Issue Date: December 1, 2008 **Revised:**
Sources: Public Charter Schools Program Title V, Part B, Subpart 1 of the No Child Left Behind Act of 2001 (CFDA 84.282A); Charter Schools Program Title V, Part B Non-Regulatory Guidance July 2004
Key Words: Public Charter Schools Program (PCSP), Dissemination, grant
Summary: Information regarding the purpose of the program, eligibility, amounts, timelines, application guidance, review process, permissible and nonpermissible uses of funds

Community Schools Funding Application
PCSP Dissemination Guidance

I. Purpose

Dissemination grants may be used "to assist other schools in adapting the charter (community) school's program (or aspects of the school's program), or to disseminate information about the school, through such activities as (1) assisting other individuals with the planning and start-up of one or more new public schools that are independent of the assisting school and its developers and that agree to be held to at least as high a level of accountability; (2) developing partnerships with other public schools designed to improve student performance in each of the schools participating in the partnership; (3) developing curriculum materials, assessments and other materials that promote increased student achievement and are based on successful practices within the assisting school; and (4) conducting evaluations and developing materials that document the successful practices of the assisting school and that are designed to improve student performance in other schools." (20 UCS 7221c(f)(6))

"Grant recipients should provide thorough and high-quality information that meets the needs of other schools trying to learn from their experience. . . . Funds may not be used either directly, or through a contractor, for marketing or recruitment activities designed to promote the school or its programs."

II. Eligibility

A charter (community) school may apply for funds, whether or not it has applied for, or received, a planning or implementation grant. The school must be in at least its fourth year of consecutive operation and have demonstrated overall success, including:

1. substantial progress in improving student achievement;
2. high levels of parental satisfaction;
3. the management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable community school.

A school can receive only one dissemination grant during its existence.

III. Amounts

The grant is competitive, and some applications will not be funded or will be funded at a level different from the one requested. The amount of funding available is dependent upon:

1. the U.S. Department of Education Public Charter School Program award amount;
2. the number of applications received;
3. initial review and approval by knowledgeable grant reviewers who have no conflict of interest;
4. second review and interview of the applicant by staff of the Office of Community Schools and others knowledgeable in subject matter, technology or other components of the proposal.

IV. Timeline for Applicants

a. Check the Community Schools Grant Information Web page for the "PCSP, Dissemination Grant Timeline," which has the annual sequence of grant activities and links to documents that must be submitted to be able to enter an application into the Comprehensive Continuous Improvement Plan (CCIP), which is the electronic grant application for the Ohio Department of Education (ODE). For example, each CCIP user must have a SAFE account and be assigned CCIP roles in the OEDS-R directory.

b. In early February attend the Elluminate training for the Dissemination grant. Guidance will be given on the grant and training in how to apply through the CCIP.

c. Apply in the CCIP between the first Monday in February and the final Friday in April for two years of funding. *Failure to submit with "superintendent/authorized representative approved" status by the deadline will prevent funding for the next fiscal year.*

d. Grants are competitively evaluated in June, and those with tentative approval will be required to participate in a second review to discuss details of the project, capacity of the school to do the project, and annual project budgets.

e. An award notice will be posted in the History Log for the school's CCIP application after all details have been approved. Activities prior to final approval are the responsibility of the applicant and may not be approvable. All funding decisions are final.

V. CCIP Overview: the Planning Tool and the Funding Applications

The CCIP for each school consists of two main parts: the Planning Tool and the Funding Applications. The **Planning Tool** contains the school's goals, strategies and action steps.

IMPORTANT: For the dissemination grant, create a NEW GOAL that indicates the nature of the dissemination project. Create a few **strategies** to outline the major types of activities needed to achieve the goal, such as creation of project materials, recruitment of suitable dissemination partners, training and capacity building at the recipient schools, etc. Create one **Action step** for each year of the project, to record annual activities. The step should be of sufficient length that the reviewer can understand what will be accomplished that year in fulfillment of the goal. The action steps should allow the school to demonstrate accountability for the funding received. As a **Fiscal resource** for the dissemination goal, enter the entire amount requested over the two-year period.

