

FY 2017

U.S. Department
of Education
Office of
Innovation and
Improvement
Washington, DC
20202-5970

APPLICATION FOR THE GRANTS TO CHARTER MANAGEMENT ORGANIZATIONS FOR REPLICATION AND EXPANSION OF HIGH-QUALITY CHARTER SCHOOLS GRANTS COMPETITION



CFDA Number: 84.282M

**Grants to Charter Management
Organizations for Replication and
Expansion of High-Quality Charter
Schools Competition**

Approved OMB No. 1855-New
(1894-0001)

Expiration Date: Closing Date: TBD

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LETTER TO APPLICANT



UNITED STATES DEPARTMENT OF EDUCATION

Office of Innovation and Improvement

Dear Applicant

Thank you for your interest in applying for the FY 2017 Charter Schools Program (CSP) Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools (CMO) competition. For FY 2017, Congress appropriated \$XXX million to support the continued development of high-quality charter schools and dissemination of charter school best practices throughout the nation. Approximately \$XX million of these funds are dedicated to this grant competition. The CSP is authorized under Title IV, Part C, of the Elementary and Secondary Education Act of 1965 (ESEA) (20 U.S.C. 7221 – 7221j).

The purpose of the CMO competition (CFDA 84.282M) is to award grants to eligible applicants to enable them to replicate or expand high-quality charter schools with demonstrated records of success, including success in increasing student academic achievement. Eligible applicants may use their grant funds to expand the enrollment of one or more existing charter schools by substantially increasing the number of available seats per school or to open one or more new charter schools that are based on the charter school model for which the eligible applicant has presented evidence of success.

Please read the document within this application package titled Grants.gov Submission Procedures and Tips for Applicants which describes the submission procedures to ensure your application is received in a timely and acceptable manner. The Charter Schools Program (CSP) CMO applications (CFDA 84.282M) for FY 2017 must be submitted electronically using the governmentwide Grants.gov Apply site at www.Grants.gov on or before the deadline date. The electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Federal Register Notice and qualify for one of the exceptions to the electronic submission requirement. If you think you may need an exception, you are urged to review the requirements promptly.

Please note that U.S. Department of Education grant application deadlines are **4:30:00 pm. Washington, DC time. Applications submitted late will not be accepted.** The Department is required to enforce the established deadline to ensure fairness to all applicants. We suggest that you submit your application several days before the deadline, and we strongly recommend that you do not wait until the last day to submit your application.

A CSP program officer is available to provide technical assistance to applicants. If you have any questions about the program after reviewing the application package, please call or e-mail Brian Martin at (202) 205-9085, eddie.moat@ed.gov. For questions or problems in navigating the Grants.gov system, please call the Grants.gov helpdesk at **1-800-518-4726**.

We look forward to receiving your application and appreciate your efforts in increasing the national understanding of the charter school model and expanding the number of high quality charter schools across the Nation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stefan Huh".

Stefan Huh
Charter Schools Program Director
Office of Innovation and Improvement

400 MARYLAND AVE. SW, WASHINGTON, DC 20202

www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness
by fostering educational excellence and ensuring equal access.

SUBMISSION PROCEDURES

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education


Grants.gov Submission Procedures and Tips for Applicants

The deadline for submission of all CSP grants for Replication and Expansion applications through Grants.gov is **TBD**, Washington, DC time.

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Browser Support

Grants.gov is a Custom Java Application that uses standard web-browsers as the client. Grants.gov leverages the latest web technologies such as Ajax which relies extensively on JavaScript, HTML, and CSS. Grants.gov recommends you use the most up-to-date web browser possible for the best User Experience. If you are unsure about which version of the browser you are using, please check the following places:

- **Microsoft IE** – the *About Internet Explorer* setting under Help on your toolbar
- **Firefox** – the *About Firefox* setting under Help on your toolbar
- **Chrome** – the *About Google Chrome* setting under the *Customize and Control Google Chrome* option (located on the far right ) in your toolbar options for your browsers.

The table below lists supported Web Browsers:

Web Browser	Support	Comments
Microsoft IE 9/10/11	Supported	
Mozilla Firefox	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Google Chrome	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Apple Safari	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.

