

INSTRUCTIONS for participants.

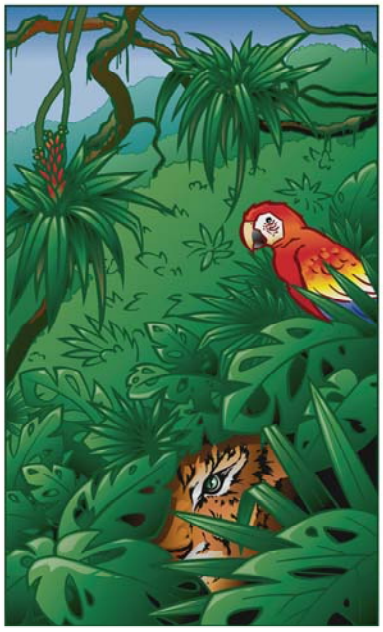
Please sign in with your school name, IRN and give an email address so you can be contacted with additional information.

If you have a microphone hook up, you will need to raise your hand in order for me to give you the mike. The button is down on the lower left. When you're through click off the microphone. Otherwise, use the message board to write down and send a message to me.

Once the slide show starts, please write questions down and submit them.

Susan H. Moss, Ph.D.

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Columbus, Ohio 43215
(614) 644-3573
susan.moss@ode.state.oh.us



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Contact person for questions about the PCSP grant and application.

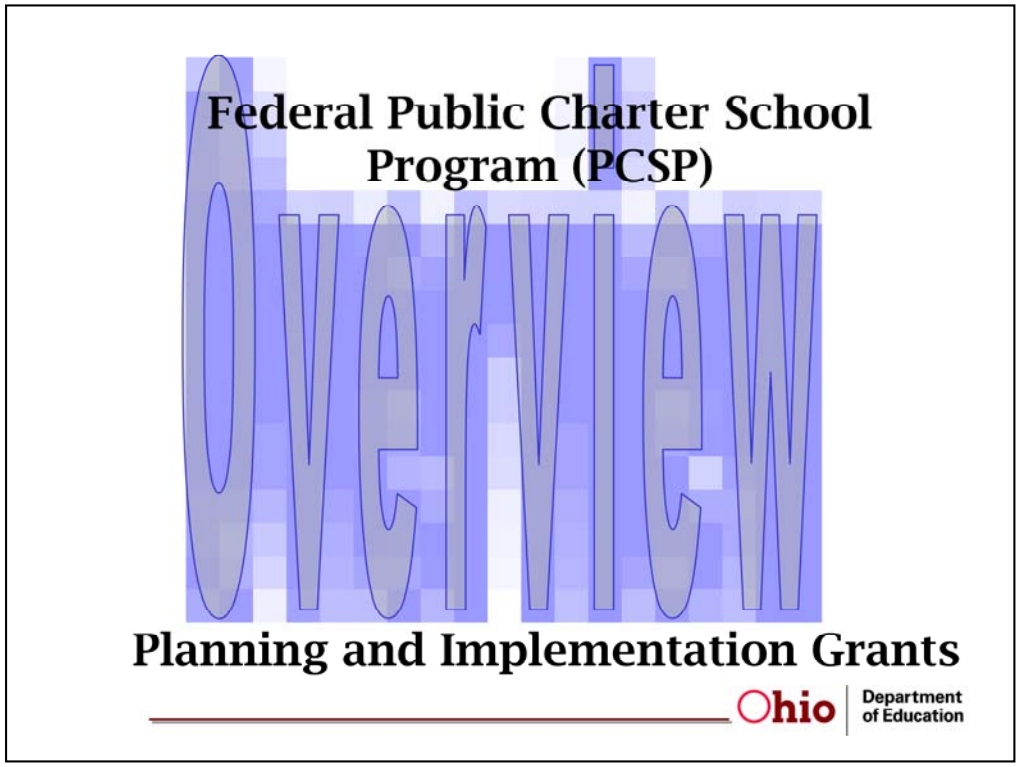
The Office of Community Schools (OCS) holds
Elluminate trainings on
Public Charter School Program (PCSP) grants on
Tuesdays throughout February.

- First Tuesday
  How to Use the CCIP
- Second Tuesday
  PCSP Planning and Implementation Grants
- Third Tuesday
  The PCSP Dissemination Grant
- Fourth Tuesday
  Overview of PCSP Grants for Sponsors and Others

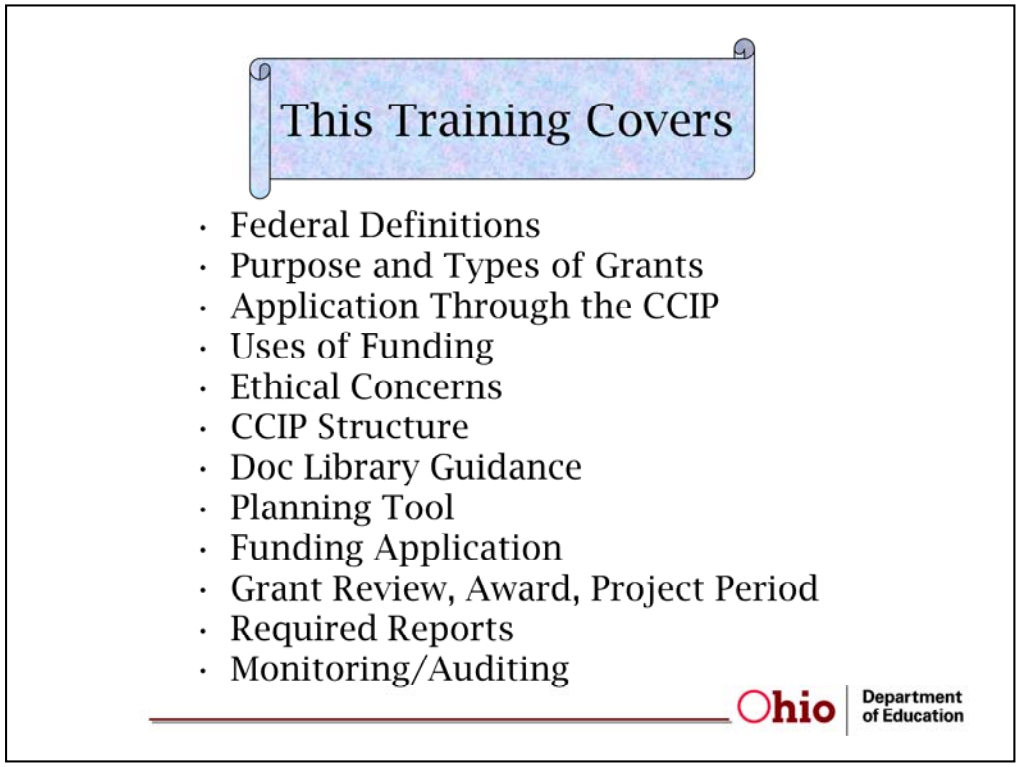


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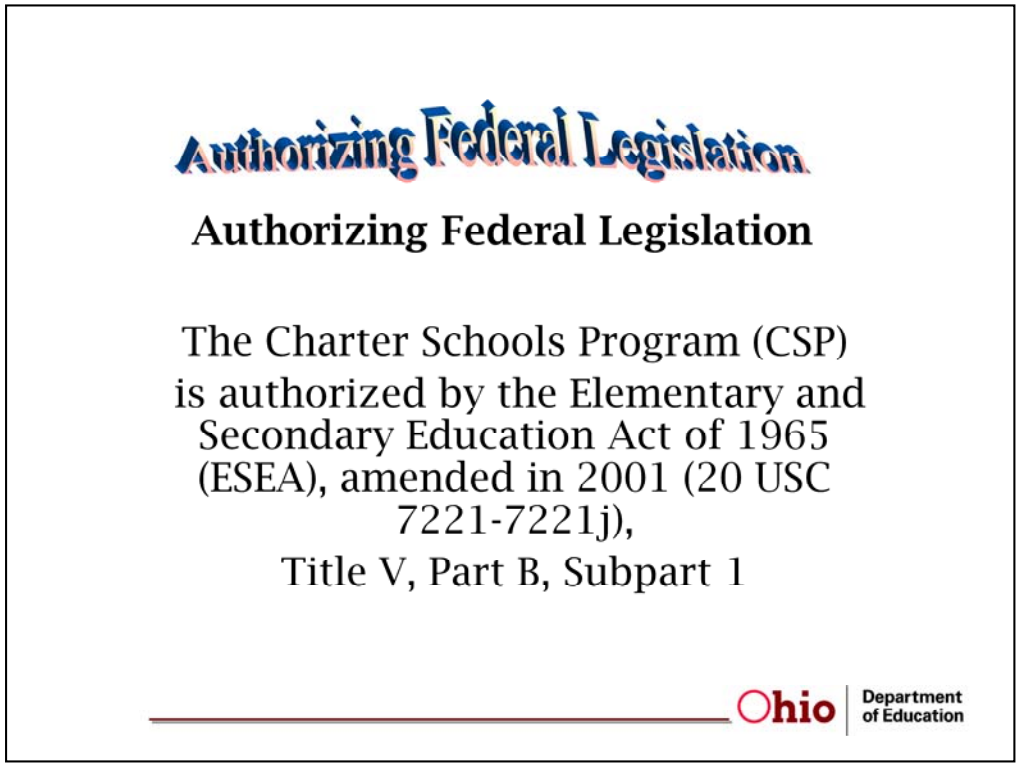
The Office of Community Schools offers Elluminate trainings for PCSP grant applicants throughout February. The completed trainings are then available for repeat viewing from the Elluminate Web site or from links on the OCS grants Web page called “Elluminate Trainings.” Anyone may view the trainings by using the password “grant.” To join a future session, go to the OCS Calendar of Events, where a link is available.



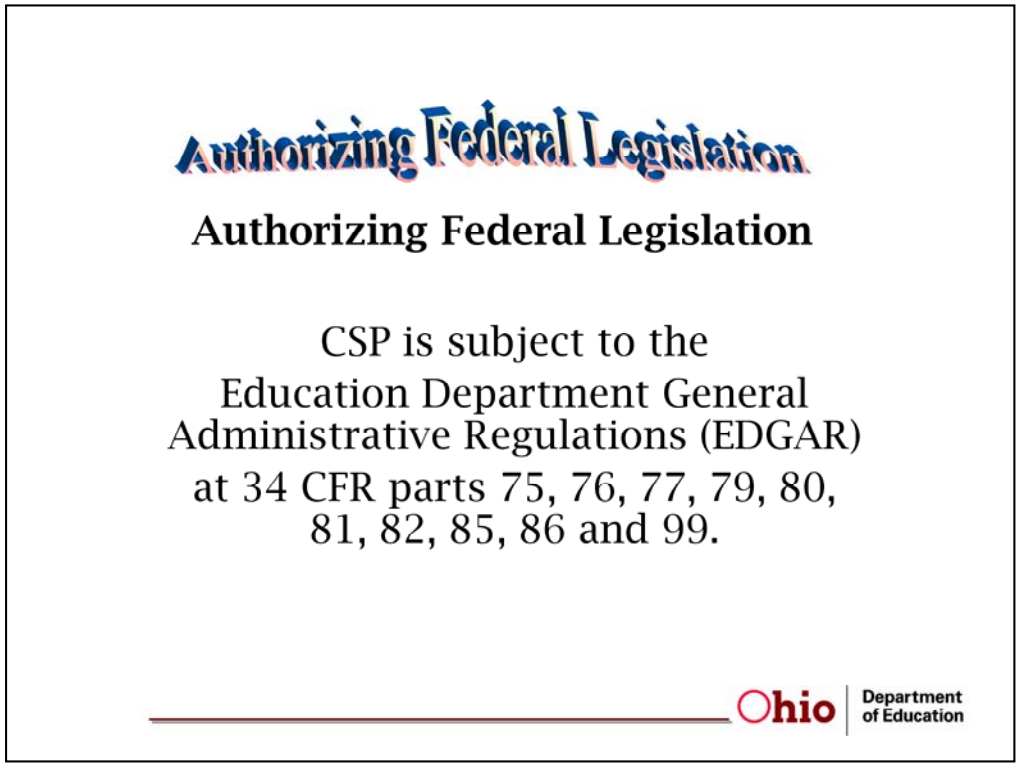
This training will cover the main points about the PCSP grant and its application through the CCIP. Please be sure to look at the more detailed guidance that is in the CCIP Doc Library. The Doc Library will be covered later in this presentation.



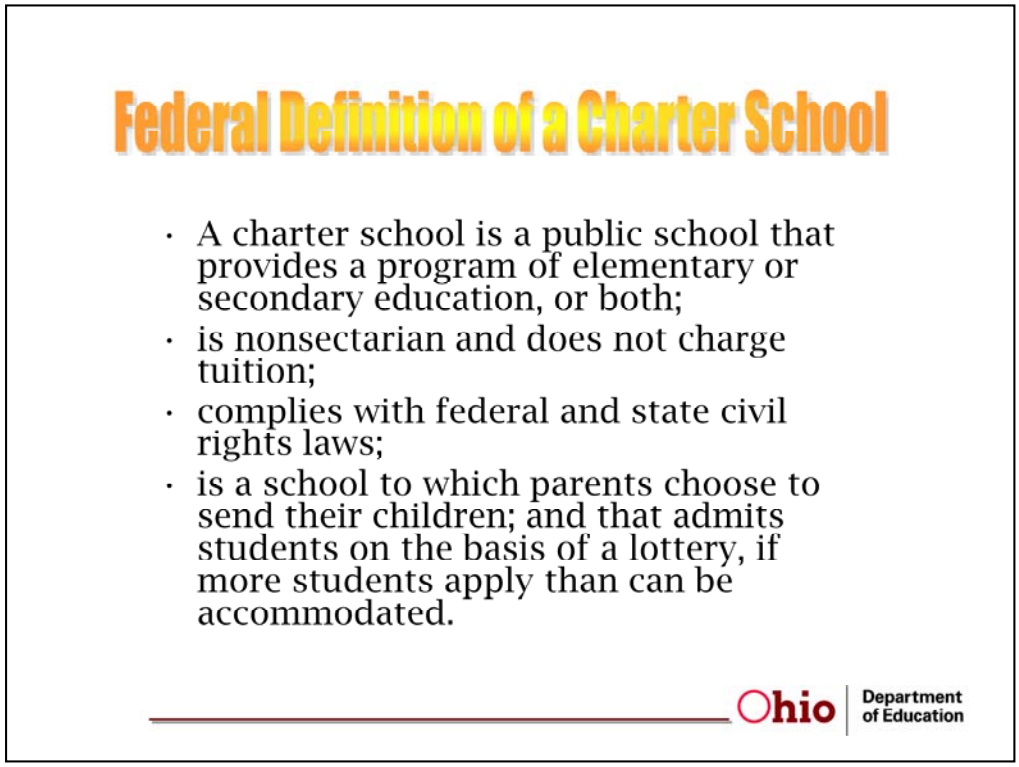
What the training covers.



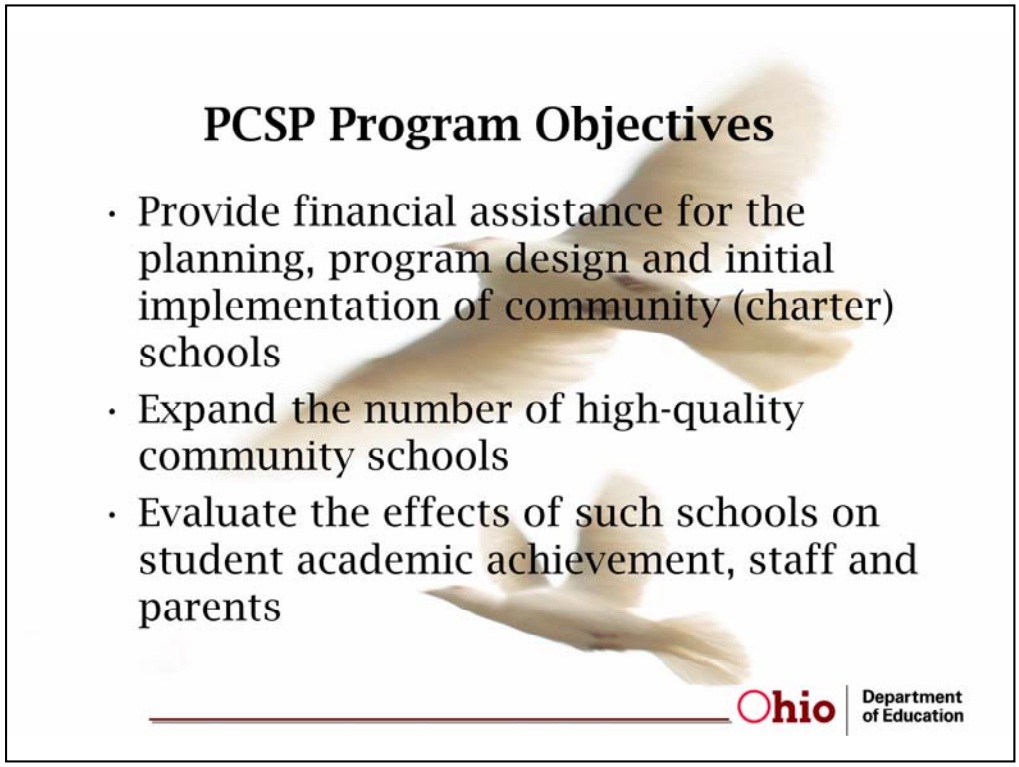
Where you can find the federal definition of the program and its intention.



