

Required Forms

ED Standard Forms

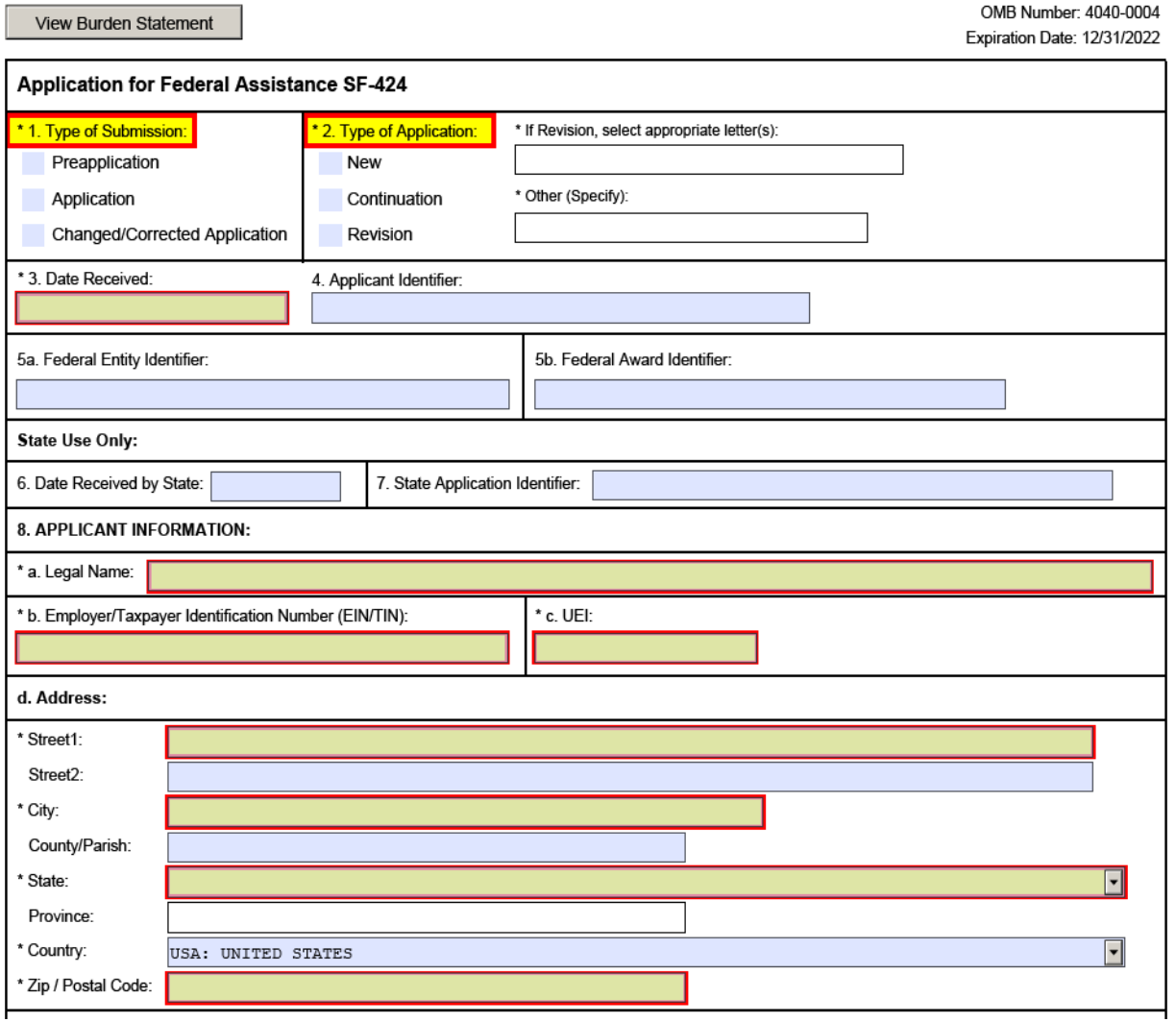
- Application for Federal Assistance (SF-424)
- Department of Education Supplemental Information for the SF-424
- Department of Education Budget Summary Form (ED 524) Sections A & B
- Disclosure of Lobbying Activities (SF LLL)

Assurances and Certifications

- General Education Provisions Act (GEPA) Requirements – Section 427
- SF 424B Form – Assurances, Non-Construction Programs

Required Form: SF-424 Form

- **8c – Organizational UEI.** This must be the same UEI number used when you registered with Grants.gov.
- **16a-b – Congressional Districts.** Enter the district the applicant organization is located in and the district in which activities will occur.
- **17a-b – Proposed Project Start and End Dates.** The start date is October 1, 2023.
- **18 – Estimated Funding ($).** This should reflect the total amount requested for the project.
- **19 – Executive Order 12372.** This program is subject to the Executive Order.



