

CSP CMO Pre-Application Webinar: *Developing a budget that aligns with and supports your proposed project*

FY 2024 CMO GRANT COMPETITION

This slide deck does not contain the full text of the Notice Inviting Applications (NIA) for the FY 2024 CSP CMO Grants competition. Before applying for a grant, interested applicants should thoroughly review the NIA published in the Federal Register. Additionally, the CSP CMO NIA and other FY 2024 CSP CMO Grant competition resources can be found on the CSP CMO competition website.



Important Notes



NIA Note: The Federal Register notice contains important information. We recommend all applicants read the entire notice in the Federal Register. Applicants must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

Budget Narrative Note: In addition to reviewing the NIA, remember to review the budget narrative instructions provided in the Application Package Instructions. Among other things, the budget narrative requires an itemized budget breakdown for (1) each project year and, if applicable, (2) each proposed charter school.

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Agenda

Welcome and Introduction

Highlights of FY 2024 CSP CMO Competition

Developing a Project Budget

Behind the Scenes: What ED Reviews

Closeout and Next Steps



Purpose of the CSP CMO Grant

To support charter management organizations (CMOs) to replicate or expand one or more high-quality charter schools.

Grant funds may be used to:

- Increase enrollment or add grades to an existing high-quality charter school; or
 - Open one or more new charter schools or new campuses of a high-quality charter school based on the educational model of an existing high-quality charter school.
-
- Charter schools that receive financial assistance through CSP CMO grants provide elementary or secondary education programs, or both, and may also serve students in early childhood education programs or postsecondary students, consistent with the terms of their charter.



Eligibility

Eligible applicants are CMOs.

- A CMO is a nonprofit organization that operates or manages a network of charter schools linked by centralized support, operations, and oversight (Section 4310(3) of the ESEA).
- Eligible applicants may apply individually or as part of a group or consortium.



Replication vs. Expansion

Replication
Charter
School

Expansion
Charter
School

- **Replicate**, when used with respect to a high-quality charter school, means to open a new charter school, or a new campus of a high-quality charter school, based on the educational model of an existing high-quality charter school, under an existing charter or an additional charter, if permitted or required by State law. (Section 4310(9) of the ESEA)
- **Expand**, when used with respect to a high-quality charter school, means to significantly increase enrollment or add one or more grades to the high-quality charter school. (Section 4310(7) of the ESEA)



Eligibility Considerations

Charter schools may **not receive funds to carry out the same activities** if they have:

- Previously received funds for replication or expansion under this program;
- Been awarded a subgrant or grant for opening or preparing to operate a new charter school, replication, or expansion under the CSP Grants to State Entities (SE Grants) program (ALN 84.282A); or
- Have received a CSP Grant to Developers for the Opening of New Charter Schools and for the Replication and Expansion of High-Quality Charter Schools (Developer Grants) program (ALNs 84.282B and 84.282E).



Competition Basics

Type of Award: Discretionary

Estimated Funds Available: \$122 million

Estimated Range of Awards: \$300,000 to \$20 million

Average Estimated Size of Award: \$2.5 million

Estimated Number of Awards: 15-20

Maximum Award Per School: \$2 million

Project Period: Up to 5 years



Application Package Components

1

Required Forms

- ED Standard Forms
(including Form 524)
- Assurances and Certifications

2

Application Narrative

- Abstract Narrative Form
- Budget Narrative Form
- Project Narrative Form

3

Other Attachments



Budget Narrative Overview

What is a budget narrative?

- An itemized budget in narrative/descriptive form, broken down by each project year, and, if applicable, each proposed charter school for each budget category listed in Section B of the ED 524 form.
- The budget narrative must describe the budget activities during all years of your grant but should not include an assumption of a no-cost extension.

What resources are available?


- [2 CFR Part 200 Uniform Guidance](#)
- Funding restrictions outlined in NIA



Be sure to include DETAILED information on how you estimated all costs. Include tables that show cost per items, quantity of items, and other details that may be relevant.



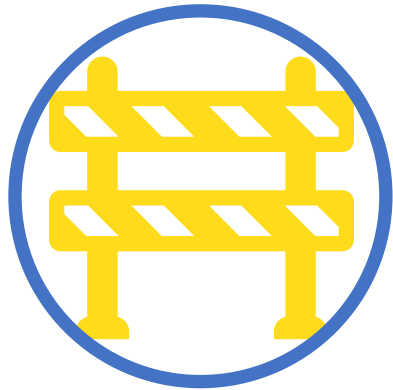
Budget Summary Form

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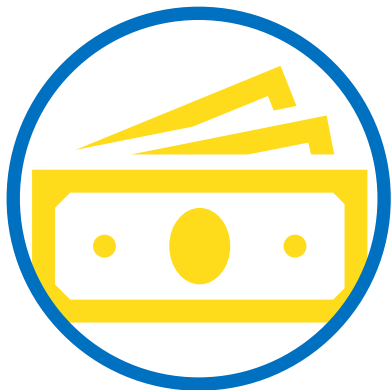
ED 524



Funding Restrictions



This is a non-construction grant.