Regulatory and fiscal guidance about how PCSP and other federal education funds must be used. The state or school may create higher standards for the use of federal money. The most important fact about this funding is that it is “PUBLIC.” This means that different standards are in place for its use from those that a private business may use.



In Ohio the term “charter school” legally refers to a private school. Thus the state uses “community school” to substitute for the federal term “charter.” In Ohio a community school is a charter school in any other state. The federal definition cited above is the basis of every community school. One of the most important points is that parents must choose to enroll their child in a community school—students cannot be automatically transferred from other schools or told that they must enroll.



Please remember that student academic achievement, which includes closing the achievement gap, is the focus of this funding. That can best be accomplished by high-quality community schools that serve the individual needs of the students. In fact Ohio's new operating standards for all schools refer to individualized and personalized student instruction, which has always been the focus of community schools.

Two Public Charter School Program (PCSP) Grants

1. PCSP planning and implementation grants are for schools in development and their first three years of operation
2. PCSP dissemination grants are for schools in operation more than three years with a promising practice to disseminate





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Planning/Implementation grants are covered on the second Tuesday in February; the dissemination grant on the third Tuesday.

Planning and Implementation Grants

- **$500,000 over three fiscal years**

1. $50,000 for planning and program development for one year before a school opens *which leads to*
2. $225,000 annually for two years of implementation after the school opens



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A complete planning/implementation grant will cover three fiscal years.

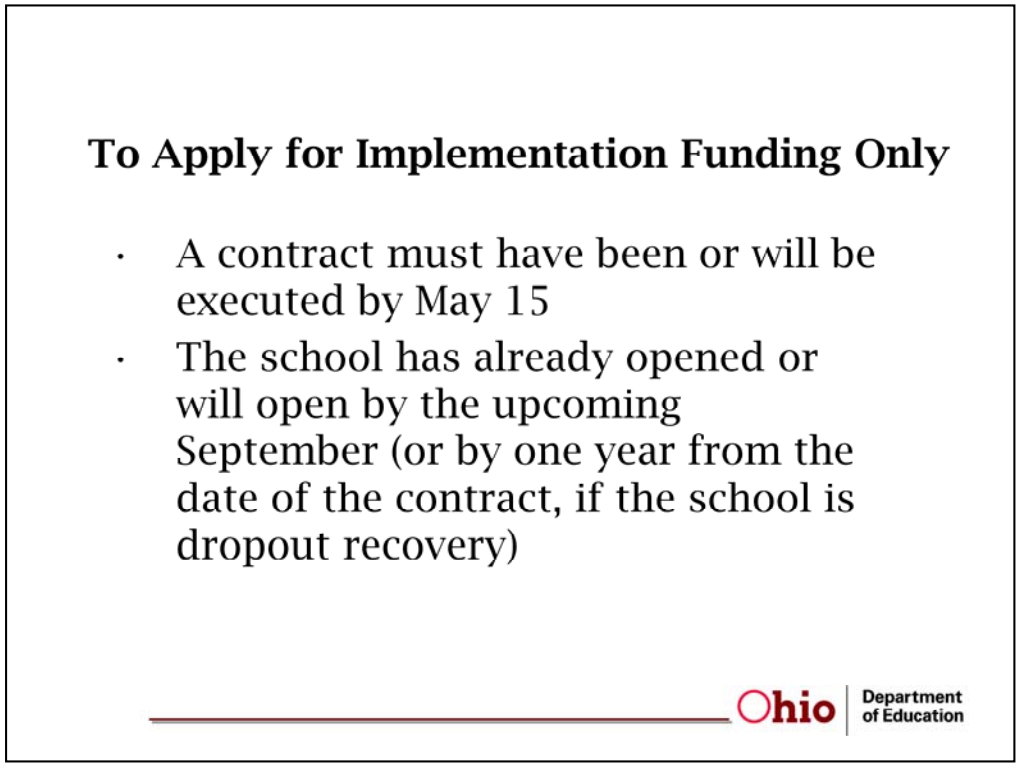
An implementation only grant will run for two fiscal years.



The PA is needed in order to secure an IRN for your school.

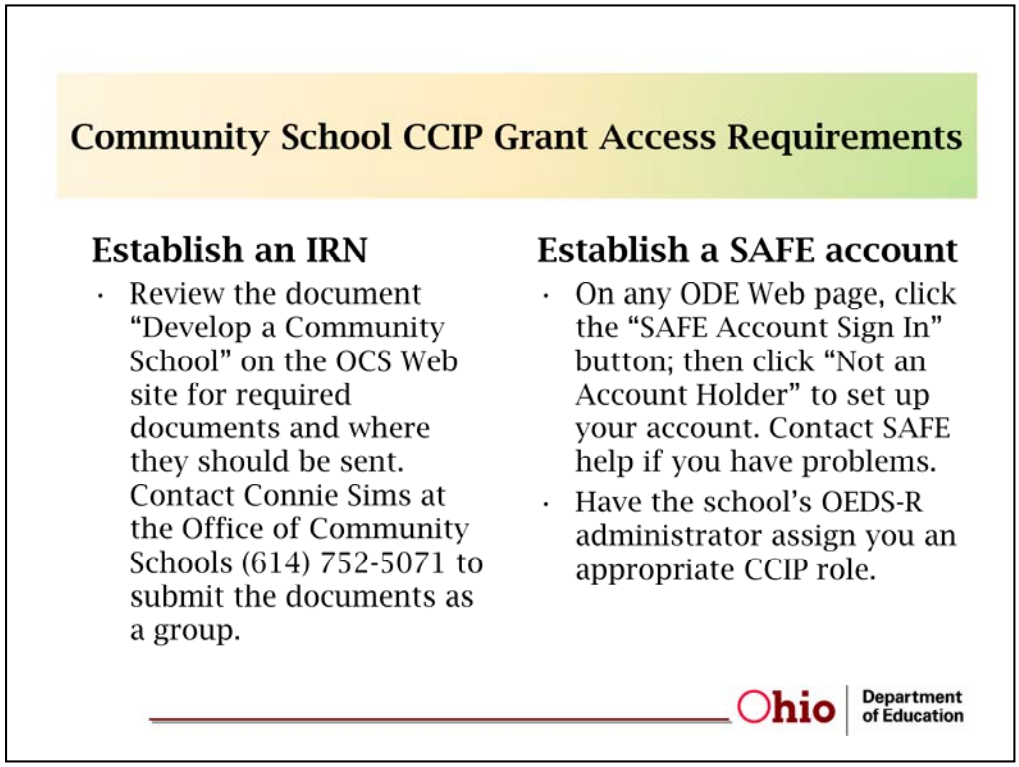
The IRN is needed to apply in the CCIP for funding.

Planning grant activities are listed on pp. 4-5 of the PCSP Guidance Document. The activities help ensure that the school develops knowledge of ODE's systems that will enable it to receive appropriate funding by providing essential student data.

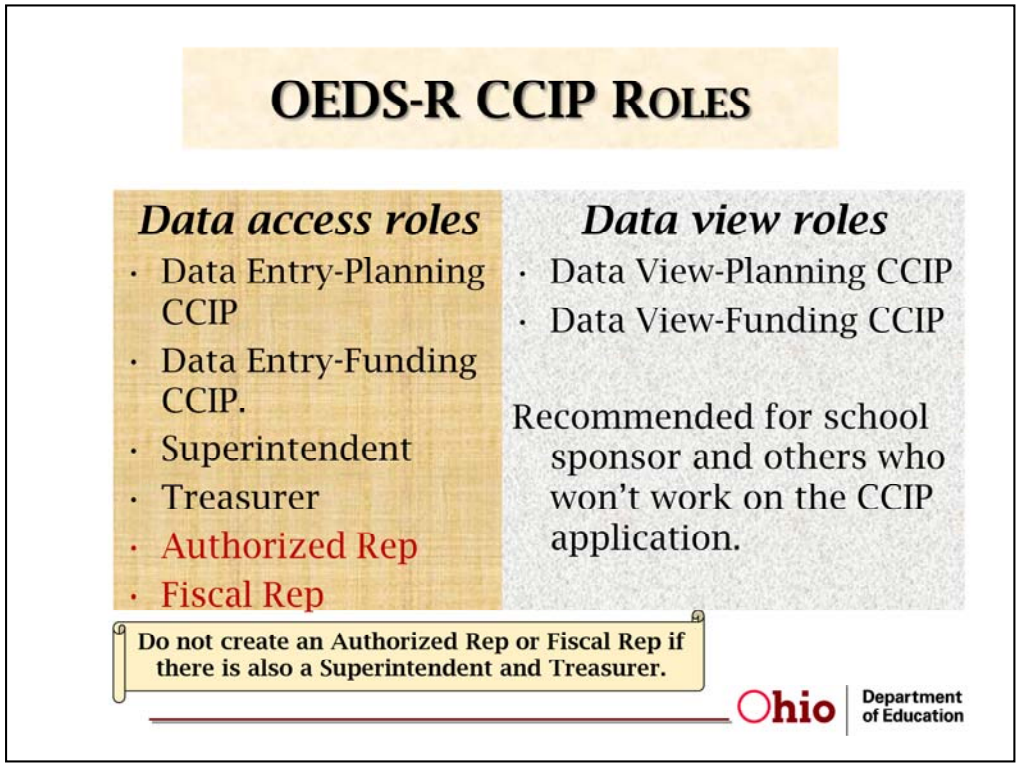


If you have already received a planning grant and you complete the required activities during the planning year in a timely fashion, you will be automatically entitled to receive implementation funding.

However, note carefully that each year you are to receive funding you must fill out an application in the CCIP by the deadline.

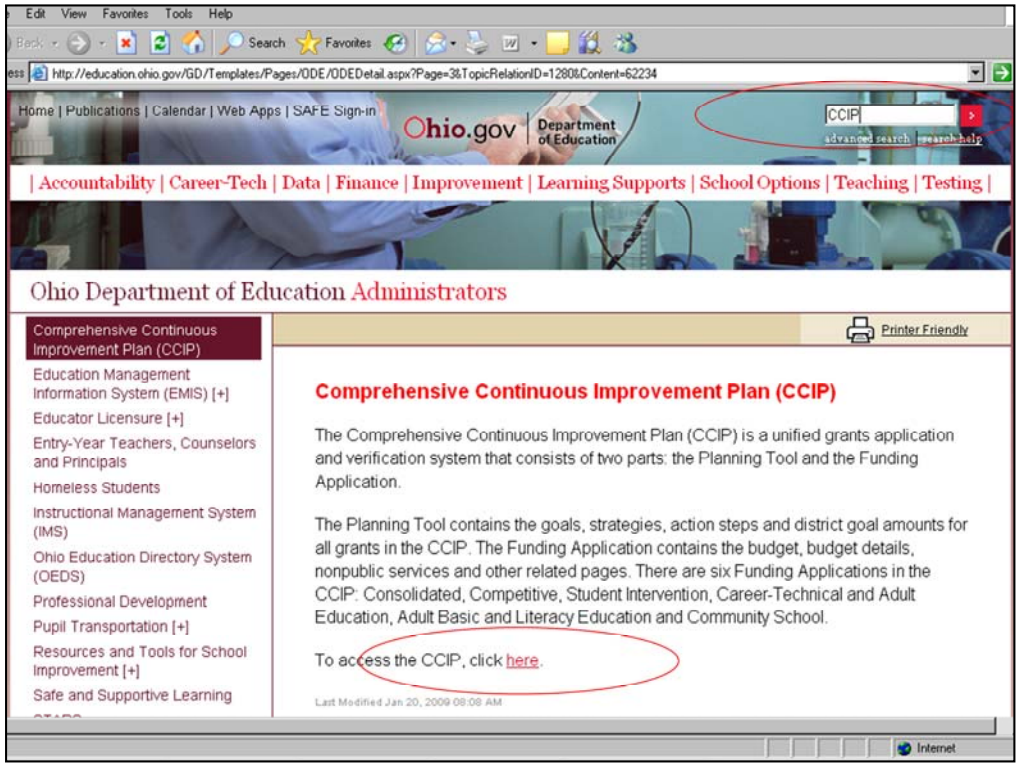


Once you know you are eligible for either the planning grant or the implementation grant, and you have an IRN so you can enter your application into the CCIP, there are two further steps to gain access to the CCIP: establish a SAFE account and be assigned a CCIP role.



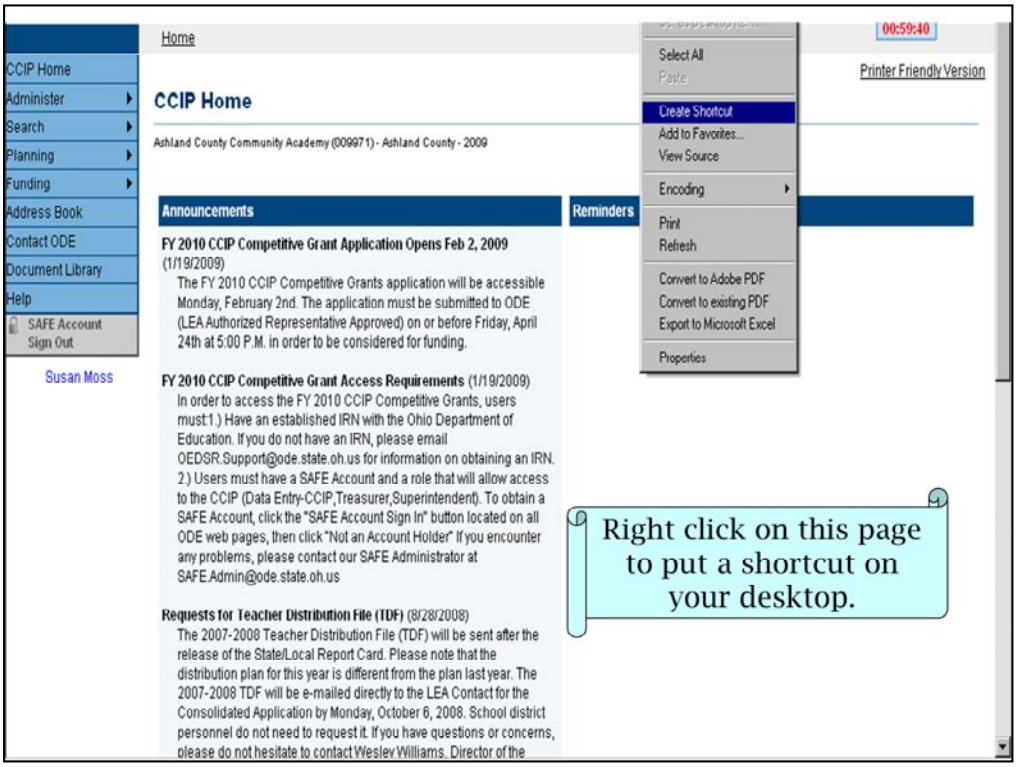
There are six possible CCIP roles for each school: superintendent, treasurer, Data Entry-funding, Data Entry-Planning and Data View-Funding, Data View-Planning. Each school should have only one superintendent and one treasurer (and no additional "authorized reps"—this is a violation of fiscal security). A school can have any number of data entry or view roles assigned. Data Entry-Planning means the user can change any data in the planning tool, Data Entry—Funding means the user can change any data on the funding/budget side of the application, but not approve the application. The superintendent and treasurer already have data entry rights along with approval rights.