Please see the Grants.gov Browser Support Page, which includes the above information and any additional updates: <http://www.grants.gov/web/grants/support/technical-support/software/browser-support.html>.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#). We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)*).]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www.ed.gov/fund/grant/apply/sam-fags.html>.

All applicants are advised to confirm that they have an active record with SAM. If an applicant has an expired record, the applicant will need to activate its record in order to submit an application to the CSP competition.

Registration in Brief (ALLOW 4 WEEKS FOR COMPLETION OF ALL STEPS)

- a. **Obtain DUNS Number Same Day.** If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.
- b. **Register with SAM.** All applicants are advised to confirm that they have an active record with System for Award Management (SAM). If an applicant has an expired record, the applicant will need to activate its record in order to submit an application for the CSP Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools grants competition. Ensure that your organization is registered with the System for Award Management (SAM) at <https://www.sam.gov/portal/public/SAM/>. If your organization is not registered within the SAM, an **authorizing official** of your organization must register.
 - i. You can obtain a Data Universal Numbering System (DUNS) number from Dun and Bradstreet. A DUNS number can be created within **one-to-two business days**.
 - ii. If you are a corporate entity, agency, institution, or organization, you can obtain a Taxpayer Identification Number (TIN) from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please **allow 2-5 weeks** for your TIN to become active.
 - iii. The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program

administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, you will need to **allow 24 to 48 hours** for the information to be available in Grants.gov and before you can submit an application through Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an **Authorized Organization Representative (AOR)**; and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page: www.grants.gov/web/grants/register.html.

For additional guidance on updating a registration, applicants are advised to visit the SAM.gov Web site.

- c. **Username & Password Same day.** Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.
 - d. **AOR Authorization *Same day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. ***TIME DEPENDS ON RESPONSIVENESS OF YOUR E-BIZ POC.**
 - e. **TRACK AOR STATUS**
At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password) using the following: http://www.grants.gov/applicants/org_step6.jsp.
- 2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK –** You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application

was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/grant-application-process/application-statuses.html>.

For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below.

Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/about/contact-us.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov <http://www.grants.gov/web/grants/support/general-support/faqs.html>.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission**

requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link:

<http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

*Please note that the Central Contractor Registry (CCR) was replaced by the System for Award Management (SAM) effective July 30, 2012.

I. Program Background Information

PROGRAM OVERVIEW

Program Office: Office of Innovation and Improvement (OII)

Charter Schools Program, Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools Program

CFDA Number: 84.282M (Replication and Expansion of High-Quality Charter Schools Grant Program)

Program Type: Discretionary/Competitive Grants

Also Known As: Replication and Expansion, CMO Grants

Program Description: The purpose of the Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools (CMO) competition (CFDA 84.282M) is to award grants to eligible applicants to enable them to replicate or expand high-quality charter schools with demonstrated records of success, including success in increasing student academic achievement. Eligible applicants may use their grant funds to expand the enrollment of one or more existing charter schools by substantially increasing the number of available seats per school or to open one or more new charter schools that are based on the charter school model for which the eligible applicant has presented evidence of success. For purposes of this competition, the term replicate 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. For purposes of this competition, the term expand means to significantly increase enrollment or add one or more grades to the high-quality charter school.

For more information regarding eligible applicants, go to: <http://innovation.ed.gov/what-we-do/charter-schools/charter-schools-program-grants-for-replications-and-expansion-of-high-quality-charter-schools/applicant-info-and-eligibility/>

The CSP CMO grants are used for two primary purposes:

(a) Post-award planning and design of the educational program, which may include: (i) refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and (ii) professional development of teachers and other staff who will work in the charter school; and (b) Initial implementation of the charter school, which may include: (i) informing the community about the school; (ii) acquiring necessary equipment and educational materials and supplies; (iii) acquiring or developing curriculum materials; and (iv) other initial operational costs that cannot be met from State or local sources.