View Burden Statement

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:
- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

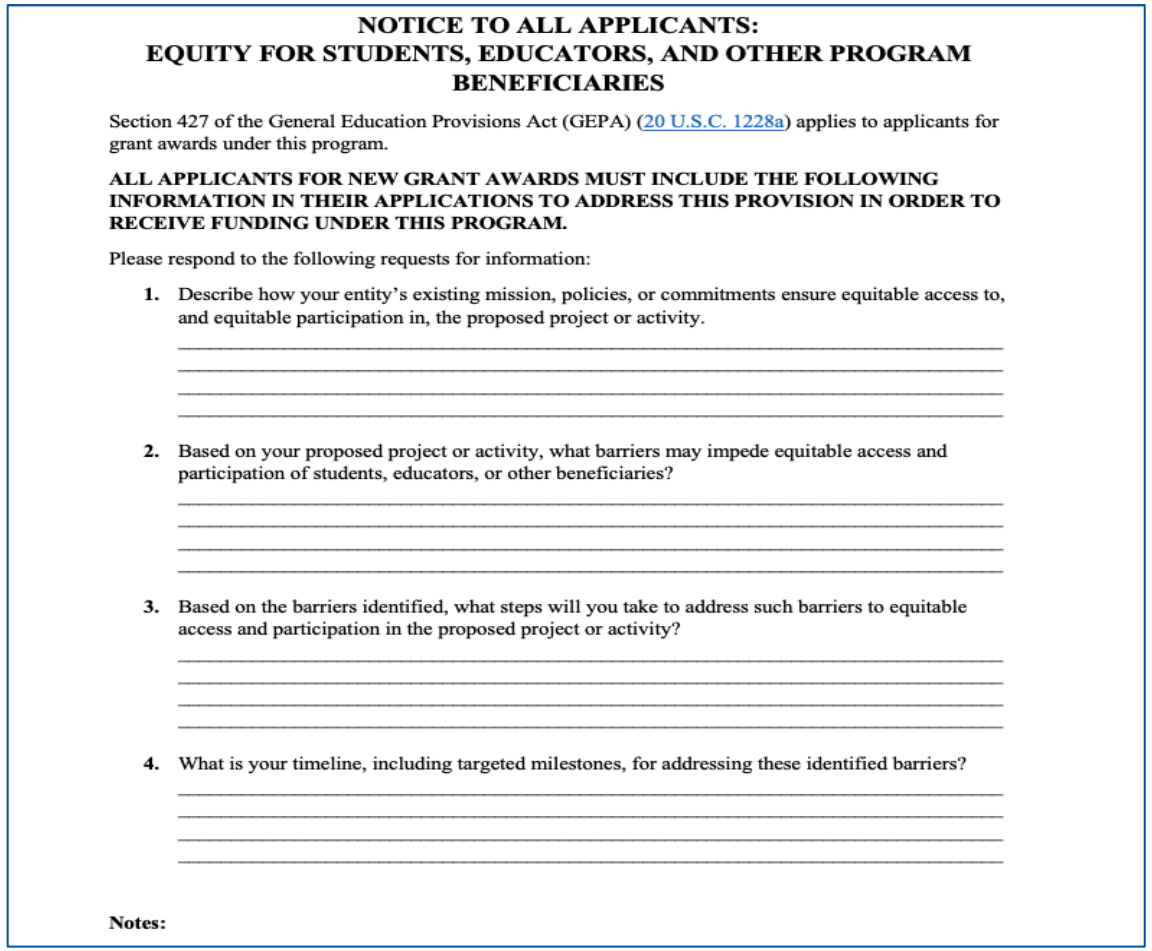
* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. UEI:

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code:

New GEPA Form



NOTICE TO ALL APPLICANTS:
EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES

Section 427 of the General Education Provisions Act (GEPA) (20 U.S.C. 1228a) applies to applicants for grant awards under this program.

ALL APPLICANTS FOR NEW GRANT AWARDS MUST INCLUDE THE FOLLOWING INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Please respond to the following requests for information:

1. Describe how your entity's existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.

2. Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries?

3. Based on the barriers identified, what steps will you take to address such barriers to equitable access and participation in the proposed project or activity?

4. What is your timeline, including targeted milestones, for addressing these identified barriers?

Notes:

Applicants must respond to each question on the standard form and submit the form with its grant application package or State plan.

For Grants.gov application submissions:

- The updated form is integrated into Grants.gov and no longer needs to be uploaded as PDF.
- The form is electronic and each text box response allows 4,000 characters.
- An error message is received if a response is missing and the form cannot be saved. (see next slide)

Sample Error Message

SECTIONS:

- Notice to All Applicants
- Notes
- Burden Statement

ED GENERAL EDUCATION PROVISIONS ACT (GEPA) 427 FORM
Version 2.0

OMB Number: 1894-0005
Expiration Date: 06/30/2023

Errors!
Check for Errors revealed the following errors:

- Notice to All Applicants
  - Ensure Equitable Access is required: Describe how your entity's existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.
  - Barriers is required: Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries.
  - Steps is required: Based on the barriers identified, what steps will you take to address such barriers to equitable access and participation in the proposed project or activity.
  - Timeline is required: What is your timeline, including targeted milestones, for addressing these identified barriers.

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Ensure Equitable Access is required: Describe how your entity's existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.

2. Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries? *

SAVE | CHECK FOR ERRORS | CLOSE

GEPA Resources

- PDF version of Section 427 form and instructions
- Computer-based training, Ensuring Equitable Opportunities Under the GEPA Section 427
- GEPA Section 427 form Frequently Asked Questions (FAQs)
- The Department of Education Equity Action Plan at ED.gov/equity

Application Narrative: ED Abstract Narrative Form

- Include the name and address of the organization
- Include the name, phone number, and email address of the contact person for the project
- Should not exceed one single-spaced page
- Should use language understood by a range of audiences and include the following information:
  - Project title
  - Project goals
  - Expected outcomes
  - Proposed project outcomes
  - Contributions for research, policy, practice
  - Concise description of how your project meets the purpose of the Credit Enhancement Grant Program