Authorized rep and fiscal rep should only be used when there is no superintendent or treasurer for the school.

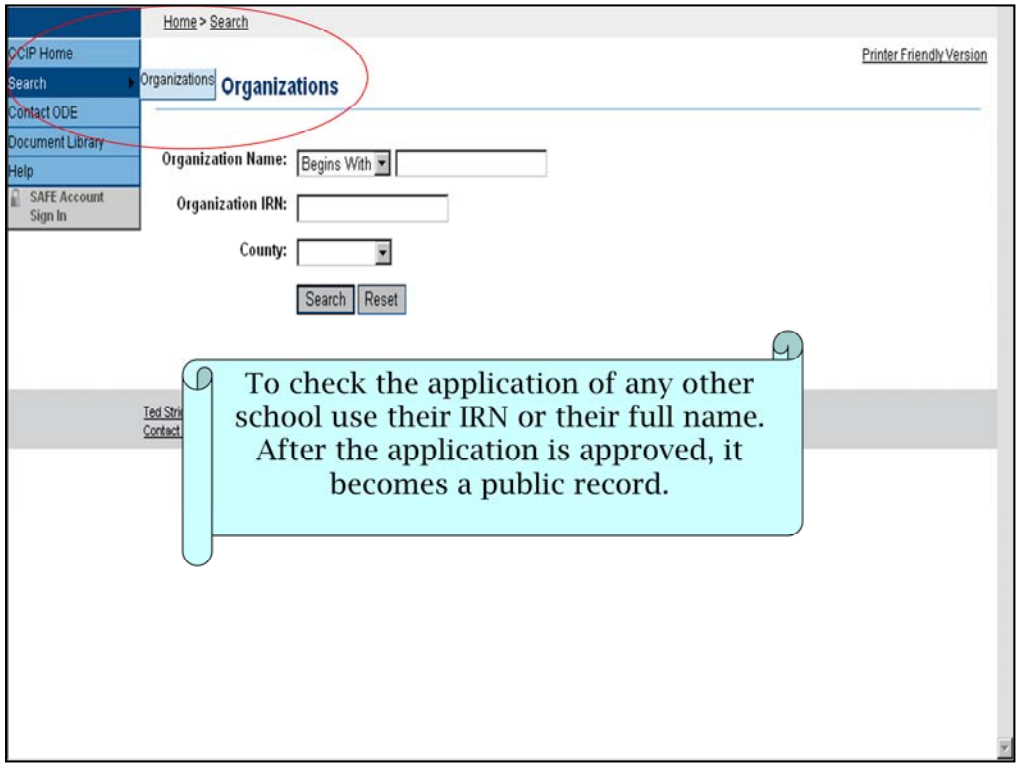


Here's how to get to the CCIP.

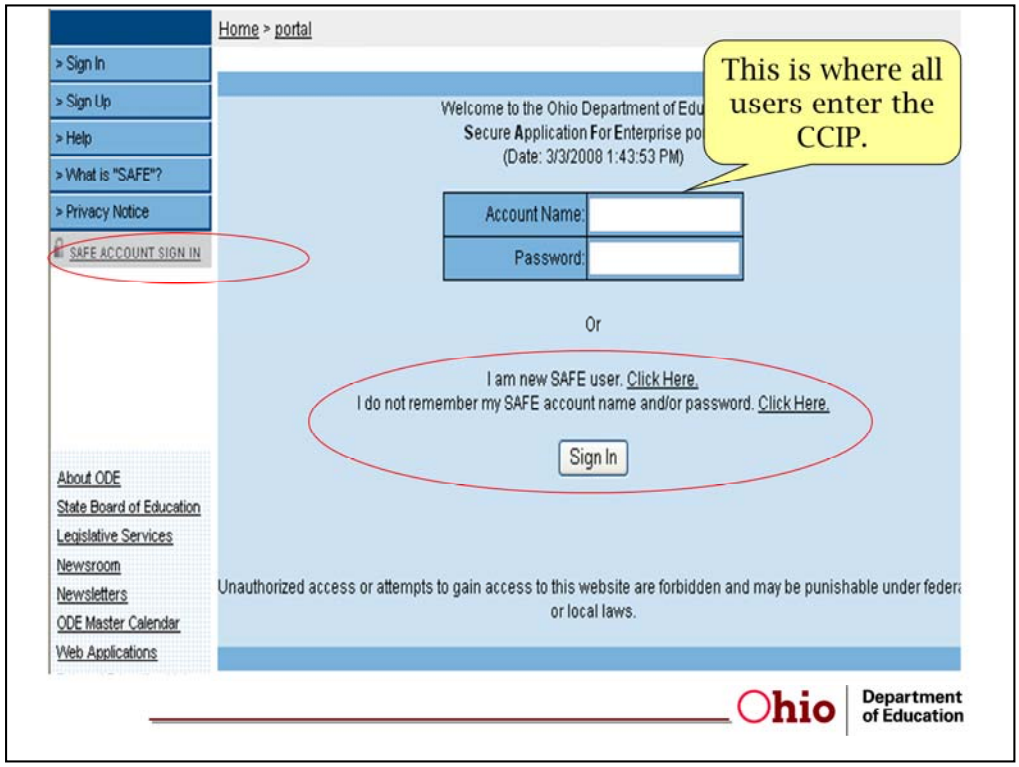
On the home page of ODE's Web site, enter CCIP into the Search box (upper right), click and this page appears. Then click "here" to go to the actual log-in page.



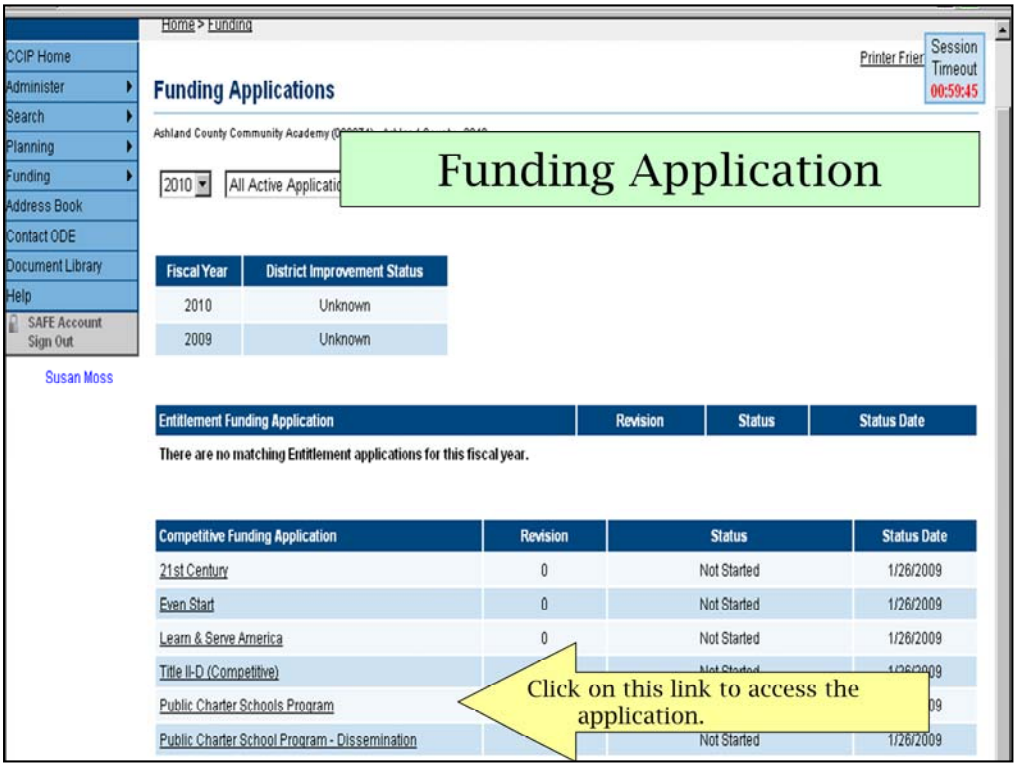
This is the easiest way to access the CCIP while working on your application. You can delete the shortcut after you're finished.



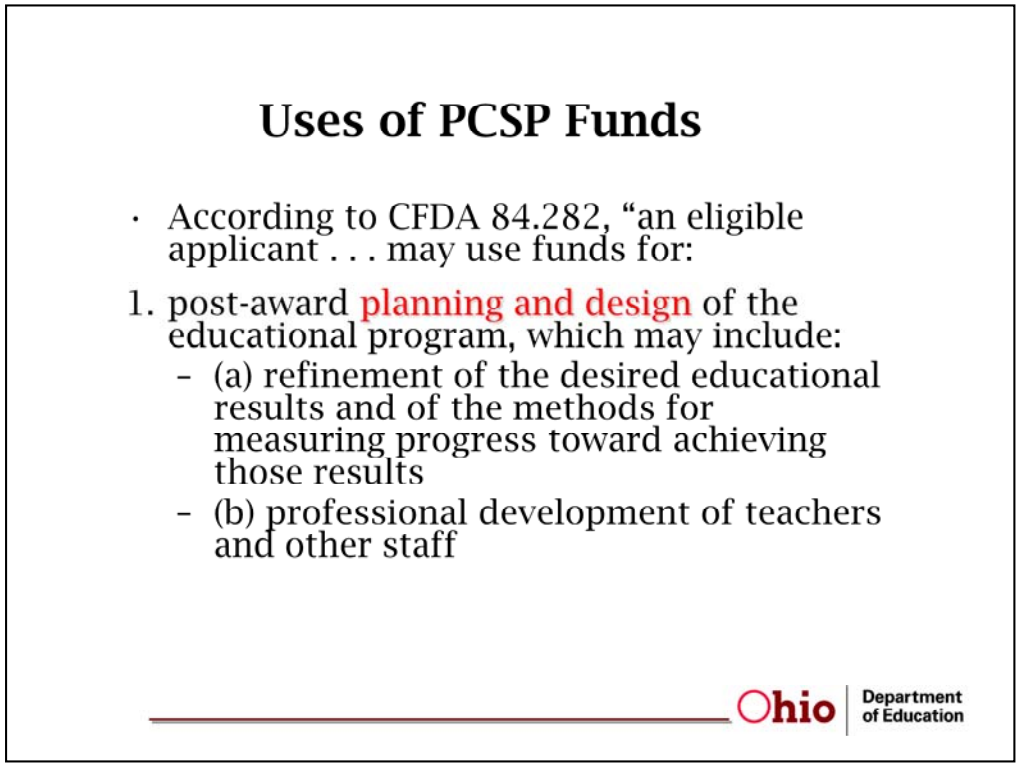
How to search for another school's application. You do not need to be logged in to search. All applications are public records after they have been approved by the ODE consultant.



To access your CCIP application, first create a SAFE account. A new user must register using the link in the center of the page. The user must then have a CCIP role assigned through OEDS-R as was discussed previously today and in the first training, “Using the CCIP.”



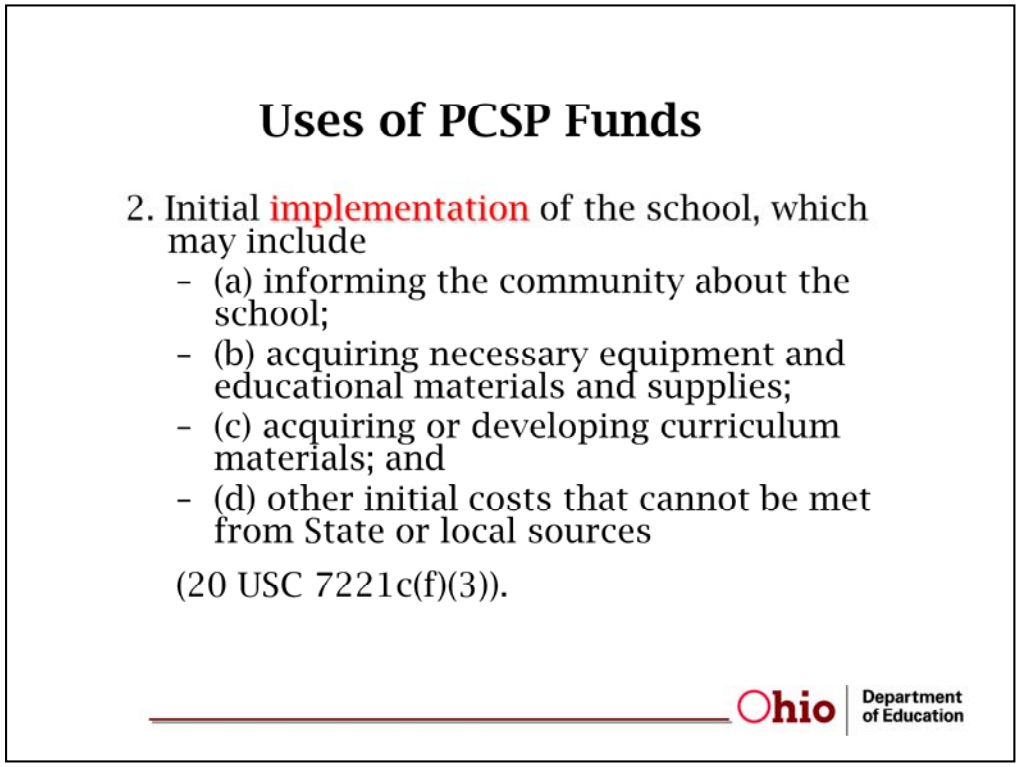
Once you are logged into the CCIP for your school, you should go to the Funding Side (FA= Funding Application) where you will see the grants your school potentially has available. As a new school, the list will be short, but soon you will be eligible for title funding, which is called the Consolidated Application. There are also other competitive grants you may later be eligible for. Each grant has its own consultant, who is listed in the address book for your school. Please review the CCIP training that was held last Tuesday and is available in the Elluminate archives for details about the Address Book and using the History Comment function to send messages to ODE consultants.



This is the statement from the legislation about the uses of PCSP funds. These are some of the activities of the planning year prior to the school's opening (which would be in September of the fiscal year after the fiscal year in which planning money is received).

The state fiscal year, which is the basis for the annual award period, runs from July 1 to June 30. No expenditures can be made prior to July 1 or generally after June 30. All annual funded grant activity must stop on June 30. The Annual Performance Report (more about this later) and the Final Expenditure Report (FER) cover this period.

The actual designation of the fiscal year as FY11 is based upon the June 30 date. So a grant period runs from July 1, 2010 to June 30, 2011 and is called FY11.



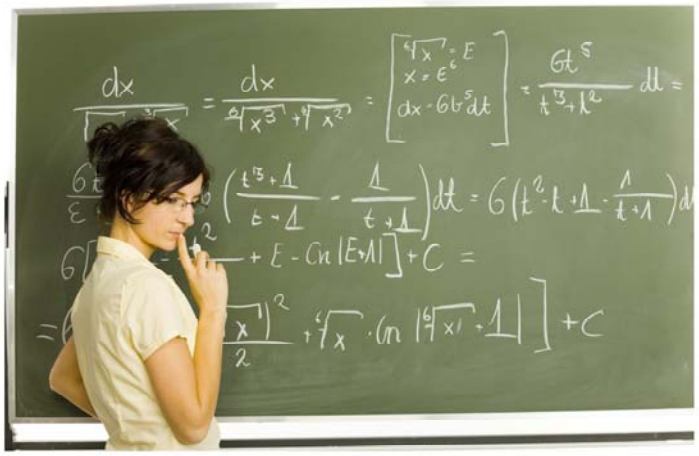
Once the award is approved in CCIP, the first PCR for 10% is automatically disbursed, if there is no revision. After that the school must submit monthly PCRs. Typically a PCR is for 10% of the allocation if needed for expenses, but negative expenses can be added. In addition, if more than 10% expenses are anticipated, the school can add a justification to the PCR to explain the expense. Money is available on an as-needed basis and should never be requested in advance and kept in an interest-bearing account. This is a violation of EDGAR regulations.

In general revisions are required because unallowable expenditures are listed. This is why a detailed budget narrative is beneficial. It is better to remove an unallowable expense at once, rather than have the AOS disallow the expenditure after the grant has closed. Then the money is no longer available to the school to use for proper expenditures.



Now for some visuals for those who learn best from pictures.

Not allowable.



If you've found the smartest teacher since Einstein, you can't use PCSP money.

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Not allowable.