To review previously successful applications, go to: <http://innovation.ed.gov/what-we-do/charter-schools/charter-schools-program-grants-for-replications-and-expansion-of-high-quality-charter-schools/awards/>

To review the legislation authorizing the use of federal funds under the Charter Schools Program, in addition to guidance documents, go to: <http://innovation.ed.gov/what-we-do/charter-schools/charter-schools-program-grants-for-replications-and-expansion-of-high-quality-charter-schools/funding-and-legislation/>

II. Notice Inviting Applications

COMPETITION HIGHLIGHTS

Charter Schools Program Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools (84.282M) Application available: **TBD**

Webinar for potential applicants: **TBD**

Deadline for transmitting applications: TBD

Awards announced by: TBD

2017 Charter Schools Program Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools Application

The full text of the Notice Inviting Applications for the FY 2017 Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools competition can be found on the [Federal Register](#) website at the following URLs:

TBD (PDF)

TBD (Text)

Eligibility:

Eligible applicants are non-profit charter management organizations (CMOs). A CMO is a nonprofit organization that operates or manages a network of charter schools linked by centralized support, operations, and oversight. Eligible applicants may apply individually or as part of a group or consortium.

Electronic Submission:

All CSP grants for CMO applications must be received on or before **4:30:00 P.M. on TBD**. Please note that U.S. Department of Education grant application deadline is **4:30:00 P.M., Washington, DC time**. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 P.M., Washington, DC time, on the application deadline date. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

An applicant may check the status of its application(s), any time after submission, by using the "Track My Application" feature available from the upper navigation on the Grants.gov site. Applicants may also check the status of a submission by logging into their Grants.gov account using the Applicant Login. After logging in, an applicant should click on the "Check Application Status" link on the left-hand menu. **Applicants should be careful that they download the intended CSP Grants to Charter Management Organizations for Replication and Expansion (CMO) application package and that they submit their applications under the intended CSP grant competition (84.282M).** Your application will be reviewed under the competition it was submitted under, and only applications that are successfully submitted by the established deadline will be peer reviewed.

2017 CSP CMO Application Package

Please note that the CSP Replication and Expansion Application Package is for applicants to download and use as guides only. Unless the applicant qualifies for an exception to the electronic submission requirement (see Electronic Submission Policy below), all CSP grants for CMOs applications must be submitted electronically via Grants.gov.

Pre-Application Meeting: XX:00 p.m. – XX:X0 p.m., TBD.

The Department will hold two pre-application meetings via webinar for prospective applicants on **TBD from XX:00 p.m. – XX:X0 p.m., Washington, D.C. time, and TBD from XX:00 p.m. – XX:X0 p.m., Washington, D.C. time**. We encourage you to pre-register for this meeting by emailing your name, organization, and contact information with the subject heading "CMO PRE-APPLICATION MEETING" to charterschools@ed.gov. There is no registration fee to attend this meeting. Presentation materials may be requested by contacting the program office. To register and attend this meeting, please click [here](#), or go to

TBD

Apply: All applications must be submitted electronically via [Grants.gov](#).

To submit an application on the [Grants.gov](https://grants.gov) website, hover over the “Applicant” tab. Select the “Apply for Grants” option, then click on “Download a Grant Application Package.” Type in the CFDA (84.282) or the Funding Opportunity Number (ED-GRANTS-051016-001). Click “Download Package.” For assistance with the use of the Grants.gov system, please contact the Grants.gov help desk, at (800)518-4726, or email support@grants.gov.

NEW ADDITIONS FOR FY 2017

In December 2015, the CMO grant program was reauthorized under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA) (20 U.S.C. 7221-7221j). The FY 2017 competition is the first CMO competition implemented under this new authorization. As such, the FY 2017 competition contains newly authorized priorities, definitions, application requirements, and selection criteria from the ESEA (as amended by the ESSA), as well as other priorities, definitions, application requirements, and selection criteria, to ensure that the Department’s CMO grant portfolio continues to consist of high-quality charter schools operated by high-performing CMOs that are improving academic outcomes for all students, particularly educationally disadvantaged students. For FY 2017, the Department uses the same absolute priority from previous competitions for serving a large percentage of low-income students as well as the competitive preference priority for novice applicants; however, the Department is establishing two competitive preference priorities focused on promoting diversity and supporting school turnaround efforts, and new selection criteria. Additional guidance on how to respond to each of the Priorities and Selection Criteria can be found in this package (page 32, Application Narrative Instructions).

The Department also continues to include an invitational priority that encourages applicants to conduct rigorous evaluations of practices within their schools, with the goal of producing evidence that meets What Works Clearinghouse (WWC) Evidence Standards (as defined in the Federal Register Notice). The Department remains committed to building evidence of the effectiveness of a range of educational practices, increasing the number of schools that implement practices that are based on evidence, and identifying and evaluating practices that other schools or school systems could adopt to improve outcomes for their students (e.g., educator induction practices or school discipline policies).