Maximum award per replicated or expanded school = \$2,000,000.



Budget Timelines

- Applicants should use the budget period of the grant (i.e., April 1 to March 31), NOT your fiscal year budget period.
- Grants can be awarded for a period of up to five years.
 - 18 months of this time can be used for planning and program design.



Use of Grant Funds: 4303(h) of ESEA

Grant funds must be used to carry out allowable activities, including:

- Providing professional development and hiring teachers, school leaders, and specialized instructional support personnel
- Acquiring supplies, training, equipment, and education materials
- Carrying out necessary renovations
- Providing one-time startup costs associated with transportation
- Carrying out community engagement activities
- Providing non-sustained costs related to replication or expansion of high-quality charter schools



Key Takeaway

Justify, Justify, Justify

Ensure that your application has a strong justification for every cost

- How were costs determined?
- Have you included unit price, quantity of items, and a timeline of when they will be purchased?
- Have you included an itemized budget breakdown for each proposed charter school?
- What grade levels are using equipment, supplies, or other costs?
- What purchases will be made in Year 1, Year 2, Year 3, Year 4, and Year 5 of your grant?



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Cost Category #1: Personnel

- Only staff working directly on grant objectives.
- Describe staff roles by position in budget narrative.
- Identify the Project Director position within personnel budget.
- Positions should be identified as percent of salaried time.
- If salaries increase over years of the grant, include information.



Personnel Cost Example for One Staff Member

- 1 FTE Project Director
 - Salary = \$80,000 per year with a 2% increase
 - 25% of total time will be spent on CSP grant related activities
- Budget Narrative:
 - The Project Director oversees the CSP award including reviewing expenditure report reimbursement submissions, managing progress toward project objectives and performance measures, and managing other grant and funding for the school.

	Year 1	Year 2	Year 3	Year 4	Year 5
Project Director	\$80,000	\$81,600	\$83,232	\$84,896	\$86,593
25% to CSP	\$20,000	\$20,400	\$20,808	\$22,224	\$21,648



Cost Category #2: Fringe Benefits

- Fringe benefits are extra benefits supplementing an employee's salary, such as health insurance.
- If applicable, provide the rate and basis on which fringe benefits are calculated and the staff who are receiving the benefits.
- Leave line blank if not applicable or if benefits are part of indirect costs.
- If personnel are splitting responsibilities with CSP duties and other duties, the associated fringe benefits should be allocated in the same manner within the budget narrative (e.g., 50-50).



Fringe Benefits Cost Example

- Budget Narrative:
 - The Project Director will receive fringe benefits to cover health, dental, and retirement benefits. The benefits are calculated at 25% of the salary each year.

	Year 1	Year 2	Year 3	Year 4	Year 5
Project Director Salary	\$80,000	\$81,600	\$83,232	\$84,896	\$86,593
Project Director Salary Charged to CSP	\$20,000	\$20,400	\$20,808	\$21,224	\$21,648
25% Fringe Benefits Charged to CSP Grant	\$5,000	\$5,200	\$5,404	\$5,612	\$5,824



Cost Category #3: Travel

- Include the positions traveling, purpose of travel, number of staff, number of nights, per diem rate, hotel, airfare, or car mileage.
- Administrative Travel:
 - Mandatory CSP Project Director's Meeting – Attendance required for Project Directors
 - On Site Technical Assistance Gatherings – Attendance required for Project Directors



Justification – Ensure that you include enough information to justify how you determined costs for travel.



Travel Cost Example

Administrative:

- Travel to CSP Project Directors' Meeting: \$1,000 each year: \$500 for airfare to DC, \$200 per night in a hotel for 2 nights =\$400, \$50 per diem for 2 days = \$100

	Year 1	Year 2	Year 3	Year 4	Year 5
Travel to PD Meeting	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Airfare	\$500	\$500	\$500	\$500	\$500
Hotel (2 nights)	\$400	\$400	\$400	\$400	\$400
Per Diem (2 days)	\$100	\$100	\$100	\$100	\$100

GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>



Cost Category #4 & #5: Equipment and Supplies

Equipment

- Costs over \$5,000
- Justify why items need to be purchased vs. rented.

Supplies

- Costs under \$5,000
- Costs can be grouped, such as office supplies.