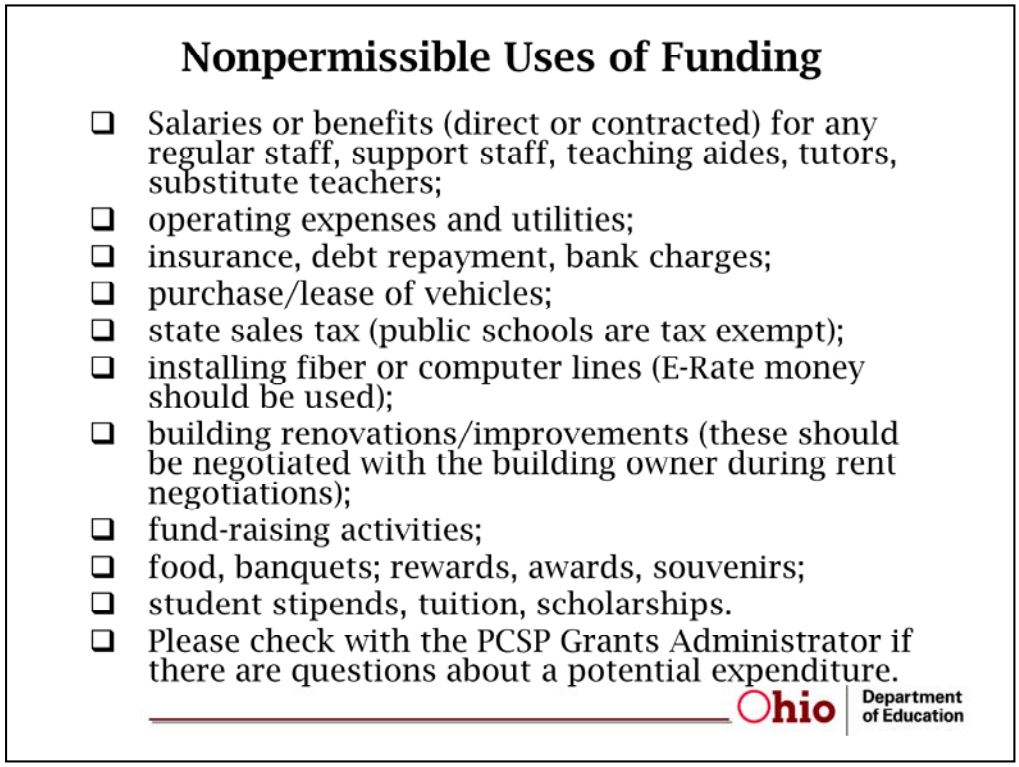
Not allowable.



Or food, even from a great Cajun chef.

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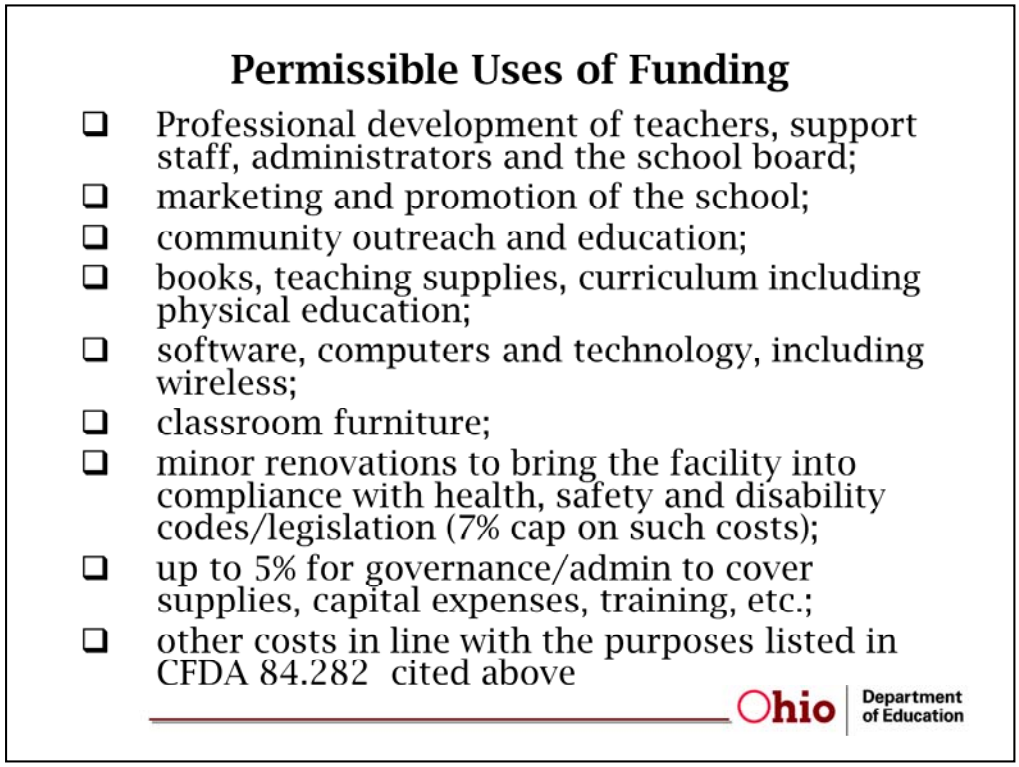
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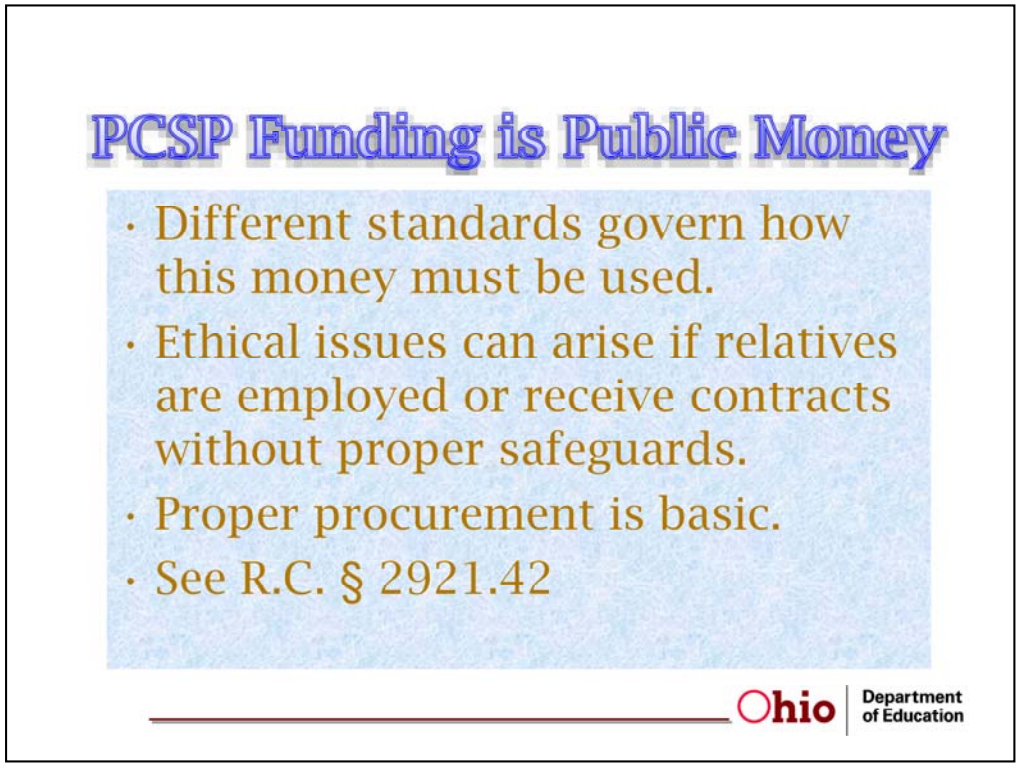
Here are some of the main nonpermissible uses. It will be helpful for the applicant to print out this list and give it to all those who will work on the application and its budget.



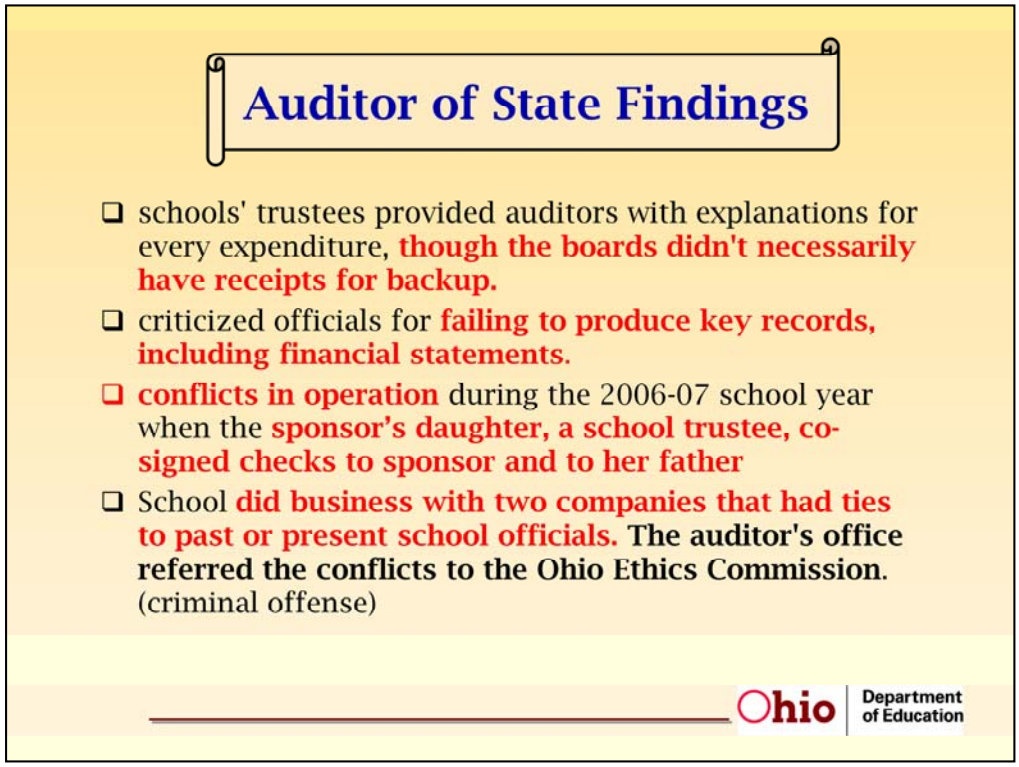
Equipment, curriculum, classroom furnishings, professional development and training for school teachers and staff, parent training and community marketing.



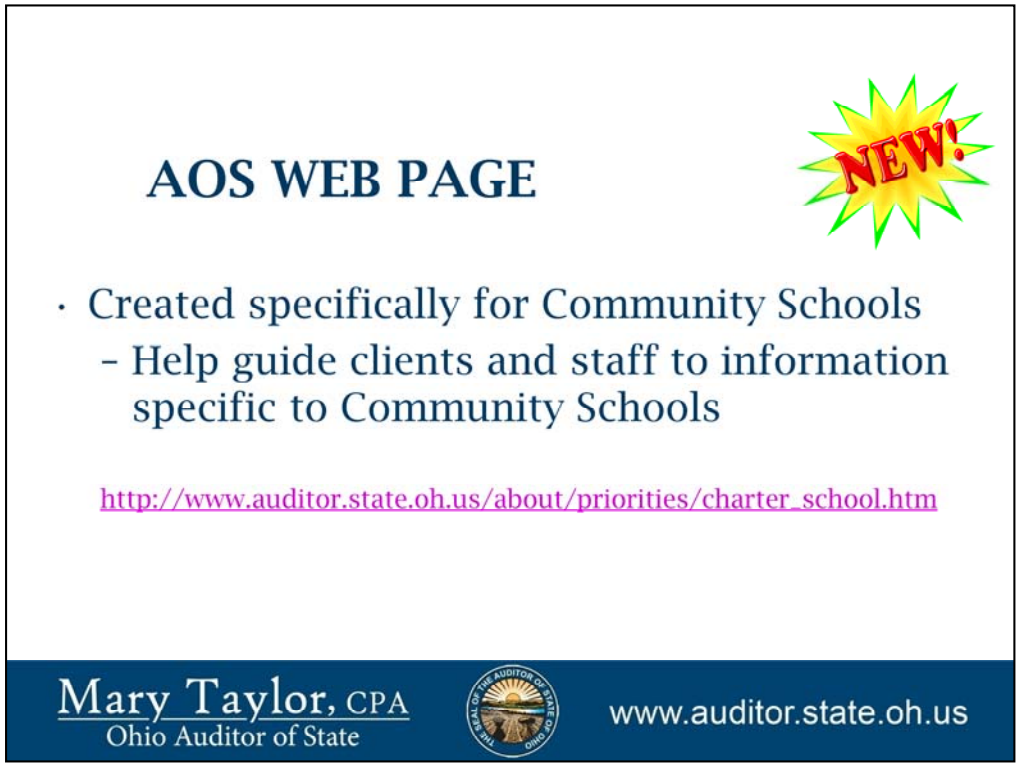
To make life a bit easier, we have developed lists of the major permissible uses of PCSP funding. It will be helpful for the applicant to print out this list and give it to all those who will work on the application and its budget.



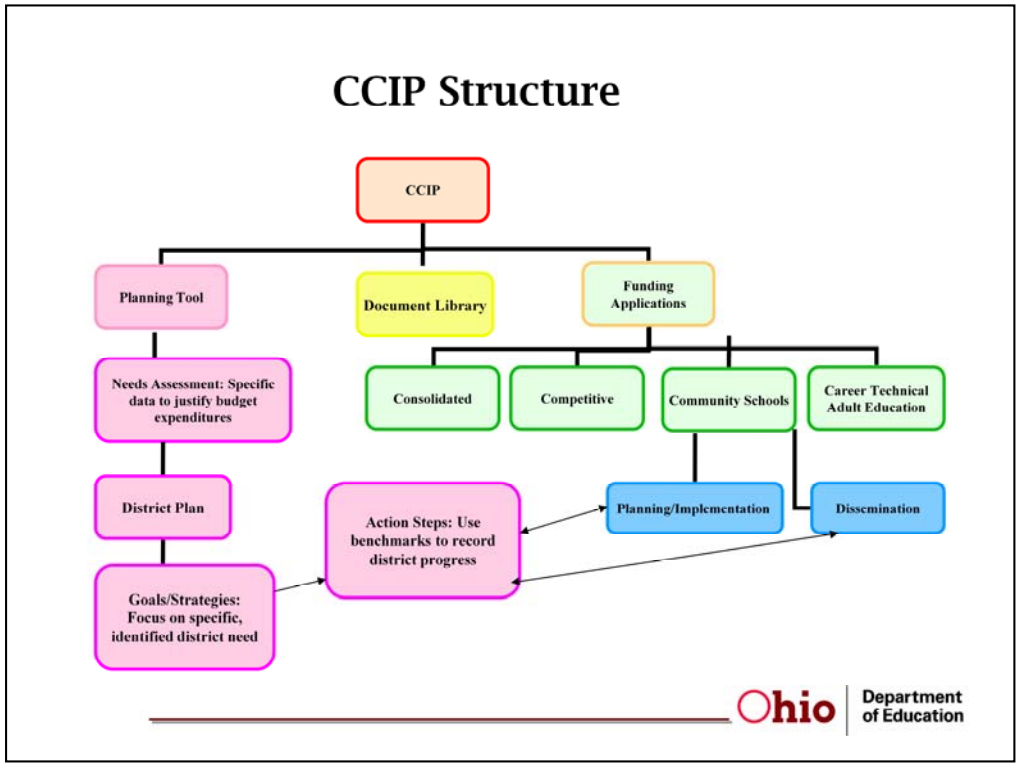
The Governing Authority of the school has to approve and keep detailed, public records of all expenditures. Those who serve on the governing authority cannot be employees of the school's sponsor or any management company the school uses. Relatives of school employees also cannot serve. Please be very certain about the ethical and legal constraints on the use of public money.



These are excerpts from recent auditor of state findings for several community schools. Remember that a community school is a public entity, and different rules apply. You can't simply put family members into positions because they are available and are qualified. Certain processes must be followed to ensure that other competent individuals knew about positions and were considered. The Governing Authority of the school must keep records of all business transactions, especially those involving funding and employment. Reading the Assurances that must be accepted with this grant is a good introduction to what the school is committed to do by receiving the funding. Also trainings are available from different sources on the proper oversight and running (or governance) of public community schools. Be sure critical school personnel attend these trainings and that the information is shared with all school personnel and incorporated into the school's policy manual if appropriate. As new legislation goes into effect, schools will be subject to new requirements.