Finally, as outlined in section 4310(1)(M) a charter school may include a public school that “may serve students in early childhood education programs or postsecondary students”.

All charter schools receiving CSP funds, as outlined in section 4310(1)(G) of the ESEA, must comply with various non-discrimination laws, including the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, part B of the Individuals with Disabilities Education Act (specifies rights afforded to students with disabilities and their parents), and applicable State laws.

III. Application Submission Procedures

APPLICATION TIPS

- I. Register or maintain registration on SAM.gov. The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov and before you can submit an application through Grants.gov. Also note that you will need to update your registration annually. This may take three or more business days.
- II. Register early on Grants.gov. The registration process may take up to two weeks to complete. For additional information on the registration and submission process please review the resources available on the Grants.gov Website.
- III. Verify that the person assigned to submit the application has been designated as an Authorized Organization Representative (AOR). Track your AOR status (see page 6). You must be “active” in order to submit an application on behalf of the organization.
- IV. Review the submission for clarity. Applications will be read by multiple peer reviewers; therefore it is important to ensure that the application can be understood by someone who is unfamiliar with your project. It is highly recommended that an applicant clearly state which priority, requirement or selection criterion their application is responding to throughout their submission.
- V. Submit all files in .PDF format. While Grants.gov may accept other format types, the Department’s system, which receives the files from Grants.gov, will only accept .PDF files. Files submitted in formats other than .PDF may not convert in a legible manner and, in these instances, cannot be reviewed.
- VI. Submit early on Grants.gov. Applications must be finished uploading, and be validated by the Grants.gov system, by 4:30:00 pm, Washington, DC, time on the deadline date. Validation indicates if the submission was successful and may take up to two days. If the submitted application is deemed invalid due to an error, applicants may correct the error and resubmit only if the 4:30:00 pm Washington, DC time deadline has not passed. Applicants are encouraged to review the submission to be sure that the files transmitted correctly. Grants.gov may not catch all errors. Late submissions or modifications to the submitted application will not be accepted after the deadline.
- VII. Each application will be reviewed under the competition it was submitted under in the Grants.gov system, and only applications that are successfully submitted by the established deadline will be peer reviewed. Applicants should be careful that they download the intended CSP Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools application package (84.282M) and that they submit their applications under the intended CSP grants for the Replication and Expansion of High-Quality Charter Schools competition.

NOTE: Applicants will receive multiple emails to confirm submission in Grants.gov, validation, and transmission to the Department of Education. Once the application is transmitted to the Department, applicants will receive a final email with a unique identifier called a PR Award Number. Use this number when making inquiries about the submitted application.

*For more information on grants.gov submission procedures and Tips for Applicants please refer back to the submission procedures located at the beginning of this document starting on page 4.

DUNS NUMBER INSTRUCTIONS

All applicants must have a D-U-N-S number in order to apply for federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned D-U-N-S before contacting Dun & Bradstreet.

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1-888-814-1435.**

Note: Electronic submission via Grants.gov must use the D-U-N-S number your organization used when it registered in the System for Award Management.

ELECTRONIC SUBMISSION POLICY

Electronic Submission is Required

As outlined in the Federal Register notice for this grant competition, applications must be submitted electronically. You must submit your application using the electronic application system designated in the Federal Register notice. (The notice will designate whether you will use e-Application or Grants.gov). You may not e-mail an electronic copy to us. We will reject your application if you submit it in paper format unless you qualify for one of the exceptions to the electronic submission requirement described below and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

Under mandatory submission, electronic applications must be received by 4:30:00 pm Washington, DC time on the application deadline date. **Under this new policy, Education does not allow for any last minute waiver requests from applications, which is a change from the previous policy for mandatory electronic submission. Consequently, we strongly encourage you to review the registration and submission procedures for the designated electronic application system right away. In addition, we strongly suggest that you do not wait until the deadline date to submit your application.**

Exception to Electronic Submission Requirement:

You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, by mail or hand delivery, if you are unable to submit an application through the electronic application system designated in the Federal Register notice because –

- You do not have access to the Internet; or
 - You do not have the capacity to upload large documents to the system;
- and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date. (Please follow the fax instructions found in the Federal Register notice for this competition. Also, your paper application must be submitted in accordance with the mail or hand delivery instructions also described in the Federal Register notice for this grant competition.)