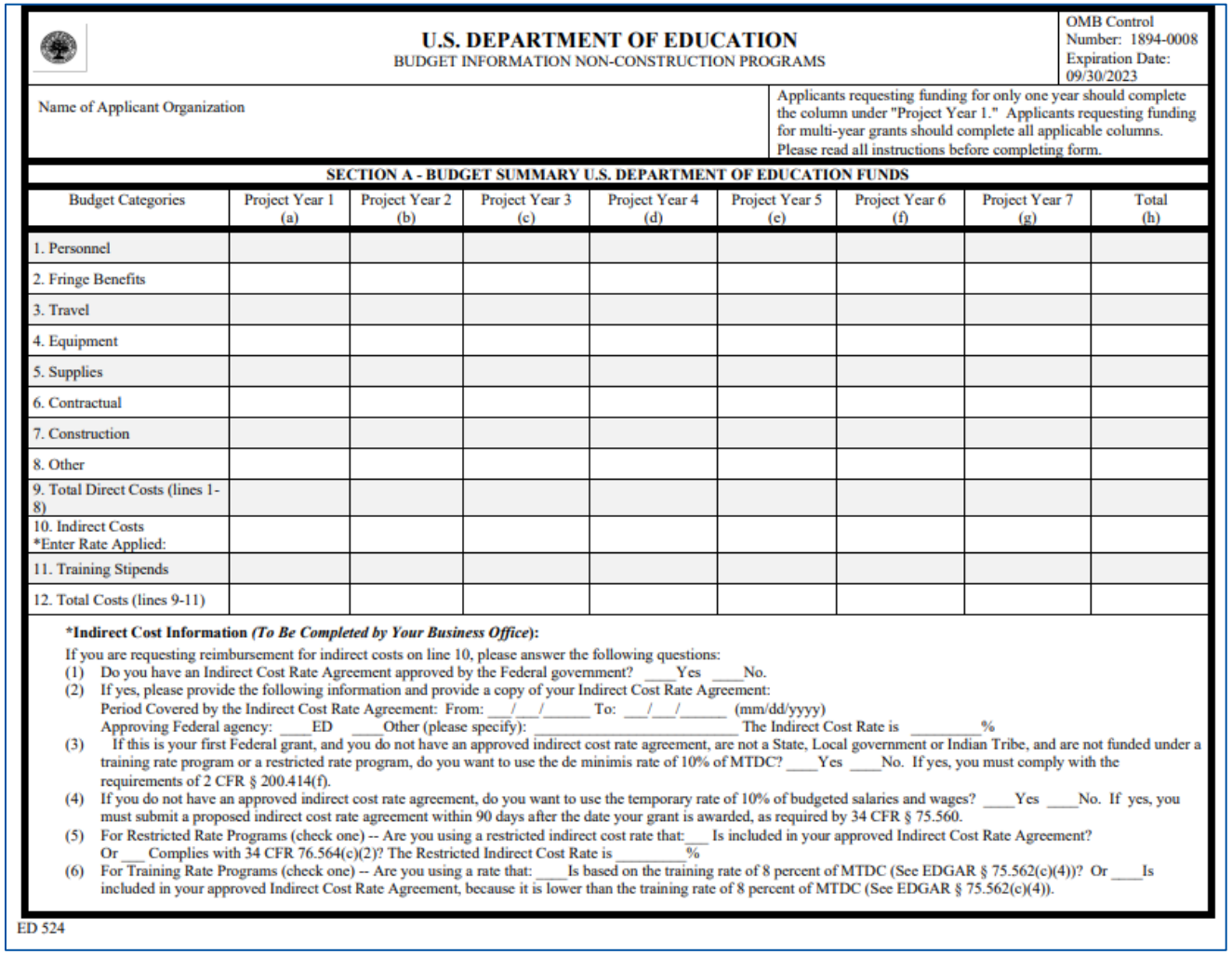
Application Narrative: Project Narrative Form

- This narrative addresses the selection criteria and application content requirements.
- To facilitate the review of the application, it is recommended that applicants use the same title and sequence of selection criteria as it appears in the NIA:
    1. Quality of project design and significance
    2. Quality of project services
    3. Capacity
    4. Quality of project personnel
- The recommended page limit for the Project Narrative is 40 double-spaced consecutively numbered pages. The Table of Contents and any attachments (i.e., supporting documentation) do not count towards the page limit.

Application Narrative: ED-524

What to include

- Include total project costs in lines 8 “Other” and 12 “Total Costs” for Project Year 1 only
- If you choose to claim indirect costs, the sum of indirect and administrative costs may not exceed 2.5% of the total funds requested (line 12)



U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008
Expiration Date: 09/30/2023

Name of Applicant Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Project Year 6 (f)	Project Year 7 (g)	Total (h)
1. Personnel								
2. Fringe Benefits								
3. Travel								
4. Equipment								
5. Supplies								
6. Contractual								
7. Construction								
8. Other								
9. Total Direct Costs (lines 1-8)								
10. Indirect Costs *Enter Rate Applied:								
11. Training Stipends								
12. Total Costs (lines 9-11)								

***Indirect Cost Information** ***(To Be Completed by Your Business Office)**:

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? ____Yes ____No.

(2) If yes, please provide the following information and provide a copy of your Indirect Cost Rate Agreement:
Period Covered by the Indirect Cost Rate Agreement: From: ___/___/_____ To: ___/___/_____ (mm/dd/yyyy)
Approving Federal agency: ____ED ____Other (please specify): _____ The Indirect Cost Rate is _____%

(3) If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? ____Yes ____No. If yes, you must comply with the requirements of 2 CFR § 200.414(f).

(4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? ____Yes ____No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.

(5) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that: ___ Is included in your approved Indirect Cost Rate Agreement?
Or ___ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%

(6) For Training Rate Programs (check one) -- Are you using a rate that: ____Is based on the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4))? Or ____Is included in your approved Indirect Cost Rate Agreement, because it is lower than the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4)).