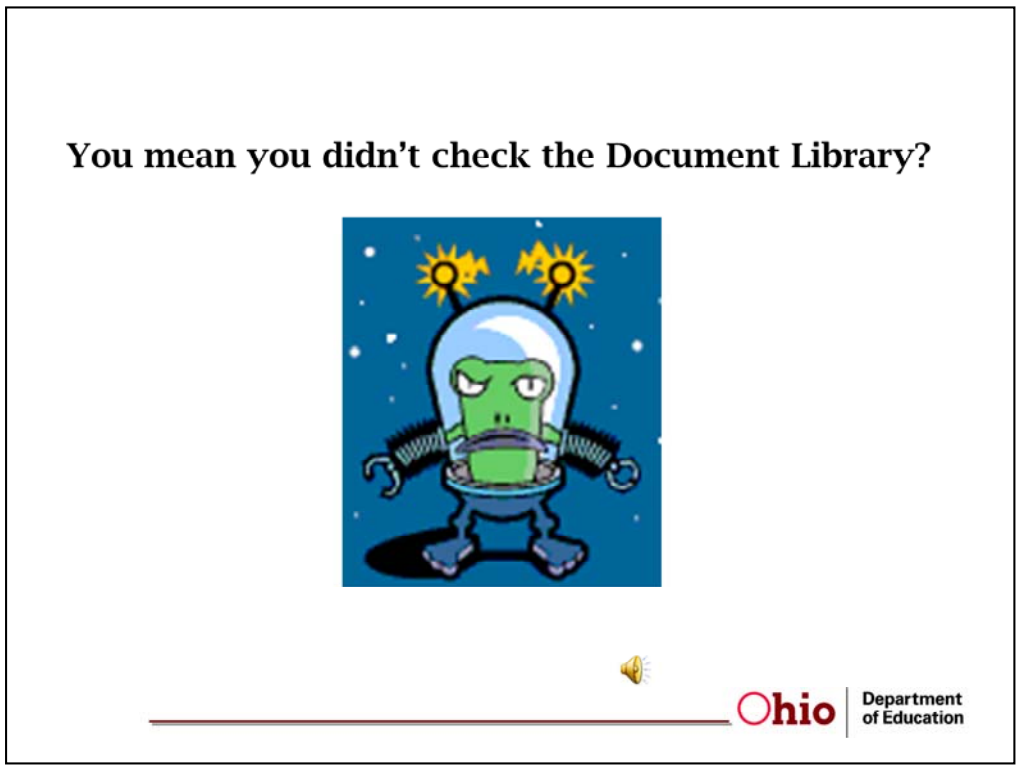
Previously the auditor of state had a page containing important information that community schools should know. The site appears to be in development, but this page will get you to news articles about community schools, links to Audit Findings (always interesting reading) and to Unauditable Schools (where you never want to appear). If you have questions about fiscal issues, contact the AOS for guidance BEFORE you do something that may not be appropriate.



There are two parts to the CCIP for each school district: the planning tool and the funding applications. Community Schools is one funding application.

All grants a school receives are connected to the planning tool through the action steps.

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*. It also has a comprehensive **Needs Assessment**. The ***goal*** or goals must focus on student achievement. A limited number of ***strategies*** outline the major types of activities to achieve the goal, such as curriculum development, professional development and use of technology. ***Action steps*** record the school's annual activities, anticipated effects on student achievement and data to create a baseline for measurable outcomes. Action steps should be of sufficient length to enable the reviewer to determine what will be accomplished in fulfillment of the goal during that year. They should allow the school to demonstrate accountability for the funding received. ***Fiscal resources,*** that is the grants a school receives, are attached to the school's goal or goals and thus to the strategies and action steps for that goal. They demonstrate the school's alignment of resources to a common goal or goals.



This is the first step for any applicant or person with a question about the CCIP or any function using the CCIP.

Document Library

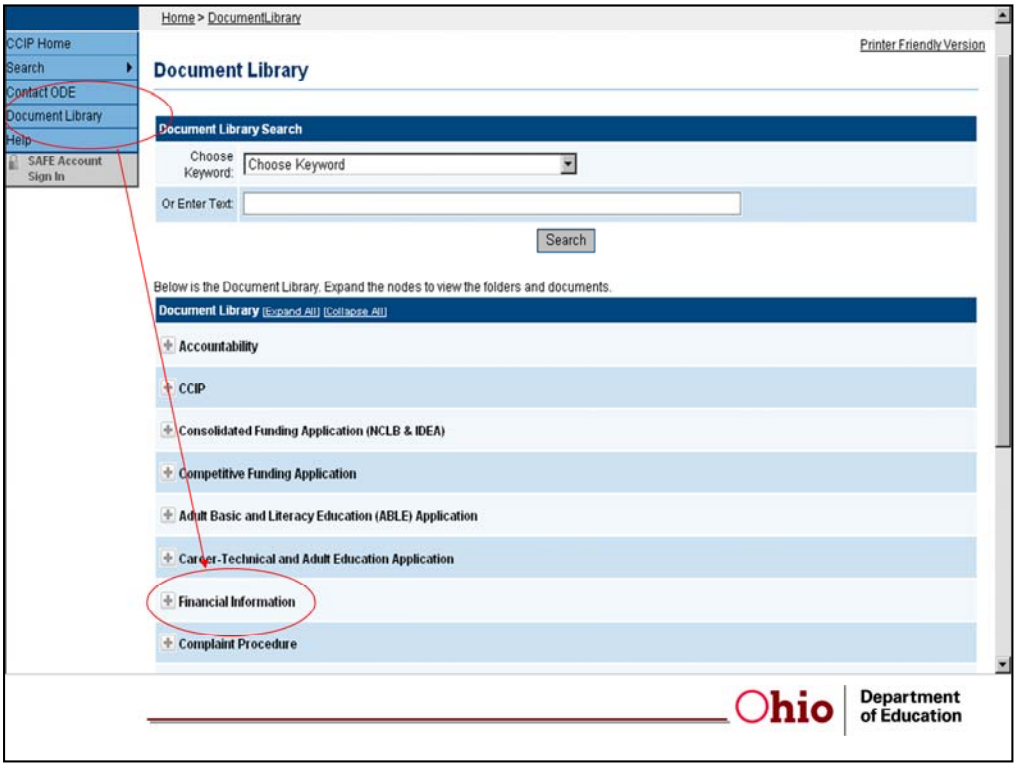
Information on all aspects of the CCIP and funded programs

Basic fiscal information

Individual grant document libraries, such as Community Schools, Consolidated (federal Title Programs), CTAE, etc.

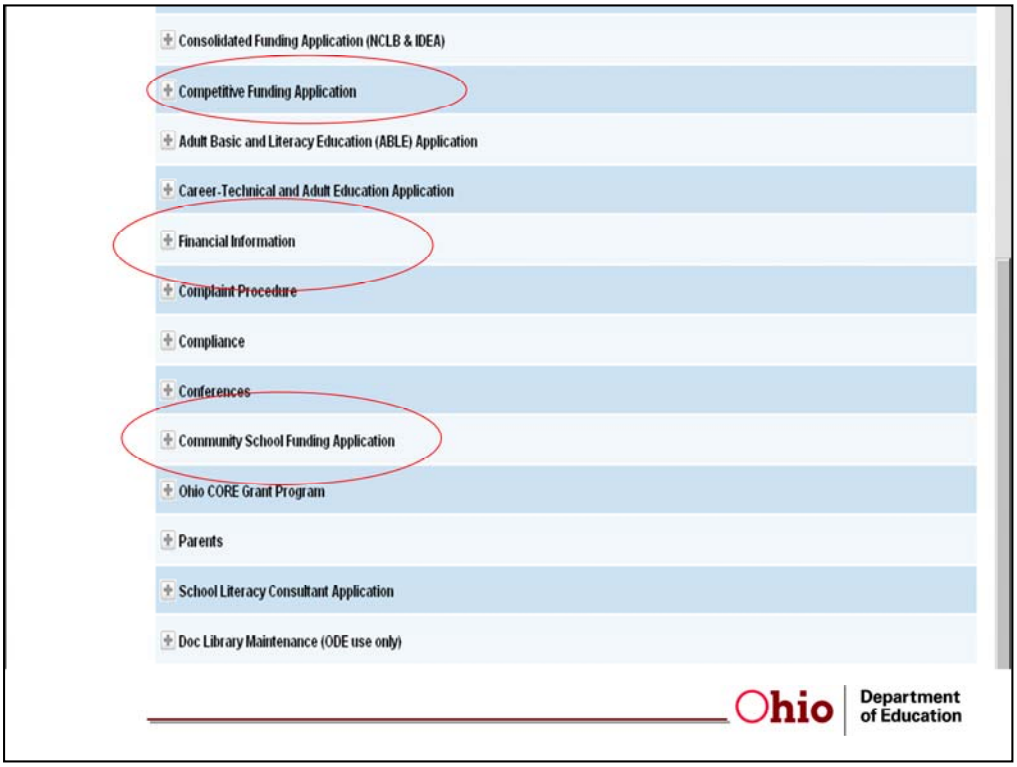
You don't need to log in to see anything in the Doc Library.

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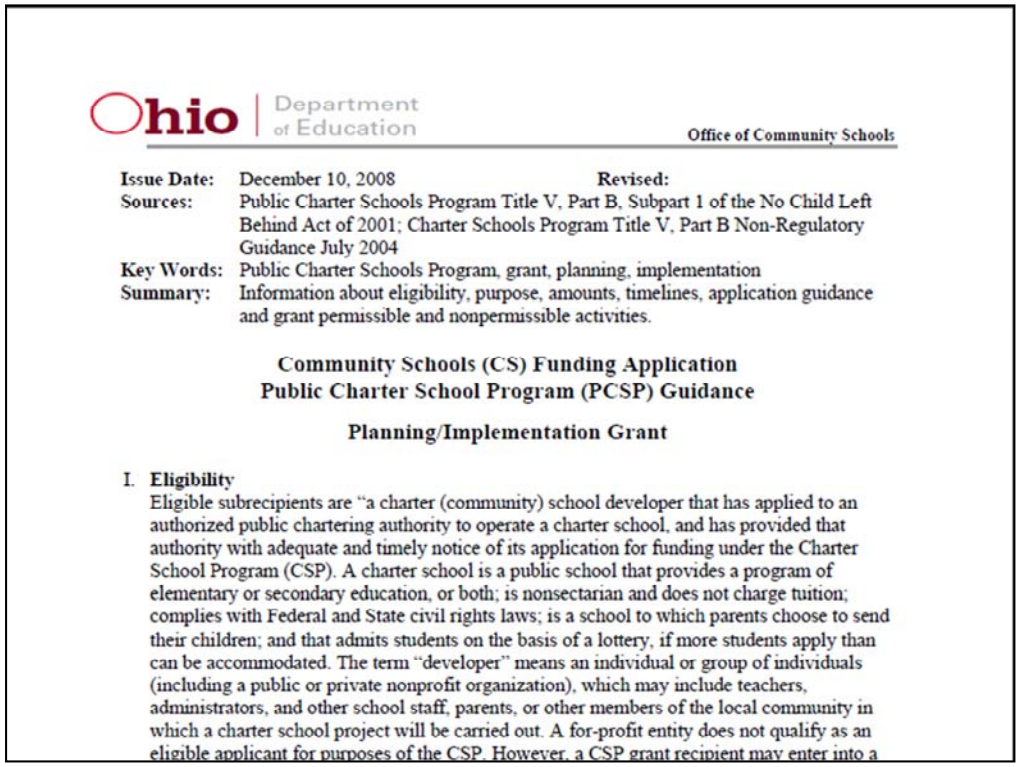
Here's the link to the Doc Library, and what it looks like when it opens.

Financial Information includes how to request funding using the Project Cash Request (PCR) and how to close out the application at the end of the year using the Final Expenditure Report (FER). Each funding application has its own PCRs and FER, but all PCRs and FERs function the same way. In addition, the same grants management consultant processes all fiscal documents for your school and can answer any payment questions. (The ODE consultant—there is a different consultant for each funding application—answers questions only about the specific grant program/s in that funding application.) In the address book you'll learn how to find the grants management consultant for your school and the different ODE program consultants.



The Consolidated Application includes information on Title funding (Titles 1-6), IDEA and Early Childhood Special Education. After a new school is opened, this funding becomes available when an enrollment number is confirmed through EMIS reports. An allocation amount will be posted in your CCIP account when that occurs, usually about January of the first year. Please work with the Consolidated consultant for your school to use this federal funding correctly. The Community School Funding Application folder has all the information you need about the Public Charter School Program (PCSP) grant--to start a community school--and the PCSP-Dissemination grant--to disseminate an important practice created by a successful community school.

The Community School Folder has subfolders for the two grants and a folder with specific fiscal information.



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Office of Community Schools

Issue Date: December 10, 2008 **Revised:**
Sources: Public Charter Schools Program Title V, Part B, Subpart 1 of the No Child Left Behind Act of 2001; Charter Schools Program Title V, Part B Non-Regulatory Guidance July 2004
Key Words: Public Charter Schools Program, grant, planning, implementation
Summary: Information about eligibility, purpose, amounts, timelines, application guidance and grant permissible and nonpermissible activities.

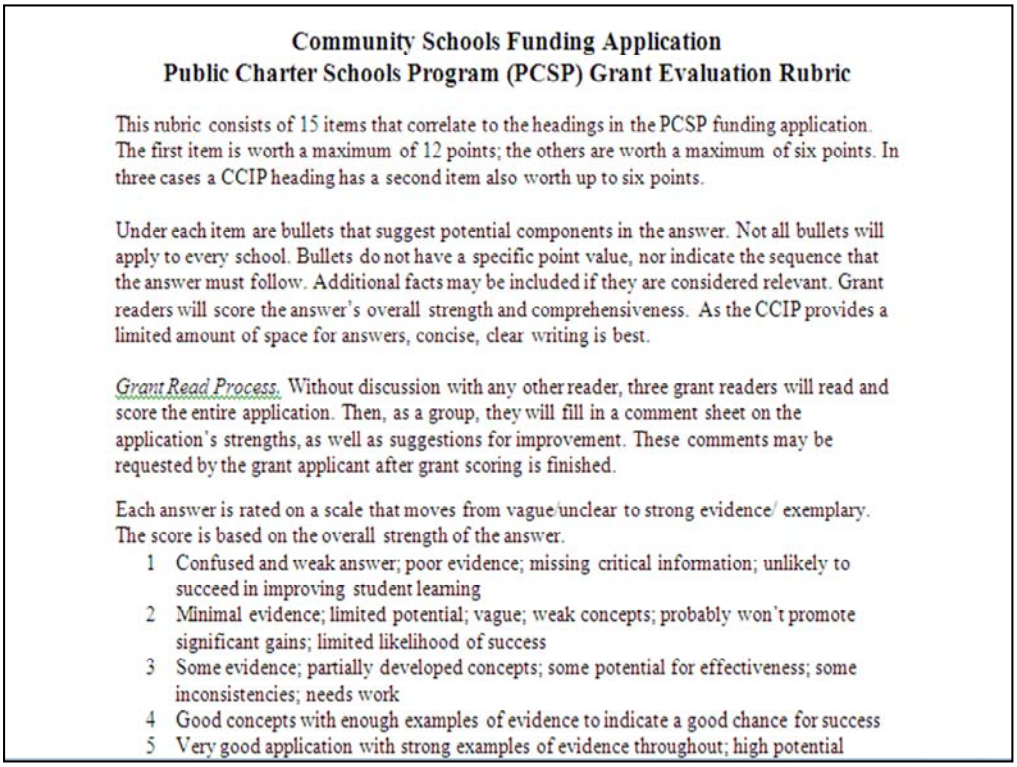
Community Schools (CS) Funding Application
Public Charter School Program (PCSP) Guidance

Planning/Implementation Grant

I. **Eligibility**

Eligible subrecipients are "a charter (community) school developer that has applied to an authorized public chartering authority to operate a charter school, and has provided that authority with adequate and timely notice of its application for funding under the Charter School Program (CSP). A charter school is a public school that provides a program of elementary or secondary education, or both; is nonsectarian and does not charge tuition; complies with Federal and State civil rights laws; is a school to which parents choose to send their children; and that admits students on the basis of a lottery, if more students apply than can be accommodated. The term "developer" means an individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators, and other school staff, parents, or other members of the local community in which a charter school project will be carried out. A for-profit entity does not qualify as an eligible applicant for purposes of the CSP. However, a CSP grant recipient may enter into a

This is a complete guidance document for the PCSP grant. What we cover in this slide show is taken largely from this document. Please go to the CCIP Doc Library for Community Schools (or the OCS grants Web page) to get your copy.