For detailed information on the electronic submission requirement for this competition, please refer to the Federal Register notice.

ELECTRONIC NOTIFICATION OPTION FOR GRANT AWARDS

If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); **OR** we may send you an e-mail containing a link to access G5, the Department's Grant Management System. The email will be sent to both the project director and certifying representative in order for them to view and print the Adobe Acrobat version of the electronically signed GAN. If neither the project director nor certifying representative is registered in G5, they will immediately be prompted to register once the link is accessed. **The electronic signature and issuance of the GAN makes it crucial that your application include correct email addresses for both the project director and certifying representative.**

IV. Application Instructions

ELECTRONIC APPLICATION FORMAT

All applicants interested in completing a CMO application should first thoroughly review the [NIA \(hyperlink to be added\)](#) for FY 2017 published in the Federal Register on [TBD](#). The NIA will orient applicants to the Replication and Expansion program by providing the following information:

- Background information and purpose of the program;
- Absolute Priorities;
- Competitive Preference Priorities (optional);
- Invitational Priority (optional)
- Program Requirements;
- Key definitions;
- Award Information;
- Eligibility Information;
- Selection Criteria and assigned points;
- Procedural and substantive requirements of the application process, and
- Instructions on how to electronically submit the application.

Applicants should pay close attention to the Competitive Preference Priorities and Selection Criteria, as applications will be evaluated and scored against these criteria.

COMPLETING AND SUBMITTING YOUR APPLICATION

A complete application consists of the following components:

Required Forms (specific instructions are included on page 30 of this document):

- ED Standard Forms; and
- Assurances and Certifications

Application Narrative (specific instructions are included on page 43 of this document):

The CSP CMO grant application will use the following Grants.gov Narrative Forms.

- Abstract Narrative Form;
 - o The Abstract Narrative Form is where you will attach an abstract of the project that addresses how your application meets the purpose of the CSP as stated in the NIA.
 - o **Applicants should limit the abstract narrative to 1 page.** The abstract narrative does not count toward the 60 page limit for the project narrative.
- Project Narrative Form;
 - o The Project Narrative Form is where you will attach the responses to the Priorities, Selection Criteria, and Requirements in the FY 2016 NIA.
 - o To facilitate the review of the application, please organize your Project Narrative in the following order and include a Table of Contents: Absolute Priorities, Competitive Priorities (optional), Selection Criteria, and Application Requirements.
 - o **Applicants should limit the project narrative to 60 pages.** The Table of Contents does not count towards this limit.
- Budget Narrative Form;
 - o The Budget Narrative Form is where you will attach a budget narrative, aligned with the budget included on the ED 524 form. Only one budget should be submitted to represent costs. Specific instructions are included on page 58 of this application package.
 - o The budget narrative does not count toward the 60 page limit specified above.
- Other Attachments Form (upload appendices here)
 - o The Other Attachments Form is where you will attach the application appendices. Specific Appendix instructions are included on page 61 of this document. Applicants should not include substantive, project-related information that they wish peer reviewers to consider anywhere in the application other than in the Project Narrative Form and Budget Narrative Form sections.
 - o There are eight (8) "Other Attachments" and should be named: Appendix A Charter School Program Assurances; Appendix B Resumes/Curriculum Vitae; Appendix C Letters of Support; Appendix D Proof of Non-Profit Status; Appendix E Schools Operated by the Applicant; Appendix F Student Academic Achievement; Appendix G Supplemental Organizational Budgets and Financial information; Appendix H Additional Information.

Addressing Your Questions

For additional questions, please contact:

Eddie Moat
U.S. Department of Education
400 Maryland Avenue, S.W., room 4W259
Washington, D.C. 20202-5970

Telephone: (202)401-2266 or by email: Eddie.Moat@ed.gov.

Applicants may also visit the CSP website at www.ed.gov/programs/charter/index.html. Applicants should keep in mind that the Department cannot provide guidance on specific proposals.

FY 2017 APPLICATION CHECKLIST

Applicants may use this checklist once they have completed their CSP Grants to Charter Management Organizations for Replication and Expansion of High-Quality Charter Schools grants application. The checklist contains all mandatory parts of the application.