The **Funding Applications** (such as the Community Schools Application, Consolidated, Competitive and others) contain the budgets and related materials for the different grants. The Funding Application for the PCSP Dissemination competitive grant has a school data section and data boxes where the applicant describes both the school's fulfillment of federal eligibility requirements and the nature of the proposed project. Because the grant will cover two years, the timeline must cover the entire period, and the budget grid must have the entire

amount. The budget narrative can indicate the amounts anticipated for each annual component of the project.

After an application is awarded, it becomes a public record that can be viewed by any user of the CCIP. All funding decisions are final.

VI. Dissemination Project Timeline

The sequence for the two-year project period is:

1. Year One: July 1 – June 30. Receive award after second review and interview and approval of budget. No expenditures can be made prior to July 1, the "substantially approved date," or after June 30. Until budget is approved, expenditures may be disallowed.
    a. February attend the Dissemination Elluminate training for a review of CCIP processes and Dissemination guidance.
    b. February - April submit CCIP application for next year's funding.
        1) If the CCIP application is not submitted by the deadline, no funding will be available.
    c. September 30 submit Annual Performance Report (APR) and Final Expenditure Report (FER). If these are not on time and approvable, funding for the next year will be stopped until required corrections are made. District Efficiency Rating (DER) will be lowered.
    d. After September 30 a monitoring visit may be scheduled.
2. Year Two: July 1 – June 30. Award will be available after budget is approved. No expenditures can be made prior to July 1, the "substantially approved date," or after June 30. Until budget is approved, expenditures may be disallowed.
    a. September 30 submit APR and FER. The final APR must include copies of all materials created with dissemination funding and a full report of what has been accomplished, including the names of schools involved in the project. If these are not on time and approvable, DER will be lowered.
    b. After September 30 a monitoring visit may be scheduled.

VII. Grant Requirements

1. Maintenance of auditable records.
   Accounting records must be kept and coded in accordance with the Uniform School Accounting System (USAS). A document explaining this system is available in the CCIP Doc Library for Community Schools, on the OCS Web site and also from the Auditor of State's Web site. As public records, all grant materials, correspondence and emails must be made available both during the project period and for five (5) years after submission of the final expenditure report (FER), or longer if an audit is in progress or other fiscal issues have been raised.
    a. ODE will terminate a grant with 30 days notice if funding activities are not supporting the purpose of the grant or are not in compliance with federal or state guidelines.
    b. Monitoring will occur during the grant period, both to offer technical assistance and to evaluate the project's progress. Failure to cooperate will result in termination of the grant and cancellation of funding.
2. Maintenance of time and effort logs for all personnel involved in the project. A sample is available in the CCIP Doc Library for Community Schools.

3. Please include the following disclaimer on any materials created with the dissemination grant.
   The contents of this (insert type of publication or material to be disseminated), developed under a Public Charter Schools Grant (CFDA 84.282A) from the U.S. Department of Education through the Ohio Department of Education, do not necessarily represent the policy of either Department of Education, and you should not assume endorsement by either agency. (Edgar, 75.620(b))

VIII. Uses of Funding

a. Permissible

Salaries and allowable benefits to staff or contracted personnel directly involved in the project for their participation in the project. Care must be taken to avoid supplanting previous salary for staff. A time and effort log for all project personnel must be maintained. Up to five (5) percent of the approved budget may be used for governance/admin. If the school's Web site must be expanded, or additional electronic items are required for the project, these may be approvable; however, large-scale purchases of technology or multiple items, especially if the items will be retained by the school, will be disallowed.

b. Nonpermissible

Any expenditure to promote, equip, remodel or renovate the school creating the dissemination project. If the school does not currently possess the requisite technological resources to do the project, it may be considered not to have the capacity to do the project and will not be awarded. Insurance, debt repayment, bank charges; purchase/lease of vehicles; state sales tax (public schools are tax exempt); installing fiber or computer lines (E-Rate money should be used); fund-raising activities; banquets; rewards, awards, souvenirs; student stipends, tuition, scholarships. Please check with the PCSP Grants Administrator if there are questions about a potential expenditure.

IX. Contact

For questions about the grant or the application process, contact Susan Moss at susan.moss@ode.state.oh.us, or 614-644-3573.