Community Schools Funding Application
Public Charter Schools Program (PCSP) Grant Evaluation Rubric

This rubric consists of 15 items that correlate to the headings in the PCSP funding application. The first item is worth a maximum of 12 points; the others are worth a maximum of six points. In three cases a CCIP heading has a second item also worth up to six points.

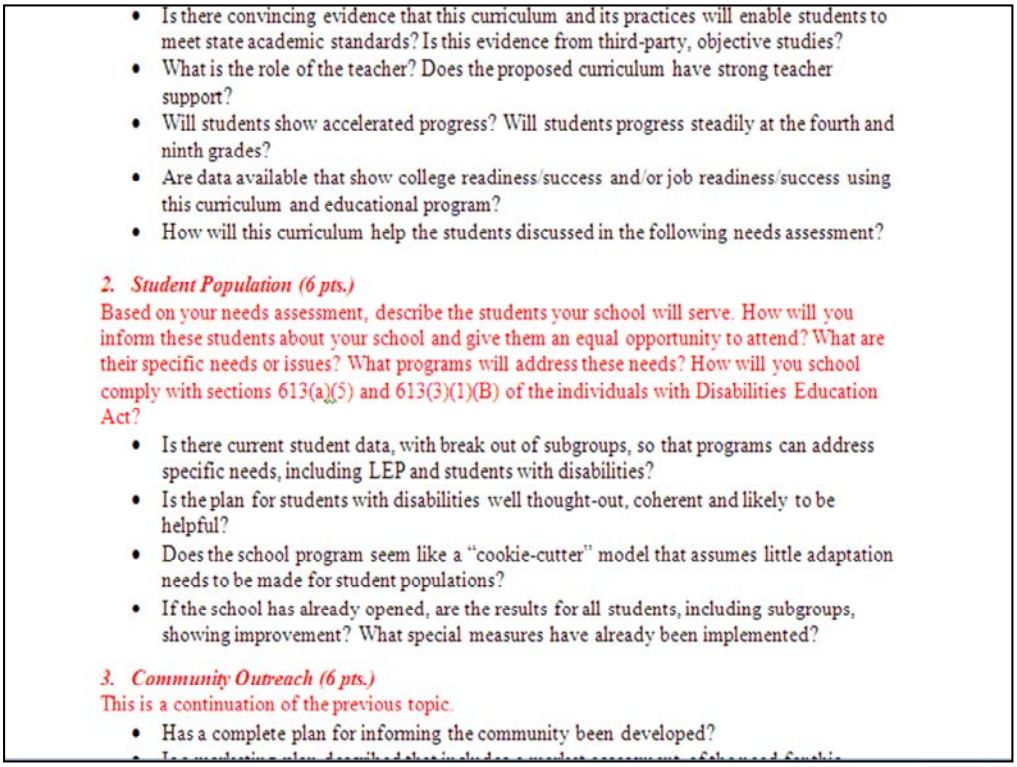
Under each item are bullets that suggest potential components in the answer. Not all bullets will apply to every school. Bullets do not have a specific point value, nor indicate the sequence that the answer must follow. Additional facts may be included if they are considered relevant. Grant readers will score the answer's overall strength and comprehensiveness. As the CCIP provides a limited amount of space for answers, concise, clear writing is best.

Grant Read Process. Without discussion with any other reader, three grant readers will read and score the entire application. Then, as a group, they will fill in a comment sheet on the application's strengths, as well as suggestions for improvement. These comments may be requested by the grant applicant after grant scoring is finished.

Each answer is rated on a scale that moves from vague/unclear to strong evidence/ exemplary. The score is based on the overall strength of the answer.

1 Confused and weak answer; poor evidence; missing critical information; unlikely to succeed in improving student learning
2 Minimal evidence; limited potential; vague; weak concepts; probably won't promote significant gains; limited likelihood of success
3 Some evidence; partially developed concepts; some potential for effectiveness; some inconsistencies; needs work
4 Good concepts with enough examples of evidence to indicate a good chance for success
5 Very good application with strong examples of evidence throughout; high potential

This is the new scoring rubric, which uses a different format from previous years. We try to indicate under each answer some of the questions that the grant readers will want answered. Please do not assume that every question needs to be answered, or that your answer must follow the sequence of points. However, a strong answer will probably cover most of the bullets in a logical and coherent response that will help the grant reader to decide whether the school should be funded.



- Is there convincing evidence that this curriculum and its practices will enable students to meet state academic standards? Is this evidence from third-party, objective studies?
- What is the role of the teacher? Does the proposed curriculum have strong teacher support?
- Will students show accelerated progress? Will students progress steadily at the fourth and ninth grades?
- Are data available that show college readiness/success and/or job readiness/success using this curriculum and educational program?
- How will this curriculum help the students discussed in the following needs assessment?

2. Student Population (6 pts.)

Based on your needs assessment, describe the students your school will serve. How will you inform these students about your school and give them an equal opportunity to attend? What are their specific needs or issues? What programs will address these needs? How will you school comply with sections 613(a)(5) and 613(3)(1)(B) of the individuals with Disabilities Education Act?

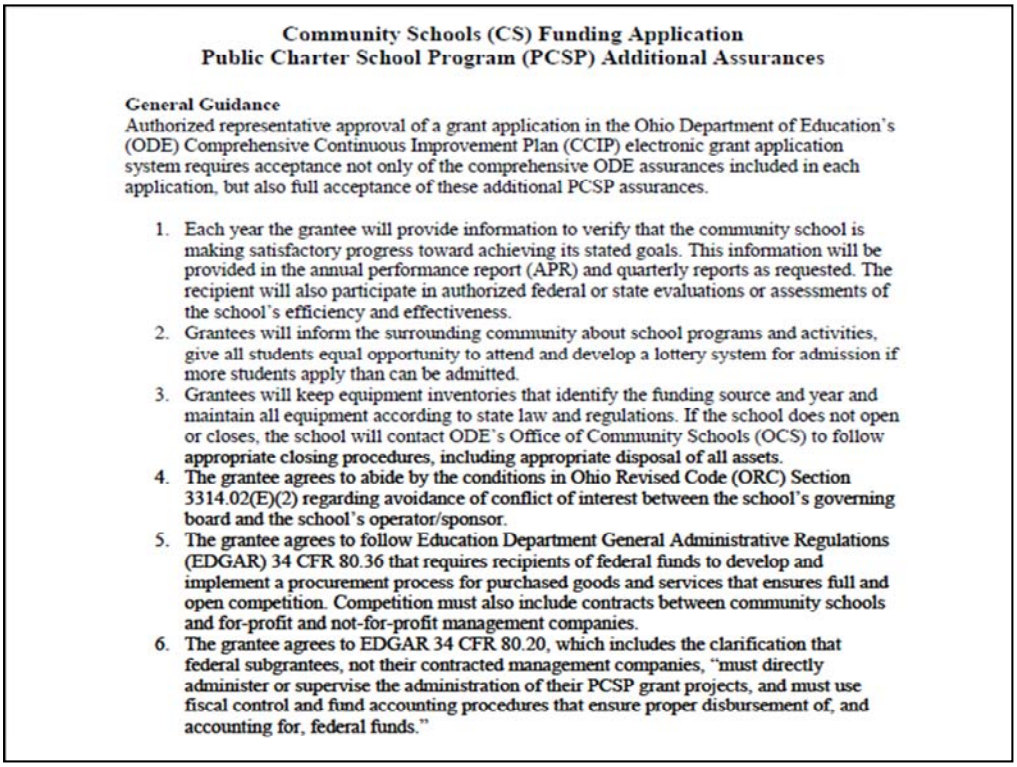
- Is there current student data, with break out of subgroups, so that programs can address specific needs, including LEP and students with disabilities?
- Is the plan for students with disabilities well thought-out, coherent and likely to be helpful?
- Does the school program seem like a "cookie-cutter" model that assumes little adaptation needs to be made for student populations?
- If the school has already opened, are the results for all students, including subgroups, showing improvement? What special measures have already been implemented?

3. Community Outreach (6 pts.)

This is a continuation of the previous topic.

- Has a complete plan for informing the community been developed?

The portions in red are the text from the PCSP funding application. The text in black are the bullet points that should guide the grant writer and later the grant reader. The bullets may not cover everything you would like to describe about your school, so feel free to add additional, relevant material.

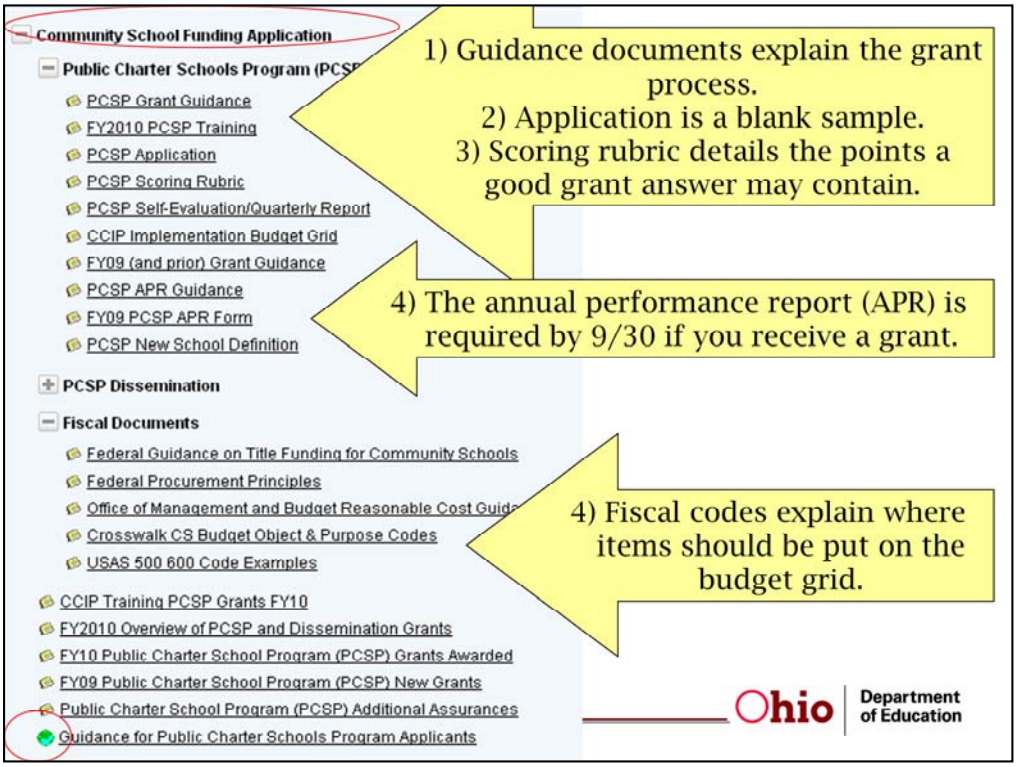


Community Schools (CS) Funding Application
Public Charter School Program (PCSP) Additional Assurances

General Guidance
Authorized representative approval of a grant application in the Ohio Department of Education's (ODE) Comprehensive Continuous Improvement Plan (CCIP) electronic grant application system requires acceptance not only of the comprehensive ODE assurances included in each application, but also full acceptance of these additional PCSP assurances.

1. Each year the grantee will provide information to verify that the community school is making satisfactory progress toward achieving its stated goals. This information will be provided in the annual performance report (APR) and quarterly reports as requested. The recipient will also participate in authorized federal or state evaluations or assessments of the school's efficiency and effectiveness.
2. Grantees will inform the surrounding community about school programs and activities, give all students equal opportunity to attend and develop a lottery system for admission if more students apply than can be admitted.
3. Grantees will keep equipment inventories that identify the funding source and year and maintain all equipment according to state law and regulations. If the school does not open or closes, the school will contact ODE's Office of Community Schools (OCS) to follow appropriate closing procedures, including appropriate disposal of all assets.
4. The grantee agrees to abide by the conditions in Ohio Revised Code (ORC) Section 3314.02(E)(2) regarding avoidance of conflict of interest between the school's governing board and the school's operator/sponsor.
5. The grantee agrees to follow Education Department General Administrative Regulations (EDGAR) 34 CFR 80.36 that requires recipients of federal funds to develop and implement a procurement process for purchased goods and services that ensures full and open competition. Competition must also include contracts between community schools and for-profit and not-for-profit management companies.
6. The grantee agrees to EDGAR 34 CFR 80.20, which includes the clarification that federal subgrantees, not their contracted management companies, "must directly administer or supervise the administration of their PCSP grant projects, and must use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds."

If you are awarded a grant, you agree to the general assurances that you find in the application itself, and also to these specific PCSP assurances. These additional assurances are found in the Community Schools Doc Library.



The globe with the red circle is a direct link to the grants page of the Office of Community Schools, which also has copies of all PCSP grant information and archived Elluminate trainings. From this link you can also find information about the process of starting and running a community school, the legal regulations governing community schools, etc.

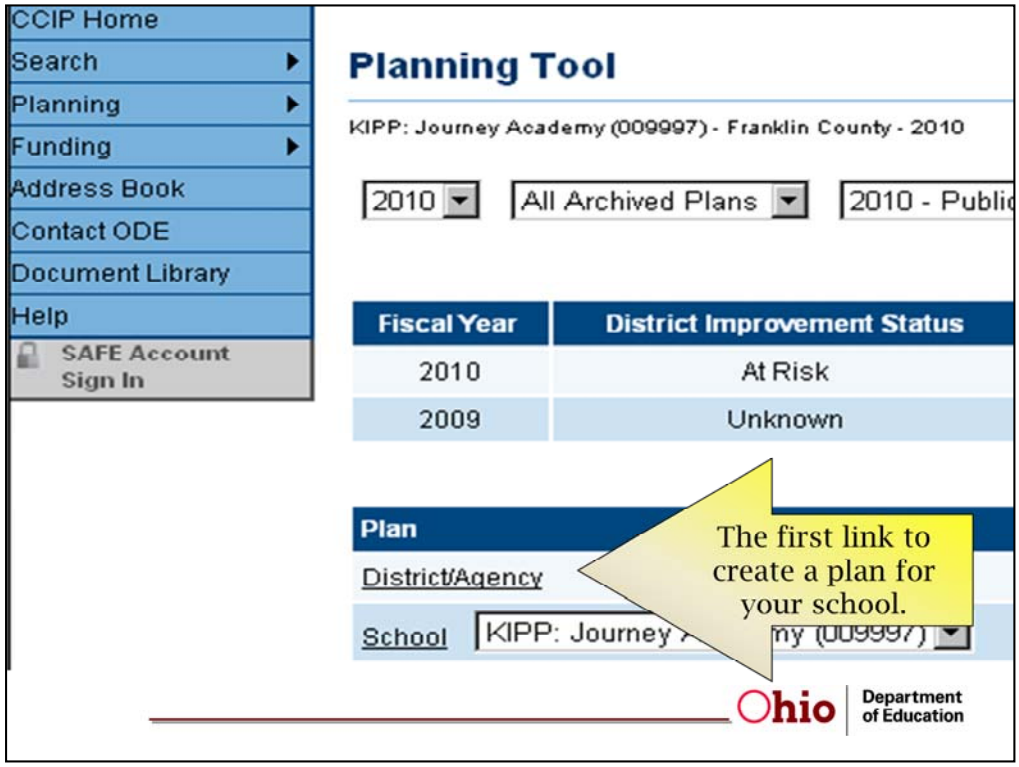
CCIP Plan Covers All ODE Grants

- Once the new plan is created, anything added to old plan will **not** be transferable.