Equipment and Supplies Cost Example

- Software Licenses: \$500/year
- Laptop Carts: \$10,000 per cart
- Budget Narrative:
 - The grantee is going to purchase a software license during the life of the grant in order to provide instruction in a virtual setting, as well as virtual professional development for staff.
 - The grantee will also purchase two laptop carts, which contain 20 computers in each in order to support students in connecting to blended learning programs and virtual learning when needed. The school will add two classrooms per year, which will require additional carts to be purchased each year.

	Year 1	Year 2	Year 3	Year 4	Year 5
Software License	\$500	\$500	\$500	\$500	\$500
Laptop Carts (2 per year @ \$10k/cart)	\$20,000	\$20,000	\$20,000	\$20,000	\$0



Cost Category #6: Contractual

- Any contracts for services to be performed by entities other than the grantee organization.
 - Review Uniform Guidance on procurement standards
 - Title 2 of the Code of Federal Regulations, Part 200 (2CFR Part 200, §200.317 – 326)
 - Resources are available at <https://www2.ed.gov/policy/fund/guid/uniform-guidance/procurement.html>
 - Note if costs are administrative with clear reasoning.
- *Reminder: Any contracts with for-profit management organizations require additional details to be provided to CSP.



Contractual Cost Example

- Special Education Consultant
 - The grantee will hire a consultant to review the school’s special education programming each year of the grant to ensure all federal and state requirements are being met. This service is not provided by the district authorizer.
- Curriculum Professional Development Consultant
 - The grantee will hire a consultant to provide professional development to onboard new instructional staff.
- External Evaluator
 - The grantee will hire a consultant to conduct an evaluation of the grant.

	Year 1	Year 2	Year 3	Year 4	Year 5
Special Education Consultant: SpEd Eval	\$500	\$1000	\$1500	\$2000	\$2000
Curriculum Professional Development	\$5000	\$5500	\$6000	\$6500	\$6500
External Evaluator	0	\$50,000	\$50,000	\$50,000	\$50,000



Cost Category #7: Construction

- This budget category should not include construction costs because this is a non–construction grant.



Cost Category #8: Other

- This category can be used for anything that does not fit into the previous categories or indirect costs.
- Other: Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. Do not include costs that are included in the indirect cost rate.



Other Cost Example

- Printing and honoraria
 - The grantee will pay for printing of recruitment materials each year and honoraria for guest speakers for community presentations in years 2 and 4.

	Year 1	Year 2	Year 3	Year 4	Year 5
Printing	\$500	\$525	\$550	\$575	\$600
Guest Speaker Honoraria		\$1,000		\$1,000	



Cost Category #10: Indirect Costs

- Indirect costs are costs which are frequently referred to as overhead expenses.
- Indirect costs should be included as part of your administrative costs.
- Include an up-to-date indirect cost rate agreement.
- If your organization does not have an indirect cost rate agreement, the Department's Indirect Cost Group will negotiate indirect costs with organizations that have received federal funding, and receive the majority of their federal funds directly from the Department.
 - An organization may estimate its indirect cost rate using its most recent financial data. Include this cost estimate in your grant application.
 - If a grant is made, an indirect cost proposal must be submitted to CSP within 90 days.
 - A temporary indirect cost rate of 10% of direct salaries and wages may be allowed until an indirect cost rate is approved.

Resource: NCSRC Webinar – [*Indirect Costs Decoded*](#), April 2020



Cost Category #11: Training Stipends

- This line item is not applicable to this program.
- The training stipend line item only pertains to costs associated with long-term training programs and college or university coursework, not workshops or short-term training supported by this program.
- You should include salary stipends paid to teachers and other school personnel for participating in short-term professional development in Personnel (Line 1).




Align Your Budget Narrative & Budget Summary

Application Narrative

- Abstract Narrative Form
- Budget Narrative Form
- Project Narrative Form



 Aligning your budget in these categories will help with monitoring of your grant down the line!