ED 524

Application Narrative: Table 3

What to include

- Complete table
- Use instructions in the application package

Table 3 -Budget Form: Grant Funds Expenditures

Budget categories	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Remaining Years	Total
A. Administrative funds (2.5%)							
A.1. Indirect costs							
A.2. Administrative costs other than indirect costs							
A. Total administrative costs							
B. Reserve account earnings							
C. Reserve account (97.5%)							
C.1. Grant funds spent on guaranteeing and insuring debt and leases [1]							
C.1.a. Personnel and fringe benefits							
C.1.b. Payments to third parties to guarantee or insure debt							
C.1.c. Other payments associated with guaranteeing and insuring debt and leases							
C.1. Total Guaranteeing and insuring debt and leases payments							
C.2. Grant funds spent on facilitating financing (including facilitating lending and the issuance of bonds) [2]							
C.2.a. Personnel and fringe benefits							
C.2.b. Contractual							
C.2.c. Other payments associated with facilitating financing							
C.2. Total grant funds spent on facilitating financing (including facilitating lending and the issuance of bonds)							
C.3. Total reserve account costs (lines C.1. and C.2.)							

The purpose of this table is to determine the amount of Federal grant funds that the applicant intends to spend on activities to cover costs associated with the Credit Enhancement for Charter School Facilities Grant. The table should include funds from the reserve account only in the year they are spent. The table should not include funds that remain in the reserve account and are used to directly guarantee or insure debt or leases.[5] [6]

[5] Includes activities in Section 4304(f)(1)(A) and (B).

[6] Includes activities in Section 4304(f)(1)(C) and (D).

Budget Reminders

- Grantees under this program must use the grant funds **to carry out allowable activities, as described in section 4304 of the ESEA.**
- In accordance with 2 CFR 200.404, applicants must **ensure that ALL costs included in the proposed budget are reasonable and necessary** in light of the goals and objectives of the proposed project. **Any costs determined to be unreasonable or unnecessary will be removed from the final budget.**
- In the Budget Narrative attachment, provide an **itemized budget narrative** in addition to a justification for costs included.

Other Attachments Forms

Other Attachments – Current CE Grantees

ED Abstract Form (Updated to reflect Grants.gov)

- Table 1 - Non-Grant Funds Projected to be Generated
- Table 2 - Applicant Activity Table for the Most Recently Completed Fiscal Year
- Table 4 - Risk Level of Charter Schools Served (required of past grantees only)
- Consortium Agreements
- Resumes/Curriculum Vitae
- Statement of Propriety Information

Statement of Proprietary Information

The Department plans to post on its website the application narrative sections of successful applications, so you may wish to request confidentiality of business information.

Identify any proprietary information, confidential commercial information, and financial information in your application and provide the page number(s) on which we can find proprietary information.

Other Attachments Form

- Applicants should attach all applicable appendices to the Other Attachments Form.
- Files should be in Portable Document Format (PDF).
- Label each file with the appendix name (e.g., Appendix B Resumes) and attach it to the Other Attachments Form.
- The Other Attachments Form can support up to 10 attachments; therefore, merge appendices into one file as needed.
- Special characters (link) could impact your ability to submit because Grants.gov does not properly process special characters. Therefore, do not use colons and backslashes when naming your files.
- Applicants should not include substantive, project-related information they want peer reviewers to consider anywhere in the application other than in the Project Narrative Form and Budget Narrative Form sections.

Components of Your Application	Where to Upload in Grants.gov
SF 424	Application for Federal Assistance (SF-424)
ED Supplemental Form for SF 424	ED SF 424 Supplement
ED 524 Form	US Department of Education Budget information non-construction programs
SF-LLL – Disclosure of Lobbying Activities	Disclosure of Lobbying Activities (SF-LLL)
GEPA	ED GEPA427 Form
~~SF 424B Form~~	Completed in SAM.gov
Grants.gov Lobbying	Grants.gov Lobbying Form
Project Abstract	ED Abstract
Project Narrative (Selection Criteria & Content Requirements)	Project Narrative Attachment Form
Budget Narrative	Budget Narrative Attachment Form
Table 1 - Non-Grant Funds Projected to be Generated	Other Attachments
Table 2 - Applicant Activity Table for the Most Recently Completed Fiscal Year	Other Attachments
Table 4 - Risk Level of Charter Schools Served	Other Attachments
Consortium agreements (if applicable)	Other Attachments
Resumes/Curriculum Vitae	Other Attachments
Other Attachments	Other Attachments

Review applications of funded CE grantees

https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/charter-school-programs/credit-enhancement-for-charter-school-facilities-program/awards/

Do you have any **questions** about the information we just presented?

Use the Q&A Feature

6. Submitting Your Application

Funding Opportunity Direct Link: https://www.grants.gov/web/grants/view-opportunity.html?oppId=344424