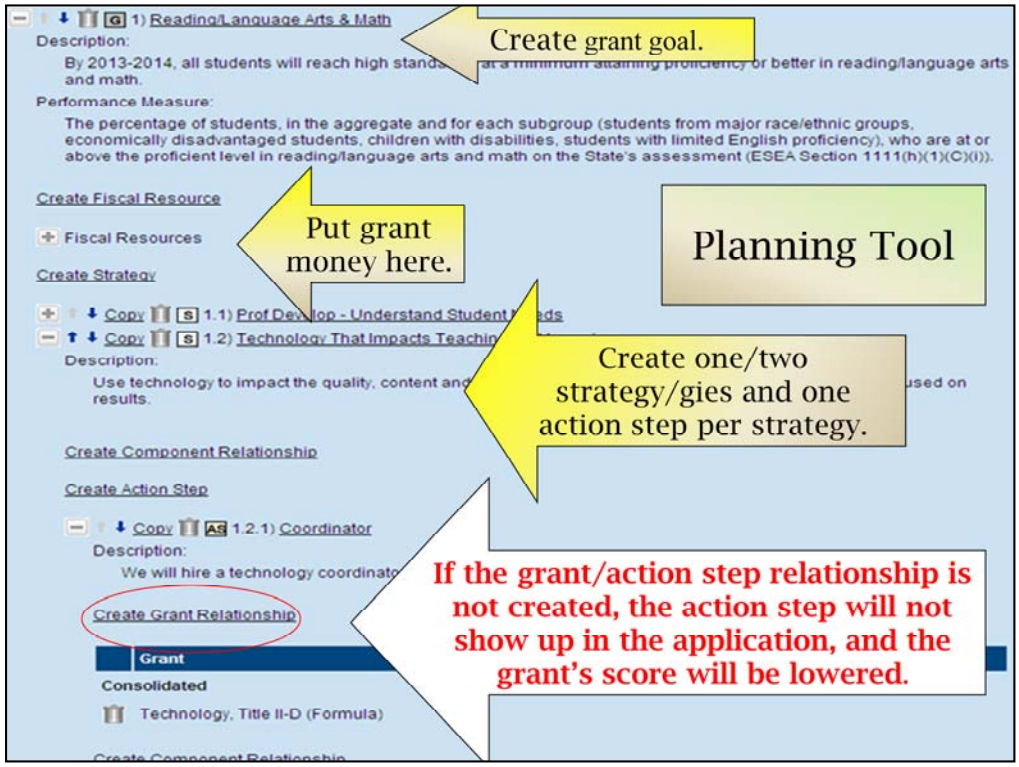
Ohio Department of Education

For those community schools that want to be accredited by the NCA (North Central Association), the CCIP plan can be used to fulfill some of the requirements. Accreditation has several benefits for community schools apart from confirming that the academic program is of high quality—graduates will find more universities interested in them, possibly even offering scholarships; the military also prefers graduates from accredited high schools, etc.

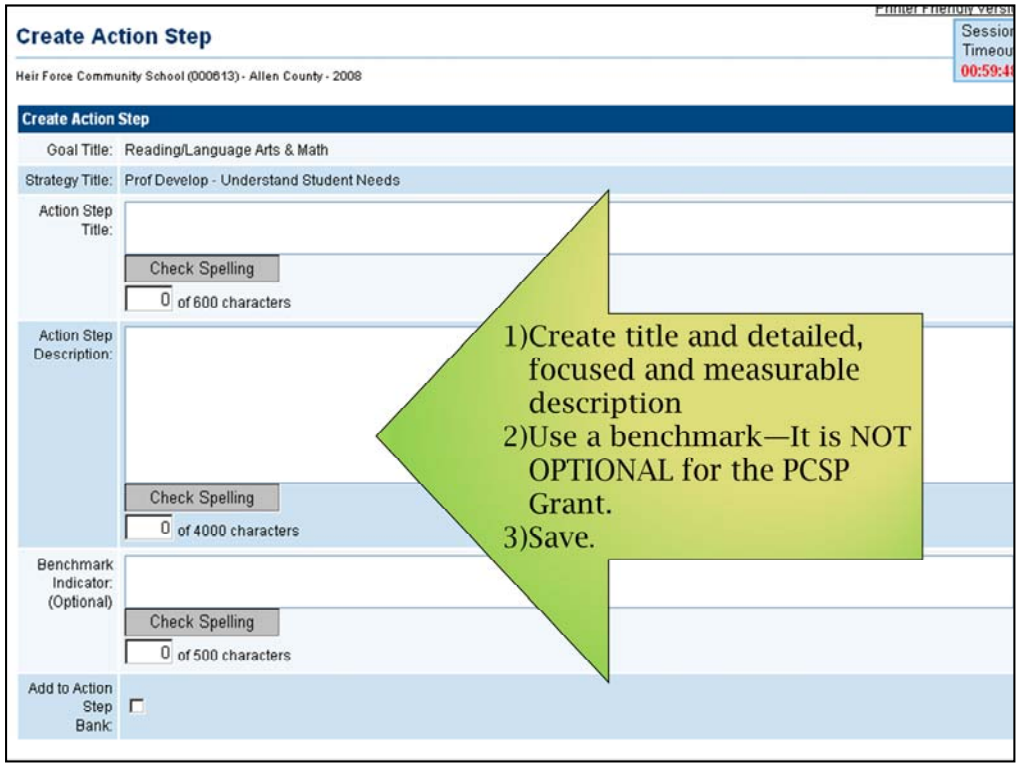


Each community school is also a legal school district. All planning should be done at the **district level** and never at the school level. (School level is for large districts with many different schools.)

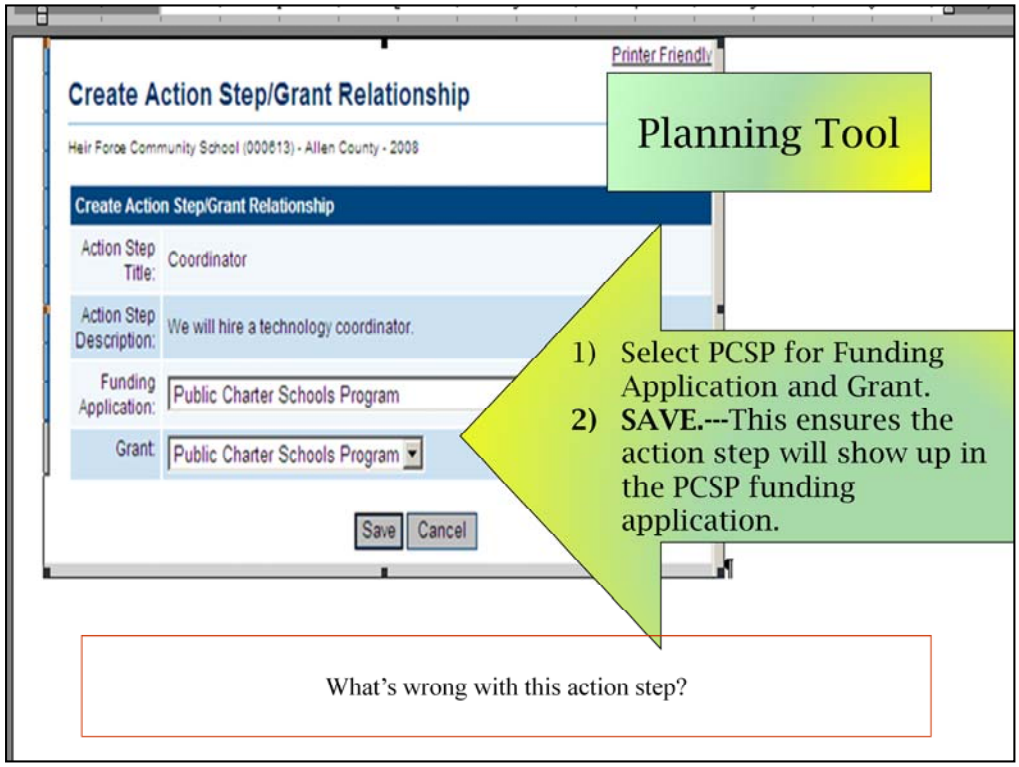
It may be helpful to look at samples of high-scoring applications from the previous year. A document listing the high-scoring applications is in the CCIP Doc Library. Use their IRN to search for them and read their application.



1) A grant goal may be used by more than one funding application; NEVER delete a goal if others use it because it will erase everything connected with it.
2) The best practice is to have only one or two goals for a school, so that money is used in an aligned fashion.
3) Fiscal resources will show the other grants that use the same goal.
4) Create an Action Step for each strategy to show how you will use the grant money for that year. Make the action steps detailed enough that the grant reader will easily understand what you will be doing, and how it will help students at your school to succeed academically.
5) Add a grant relationship to show what grant is funding a specific action step. This information will then show up on the funding application side for the grant.



Make the title descriptive of the action that will be described. Explain the action step for that year; possibly refer briefly to what was done in the past, especially if it illuminates the reason for your action step. The benchmark will show what you intend to accomplish during the year and should provide the starting point for next year's action step.



Problems with this action step are:

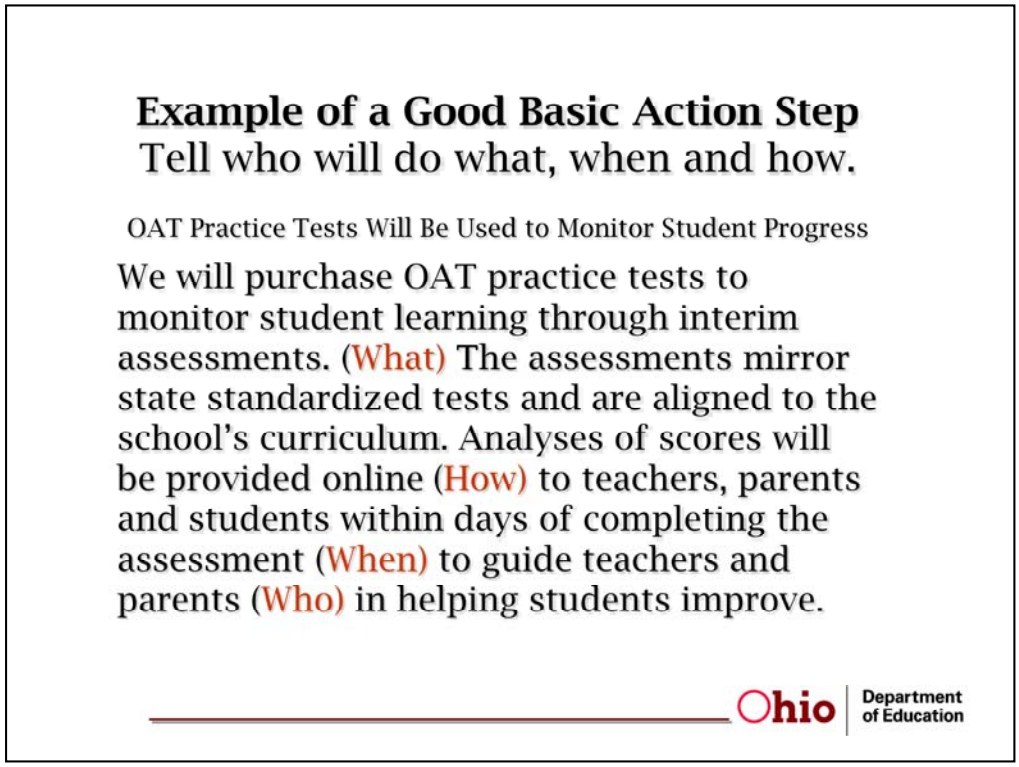
•the action step title should be more informative,

•the description must be well-written, focused and lengthy enough that the grant reader will understand what the school will be doing and why.

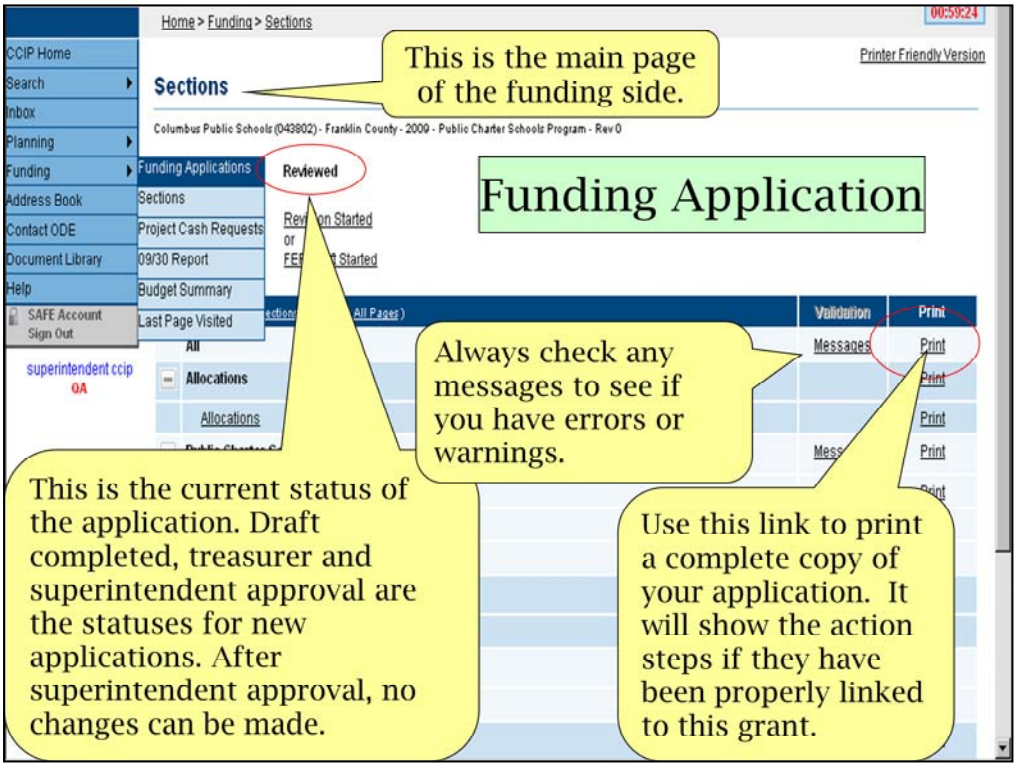
•Most important, PCSP funding cannot be used to hire personnel or pay for operating costs.

Fortunately, this is not an actual application.

Our next slide will discuss the key components of a good action step.



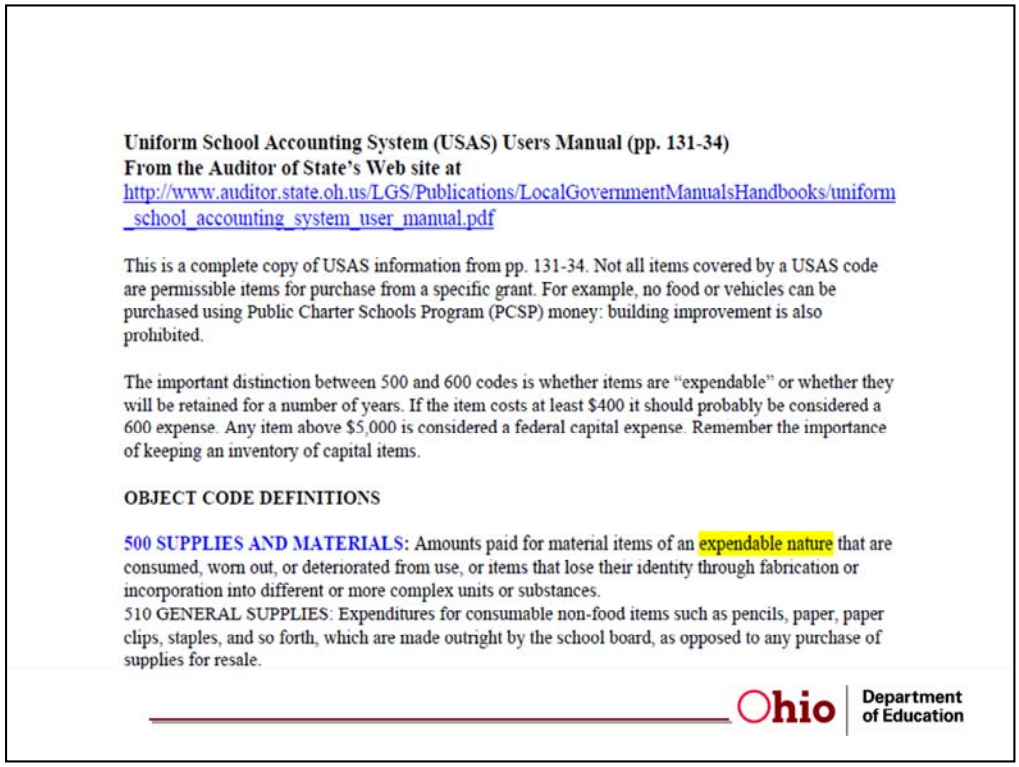
There should be more detail about how the tests will be used, particularly what data will be focused on, or how it will be used to reshape approaches to individual students. But this is a good brief outline of what the action step should do.



When in doubt, go to the Sections page on the Funding Side. Here you can see the status of the application and access all components of the funding side (budget, application, history log w comments, messages, print functions).