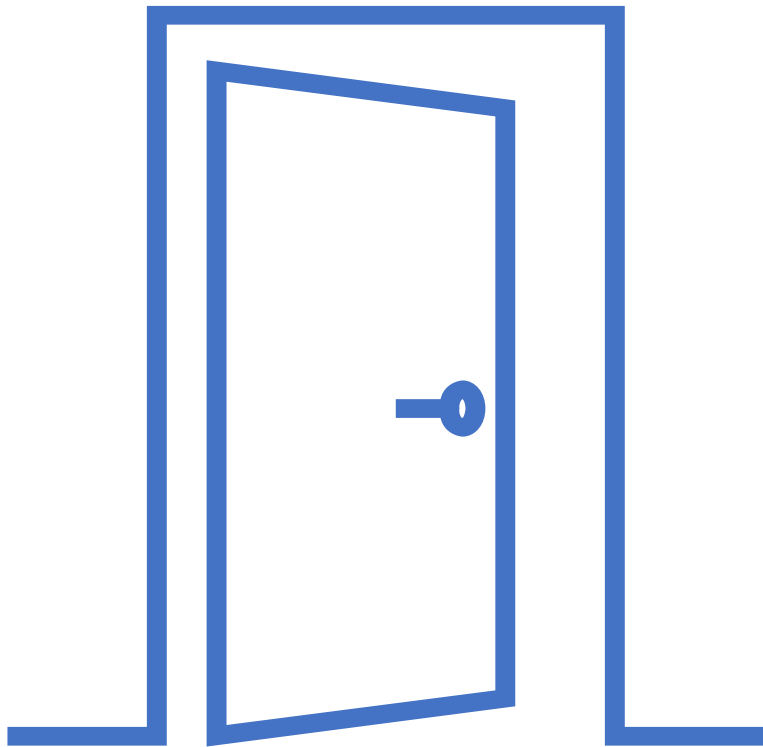
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CSP's Grant Budget Review



Are all costs allowable, allocable, and reasonable for the grant?



Allowable Cost Framework

Is it necessary to complete the project?



Is it reasonable?



Is it allocable?



Is it allowable?



Allowable Costs

Generally, this means you should spend funds on items necessary to achieve the grant objectives, are aligned with grant requirements, and are reasonable for the expenditure.

Allowable	Not Allowable
Desks and chairs	Ongoing license fees
Textbooks and curriculum	Clothing and uniforms
Student and teacher technology	Promotional items and swag
First year audit	Capital improvements
Professional development	Food, beverages, alcohol

For more specific guidance about the definitions of allowable, allocable, and reasonable see [2 CFR § 200.403 - Factors Affecting Allowability of Costs](#)



Allocable Costs

A cost is allocable to a CSP award if it is treated consistently with other costs incurred for the same purpose.

Example: You want to buy 100 laptops six months before your school opens its doors and plan to pay using grant funds.

Is this allocable?

Yes – The laptops are needed to operate the school, can't be paid for with other funding, and are not prohibited under the grant.

For more specific guidance about the definitions of allowable, allocable, and reasonable see [2 CFR § 200.405 - Allocable Costs](#)



Reasonable Costs

Reasonable costs do not exceed that which would be incurred by a prudent person

For more specific guidance about the definitions of allowable, allocable, and reasonable see [2 CFR 200 Subpart E – Cost Principles](#)



If you are unsure if a cost is allowable, allocable, or reasonable – reach out to CSP!



Planning Costs vs. Implementation Costs

All costs should be one-time, startup expenses for the project being funded and not recurring costs. Some costs are allowed during grant planning year(s), while others are allowable during implementation.

Item	Allowable During Planning Year(s)	Allowable During Implementation
Communication – radio spots, TV ads, website design, outreach consultant	Allowable	Allowable
Consulting Fees	Allowable	Allowable
Furniture		Allowable
Professional Development	Allowable	Allowable
Rent/Facility Payments	Allowable	



One Time Costs vs. Ongoing Costs

Costs should be one-time, startup expenses for the project being funded and not recurring costs.

One Time Cost	Ongoing Cost
Computers and laptops	Consumable supplies
Reusable classroom manipulatives	Food, beverage, or alcohol
Computer software	Ongoing consulting fees
Legal consulting	Employee benefits



Looking Ahead: Budget Revisions

- If funded, you will be held accountable to your grant application (including the budget).
- Changes to your project's budget over the project period require CSP approval.
- Need to make changes?
 - Must submit required information to your Program Officer, and
 - Wait for approval.

Your Budget = Approved Budget CSP Has on Record



Spending time providing sufficient detail in the budget in your application may mean less work in the future.



Resources

- [Title IV, Part C of the Every Student Succeeds Act of 2015 \(20 U.S.C. 7221-7221j\)](#)
- Federal Register NIA
- Nonregulatory Guidance: The [CSP NRG handbook](#) includes applicable information to the CSP program that addresses additional issues and provides clarification for components specific to CSP grants
 - Section D: Allowable Expenses

- Uniform Guidance

[Subpart D – Post Federal Award Requirements](#)

[Subpart E – Cost Principles](#)

[Subpart F – Audit Requirements](#)

[Title 2 CFR Part 3474](#)

[Part 180: OMB Guidelines for Debarment and Suspension](#)

[Part 3484: Nonprocurement Debarment and Suspension](#)





THANK YOU!