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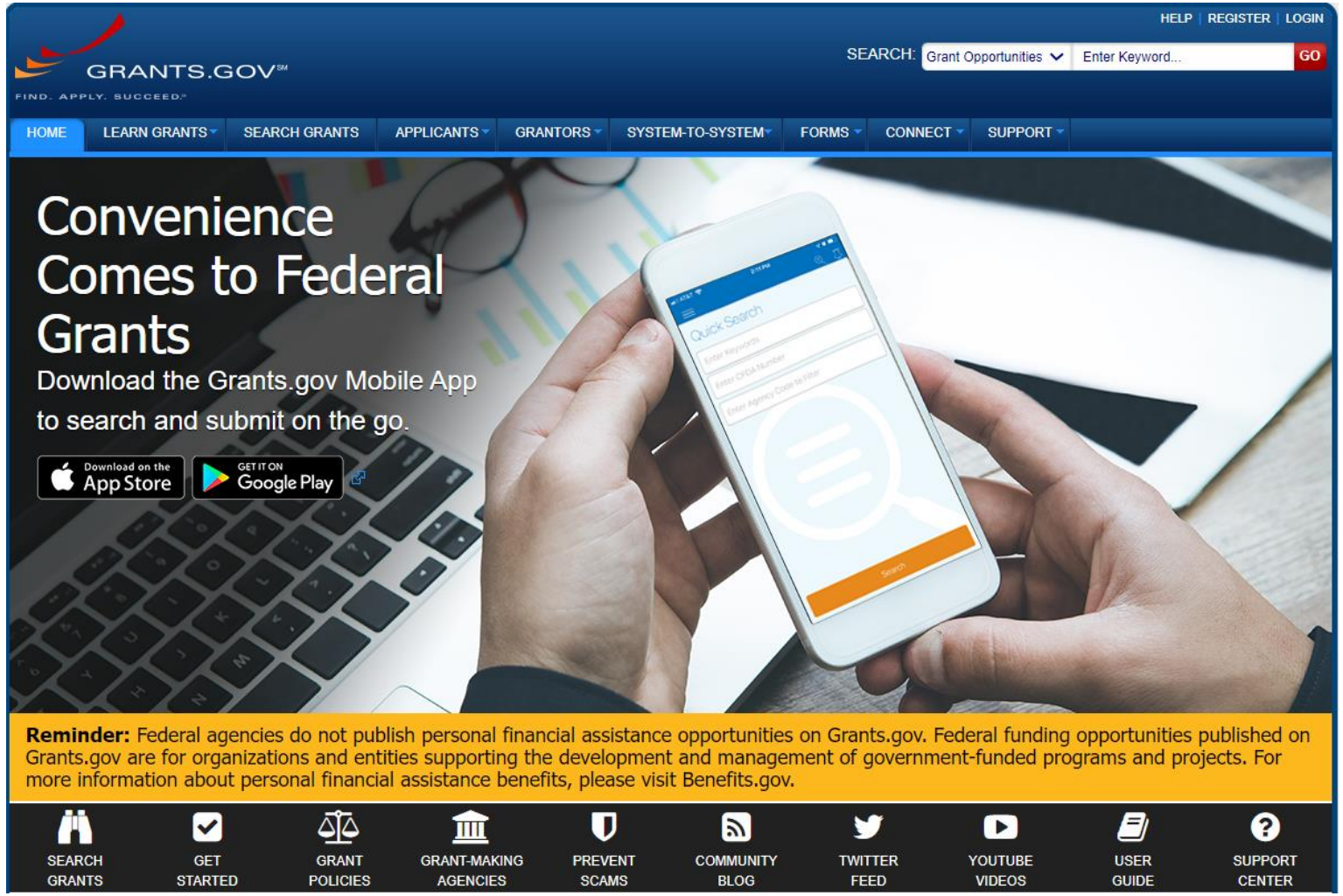
Electronic Submission Requirement

- **Applications <u>must</u> be submitted electronically via Grants.gov** unless you qualify for an exception to this requirement in accordance with the instructions in the NIA.
- Grants.gov is an external application system used throughout the Federal government.
  - Grants.gov website link
  - Funding Opportunity direct link



Grants.gov Registration Process

- The complete Grants.gov registration process (link) can take multiple weeks to complete.
- You do not have to register with Grants.gov if you only want to find grant opportunities or download application packages; however, **you MUST register to SUBMIT an application!**

1. Register on SAM.gov

Register with SAM (link) to obtain your UEI (Unique Entity Identifier).

2. Set Up AOR Profile

Register with Grants.gov (link) and set up your Authorized Organization Representative (AOR) profile. *Learn more about roles and privileges here.*

3. Get Authorized as AOR

Get authorized as an AOR by your organization's E-Business Point of Contact (EBiz POC). *Learn more about EBiz POC here.*