To print a complete copy of your application, use the print link at the top of the column. It will be sent as a PDF document to your school's doc library, where you can access it and print it off. Depending upon how many requests are in the CCIP's print queue—it can take a few minutes to a half hour. Using this link (or the lower links to print out specific sections) is the only way to be sure to print all the text that's in your application.

Printer friendly is a standard link that prints only what shows on the Web page.



Uniform School Accounting System (USAS) Users Manual (pp. 131-34)
From the Auditor of State's Web site at
http://www.auditor.state.oh.us/LGS/Publications/LocalGovernmentManualsHandbooks/uniform_school_accounting_system_user_manual.pdf

This is a complete copy of USAS information from pp. 131-34. Not all items covered by a USAS code are permissible items for purchase from a specific grant. For example, no food or vehicles can be purchased using Public Charter Schools Program (PCSP) money: building improvement is also prohibited.

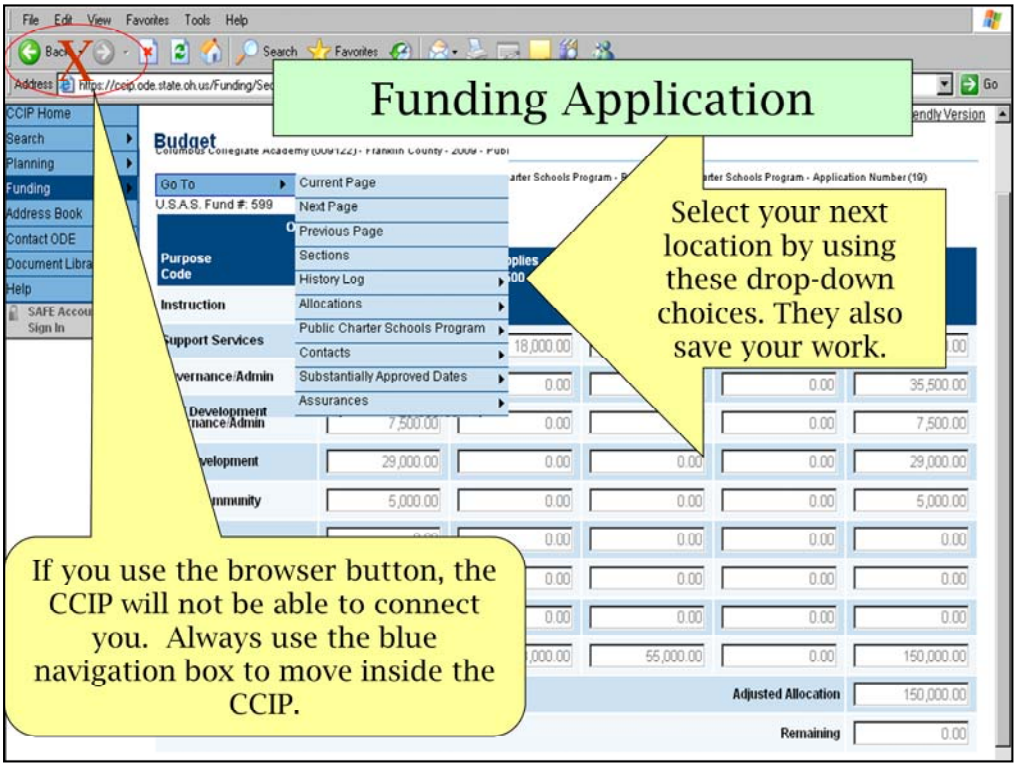
The important distinction between 500 and 600 codes is whether items are "expendable" or whether they will be retained for a number of years. If the item costs at least $400 it should probably be considered a 600 expense. Any item above $5,000 is considered a federal capital expense. Remember the importance of keeping an inventory of capital items.

OBJECT CODE DEFINITIONS

500 SUPPLIES AND MATERIALS: Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated from use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.
510 GENERAL SUPPLIES: Expenditures for consumable non-food items such as pencils, paper, paper clips, staples, and so forth, which are made outright by the school board, as opposed to any purchase of supplies for resale.

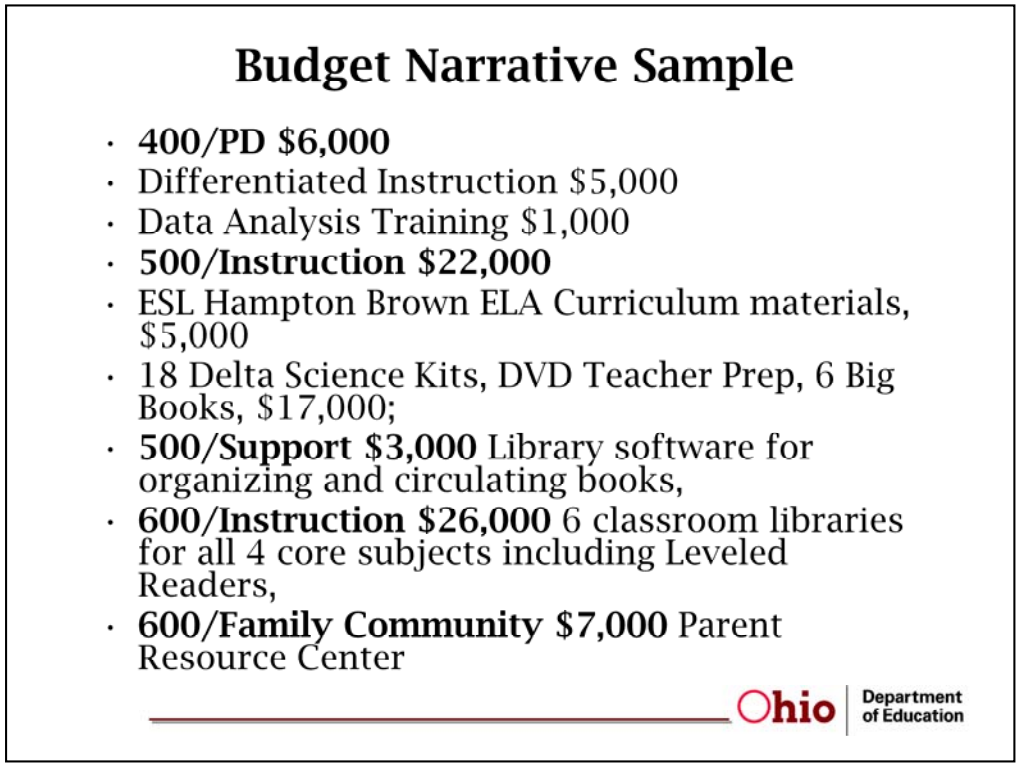
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An extract from the AOS fiscal guidance that is posted in the fiscal documents folder in the CCIP Doc Library, Community Schools folder.



If you select “next page” you go to the application page; the budget page is then the “previous page,” so you can work back and forth between these two pages in the funding application.

If you use the browser arrow (in green) to go back, you will get an error message and have to return to this page.



If you follow this pattern when you put your budget narrative into the grant (or into the history log in the case of a revision), it will save time because I won't have to send back to get clarification.

PCSP Application Period

- The first Monday in February to the final Friday in April
- Applications must be in "Superintendent Approved" status by 5 p.m. on the final Friday in April
- NO EXCEPTIONS



Ohio Department of Education

The dates when you can access the PCSP application in the CCIP.

Don’t forget the deadline!

- PCSP applications must be in “superintendent approved” status by the final Friday in April at 5 p.m.



Ohio | Department of Education

Don’t forget this deadline, or you won’t get any funding for the next fiscal year. This image is called Armageddon, which could be what you’d call it if you don’t have your application in “superintendent approved” status by this date.



Grant Review takes time, because in addition to the tabulation of the scores, each school will be reviewed to make certain it is eligible to receive this one-time grant.

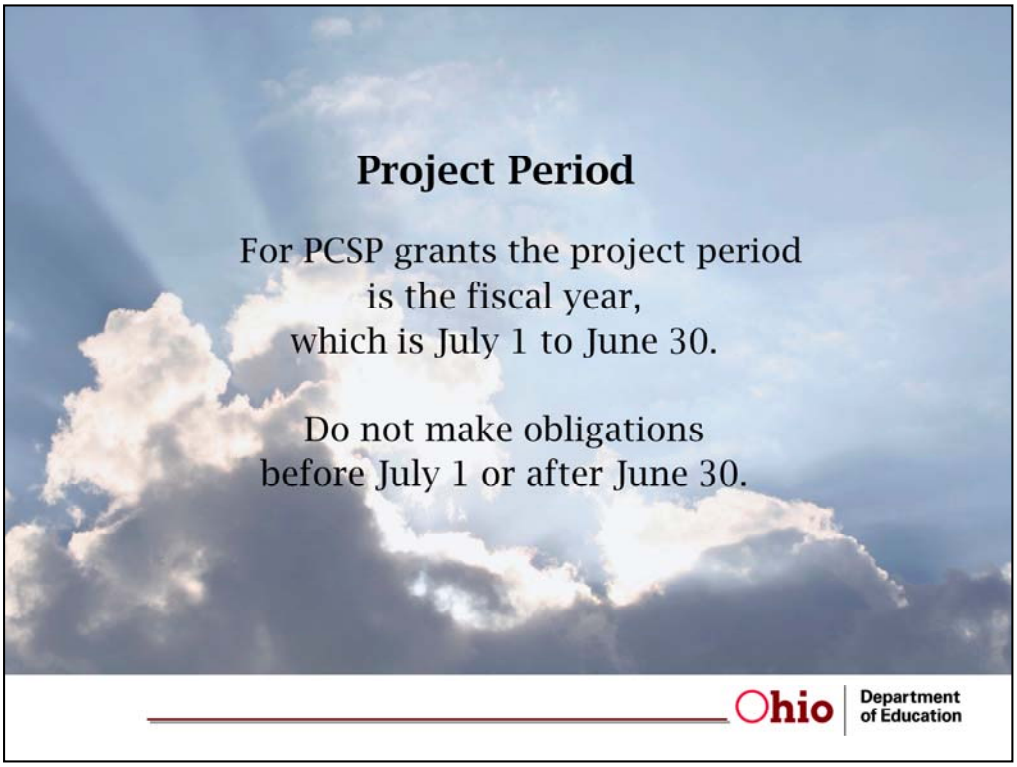
Award Notification

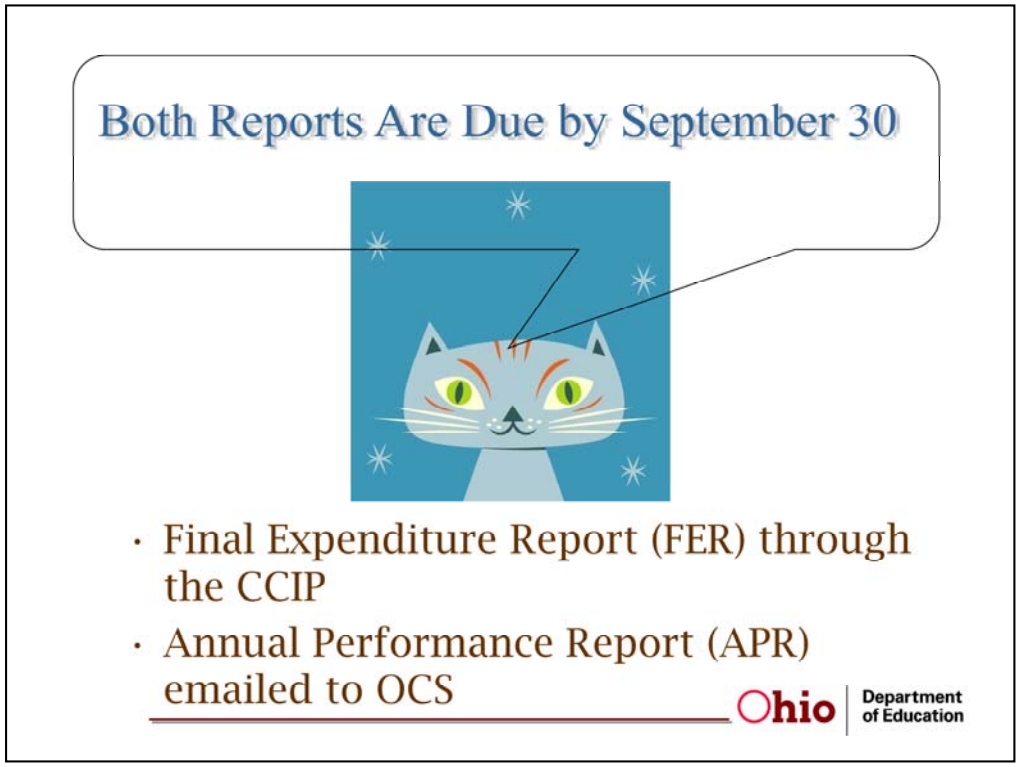
- May-June: competitive review
- July-August: In-house budget review and approval
- Applicants will be notified of awards through the CCIP



If budgets are done correctly, the review and approval process will be greatly facilitated.

Because the state closes its fiscal accounting system from 6-15 to 7-15, no funding is possible during this period. Thus the earliest anyone will receive money is near the end of July.


Project Period
For PCSP grants the project period
is the fiscal year,
which is July 1 to June 30.
Do not make obligations
before July 1 or after June 30.
Ohio
Department
of Education



These are two requirements to close out each fiscal year. Failure to submit them by the deadline will lower the school's DER (District Efficiency Rating) and impact future funding.

The APR form and guidance are in the Doc Library and on the OCS Grants Web page. The FER becomes available in the CCIP after June 30 annually.

Monitoring/Auditing

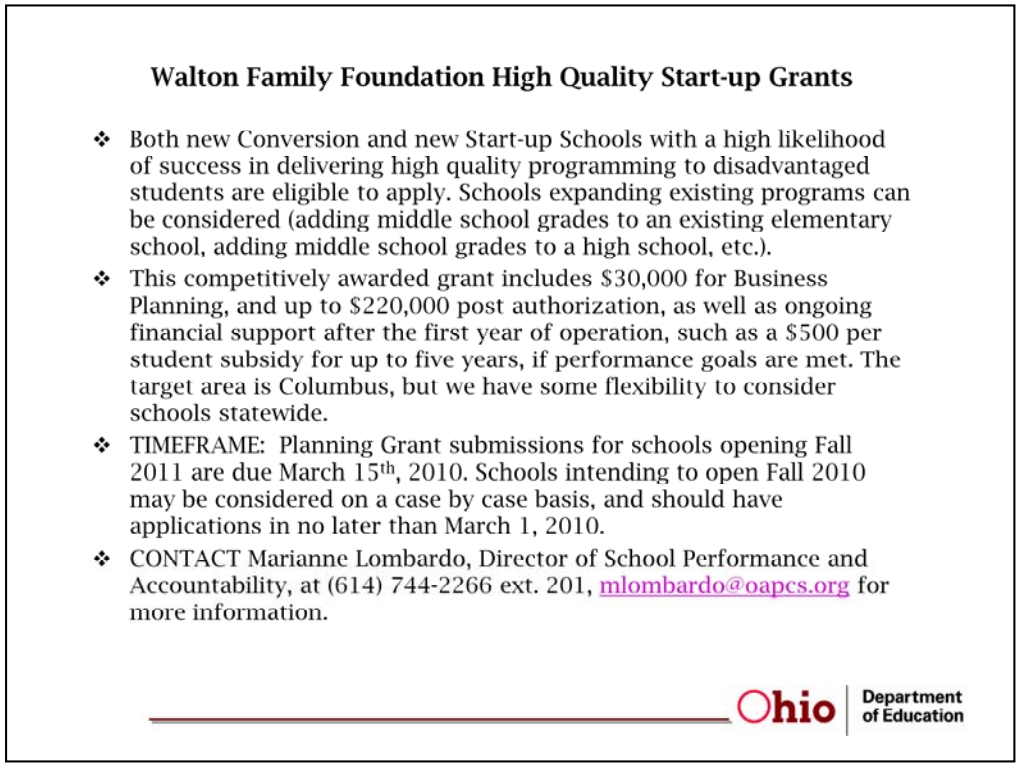
- Grant recipients will be monitored by OCS.



- Schools are audited by the Ohio Auditor of State.

Ohio Department of Education

On the Office of Community Schools Web site there is a link to the Auditor of State's special Web page for Community Schools. There is a lot of useful information on that Web page about auditing requirements for community schools.



Another grant option for community schools.



Questions?

Ohio Department of Education



Thank you