4. Track AOR Status

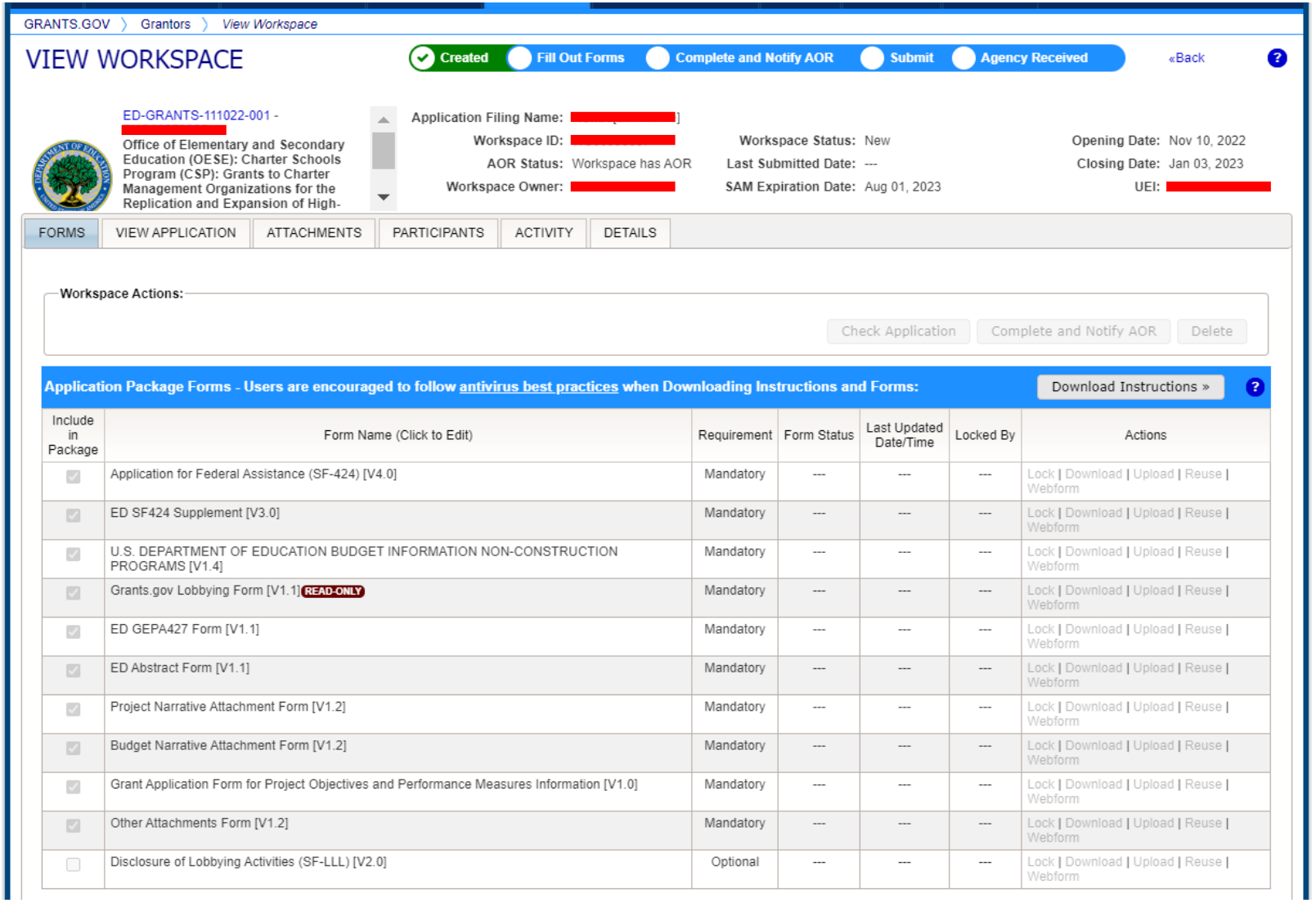
Track your AOR status. *Learn more about tracking your status here.*

Grants.gov Submission Tips (Slide 1 of 2)

- Review the "Grants.gov Submission Procedures and Tips for Applicants" section in the application package instructions (link).
- Review the Grants.gov "Applicant FAQs" (link).
- Applicants must download the correct version of Adobe (link) in order to read any Grants.gov application packages.
- In Adobe, applicants must move all forms from left to right in order to open each form. Once the form is on the right side, applicants can complete and save each form.
- Save frequently.
- Submit all documents as PDF files.
- Once the application is complete, the "Save and Submit" button becomes active. Press the button before the final submission of the application.
- Users may resubmit an application at any point until the closing date and time. ED will review the most recent submission.
- Download and save a copy of your application.

Grants.gov Submission Tips (Slide 2 of 2)

- Workspace allows a grant team to simultaneously access and edit different forms within an application. The forms can be filled out online or offline — it is the applicants' choice.
- The Workspace Overview website (link) contains resources, such as:
  - *Get Started on Your Workspace Application*
  - *Resources to Help You Set Up Your Workspace*
  - Video: *How to Create a Workspace*



Application Submission

Successful Submission

1. Applicants should receive a **confirmation email** with a time and date stamp and an assigned tracking number from Grants.gov.

2. Applicants should receive a **validation email** from Grants.gov. This means the application is ready for Department pick-up.

3. Applicants should receive an **email with their assigned PR Award Number** (i.e., S282M23XXXX).

Unsuccessful Submission

1. Applicants should receive a confirmation email with a time and date stamp and an assigned tracking number from Grants.gov.

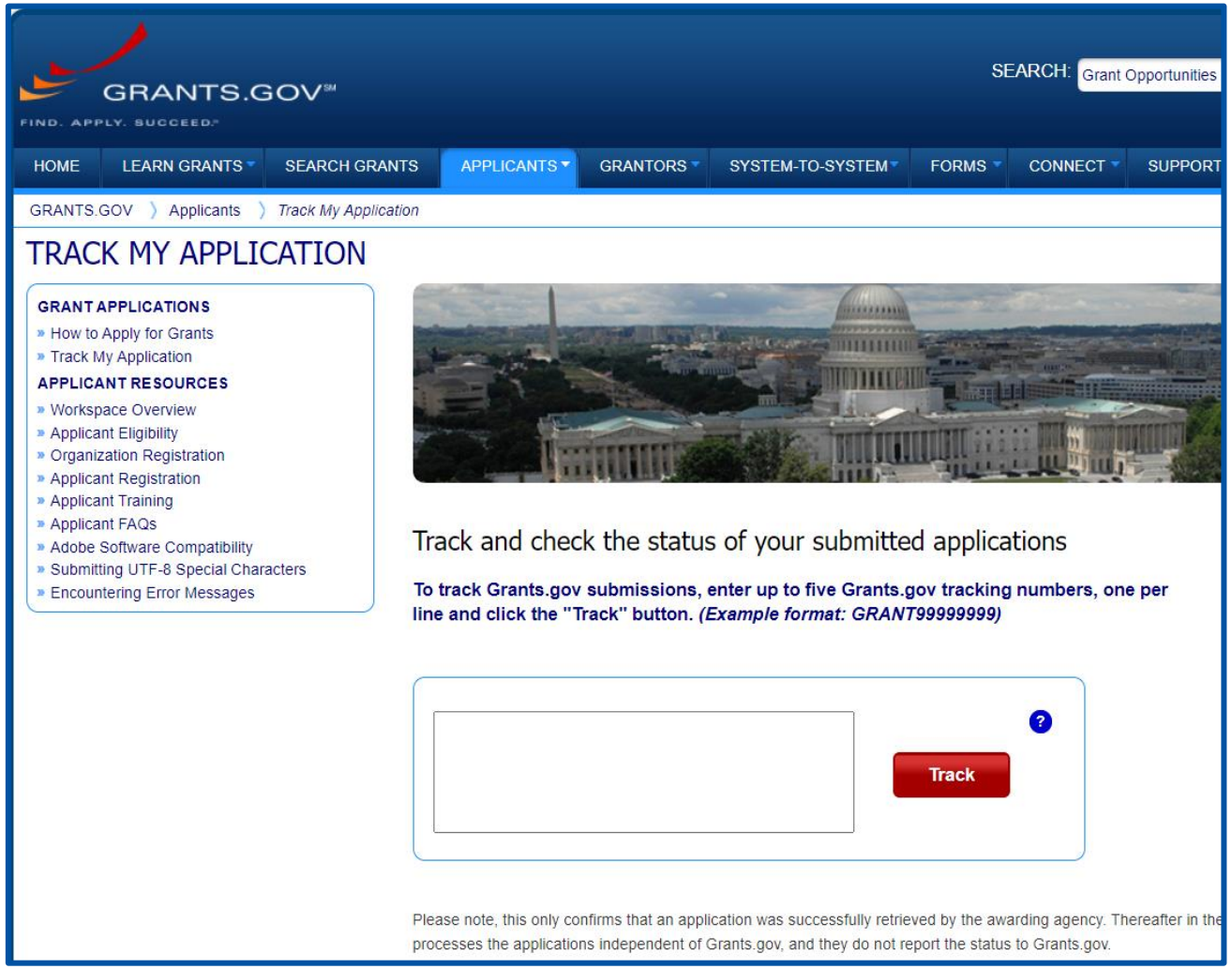
2. If the application is received after 11:59:59 p.m. ET on June 26, 2023, or validation is not successful, the **applicant should receive an error email**.

3. The error email may list the error, or the applicant can use their tracking number to find the submission error.

4. Go here to learn more about error messages.

Verifying and Tracking Your Submission

1. Verify the submission is on time and validated successfully.
2. **To check, log in to Grants.gov (link) and click on the Track My Application in the Applicants dropdown menu.**
3. The Date/Time received should be earlier than 11:59:59 p.m. on June 26, 2023.
4. The application status should be “Validated.”
5. Do not rely solely on email to confirm whether your application has been received on time and validated successfully. Check!!



Grants.gov Technical Problems and Extensions

- If you are experiencing problems submitting your application through Grants.gov, contact the Grants.gov Support Desk (link) at 1-800-518-4726. **You must obtain a Grants.gov Support Desk Case Number and keep a record of it.**

- If you are **prevented** from electronically submitting your application on the application deadline date **because of technical problems with the Grants.gov system**, we will grant you an extension until 11:59:59 p.m. ET the following day to enable you to transmit your application electronically, by hand delivery, or through the mail following the instructions in the NIA.

- If you submit an application after 11:59:59 p.m. ET on June 26, 2023, contact charter.facilities@ed.gov and **explain the technical problem you experienced with Grants.gov and provide the Grants.gov Support Desk Case Number.** We will accept your explanation if we can confirm that a technical problem occurred with the Grants.gov system and that a problem affected your ability to submit your application by the deadline. The Department will contact you after a determination is made on whether your application will be accepted.

- **These extensions apply only to the unavailability of, or technical problems with, the Grants.gov system.** We will not grant you an extension if you failed to fully register to submit your application on Grants.gov before the application closing date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Do you have any **questions** about the information we just presented?

Use the Q&A Feature

7. Award Administration Information

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Performance Agreement

Grantees must enter into a written Performance Agreement with the Department and may not draw down funds prior to approval of the agreement by the Department, unless the grantee receives written permission from the Department in the interim to draw down a specific limited amount of funds.

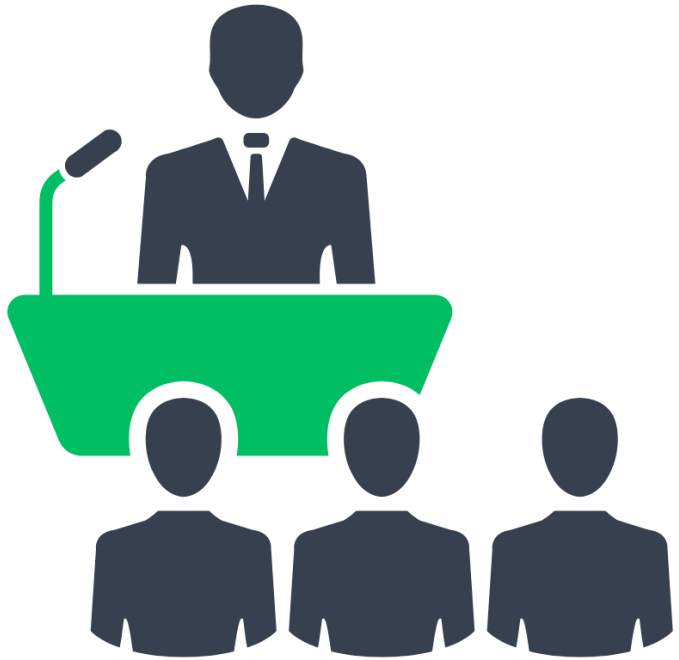
Reporting

If you apply for a grant under this competition, you must:

- ✓ ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).
- ✓ submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).
- ✓ cooperate and assist the Department with any periodic financial and compliance audits of the grantee, as determined necessary by the Department.

Project Directors' Meeting

Applicants approved for funding under this competition must attend a meeting for project directors at a location to be determined in the continental United States during each year of the project. Applicants may include the cost of attending this meeting as an administrative cost in their proposed budgets.



Technical Assistance

Grantees under this competition must participate in all Credit Enhancement program technical assistance offerings provided by the Department and its contractual technical assistance providers and partners throughout the life of the project.

Applicable Regulations and CSP Statute

- The Education Department General Administrative Regulations in 34 CFR parts 75, 76, 77, 79, 81, 82, 84, 97, 98, and 99 (link).
- The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485 (link).
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474 (link).
- Title IV, Part C of the ESEA (20 U.S.C. 7221-7221j) (link).

Open Licensing

- All Department grantees awarded competitive grant funds, unless an exception applies, **must openly license to the public all copyrightable grant deliverables that are created with Department grant funds**, including such deliverables as educational software, curriculum materials, professional development training materials, assessment systems, etc.
- Open licensing—
  - Promotes efficient dissemination of grant-funded works; and
  - Promotes innovation through creative re-use of grant-funded works.

Click for the *Federal Register* website

8. Application Review Process

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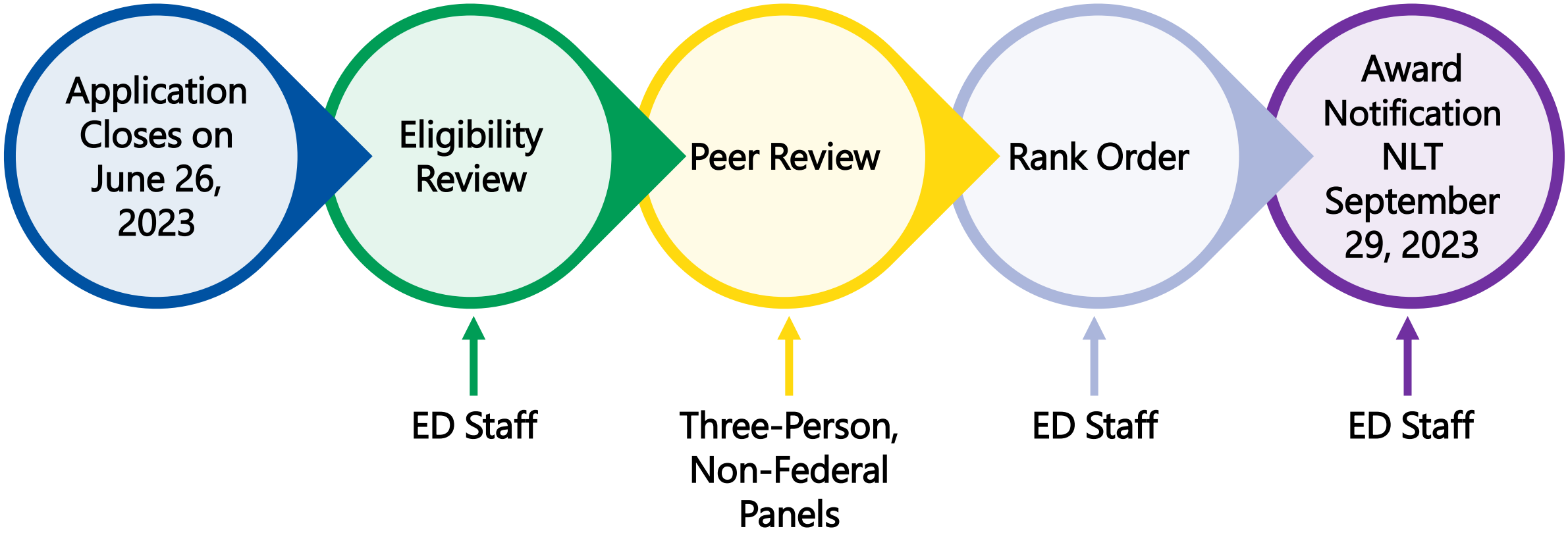
Application Review Process



Award Notification

- If your application is successful, we will notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN).
- If your application is deemed ineligible or not selected for funding, you will be notified via email and USPS mail.

9. Final Reminders

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Important Reminders for Applicants

- ✓ **Review Competition Documents:** Review the NIA (link), application package instructions (link), and CSP competition website (link).
- ✓ **Notice of Intent to Apply (optional):** Email charter.facilties@ed.gov with the subject line "Intent to Apply," and include the applicant's name, a contact person's name and email address, and identify this competition as 84.354A.
- ✓ **Review Current Projects:** (link)
- ✓ **Registrations:** Register on SAM.gov (link) and Grants.gov (link) immediately to ensure you can submit an application by the closing date.
- ✓ **Technical Support :** Grants.gov Applicant Support (link) is available 24/7 but not on federal holidays.
- ✓ **DEADLINE!!!** The deadline for the transmittal of applications is June 26, 2023, at 11:59:59 p.m. ET. **You are strongly encouraged to submit early! You can always resubmit your application (before the closing date and time) if you need to update your application.**

LAST CALL: Any final questions?

Use the Q&A Feature

Survey Responses Requested:

Tell Us How We Did!

Thank you for joining us!