ED Standard Forms

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

Assurances and Certifications

- ☐ GEPA Section 427
- ☐ Assurances – Non-Construction Programs (SF 424B)
- ☐ Grants.gov Lobby form (formerly ED 80-0013 form)
- ☐ Certification Regarding Lobbying

Application Narrative

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

Other Attachments (see page 61)

- ☐ Appendix A CSP Assurances
- ☐ Appendix B Resumes/Curriculum Vitae:
- ☐ Appendix C Letters of Support
- ☐ Appendix D Proof of Non-Profit Status, or not for-profit status
- ☐ Appendix E Schools Operated by Applicant
- ☐ Appendix F Student Academic Achievement
- ☐ Appendix G Supplemental Organizational Budgets and Financial Information
- ☐ Appendix H Additional Information (if applicable)

REQUIRED FORMS INSTRUCTIONS

Applicants must submit along with their project narratives the required standard forms, assurances, and certifications included in the list below:

- Application for Federal Assistance (SF 424);
NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only materials/files attached to the section labeled “Other Attachments Form.”
- Department of Education Supplemental Information for SF 424;
- Department of Education Budget Summary Form (ED 524) Sections A & B (Section B is not required);
- Disclosure of Lobbying Activities (SF-LLL);
- Certification Regarding Lobbying
- General Education Provisions Act (GEPA) Requirements - Section 427;
- Assurances, Non-Construction Programs (SF 424B); and
- Grants.gov Lobbying form (formerly ED 80-0013 form).

The following pages provide a copy of the instructions for completing these forms. Electronic copies of the required forms can be found at the following address: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html> and in the Grants.gov application package.

INSTRUCTIONS FOR PROJECT NARRATIVE

Applicants applying for CSP grant funds must address the absolute priorities, application requirements, and the selection criteria. In addition, they may respond to one or all of the competitive preference priorities, in addition to the invitational priority. An applicant may choose to respond to the application requirement in the context of its responses to the selection criteria but should note its location accordingly.

Priorities

The FY 2017 Grants to Charter Management Organizations for Replication and Expansion Competition NIA includes one Absolute Priority and three Competitive Preference Priorities. Applicants are required to respond to the Absolute Priority in the project narrative. The NIA also includes an invitational priority, which applicants may respond to. All of the Priorities are explained in detail in the NIA.

Selection Criteria

The Project Narrative should describe the project that an applicant would carry out if funded and include the eligible applicant's response to the Selection Criteria since the application will be evaluated and scored against these criteria. The maximum possible score for each criterion is indicated in the NIA.

Requirements

The FY 2017 CMO Competition NIA includes numerous application requirements. Applicants are required to respond to all application requirements within the project narrative. These Application Requirements are explained in detail in the NIA.

Formatting

A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, and references. Use a font size that is either 12-point or larger or no smaller than 10 pitch. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

Page Limits

Eligible applicants should limit the Project Narrative to **60 pages, double-spaced, and number the pages consecutively**. Please provide any charts, graphs, citations, or examples in the project narrative. Refer to the Federal Register Notice for additional application submission requirements. The Table of Contents and attachments do not count against the page limit.

To facilitate the review of the application, please organize your Project Narrative in the following order and include a Table of Contents.

- **Absolute Priority**
- **Competitive Priorities (optional)**
- **Invitational Priority (optional)**
- **Selection Criteria**
- **Application Requirements**

FY 2017 ABSOLUTE PRIORITIES, COMPETITIVE PREFERENCE PRIORITIES, AND INVITATIONAL PRIORITY

The FY 2017 Competition identifies one Absolute Priority and three Competitive Preference Priorities. These priorities will apply to grants awarded under this competition in FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition. While the information below is provided for applicants' convenience, applicants should be sure to review the full Notice Inviting Applications for this competition in the Federal Register.

Absolute Priorities

For FY 2017 this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meets this priority.

Absolute Priority 1-- Low-Income Demographic: To meet this priority, an applicant must demonstrate that at least 60 percent of the students across all of the charter schools the applicant currently operates or manages are individuals from low-income families (as defined in the Federal Register Notice).

Competitive Preference Priorities

In order to receive preference under these competitive preference priorities, the applicant must identify the priority or priorities that it believes it meets and provide documentation supporting its claims. The maximum total competitive preference points an application can receive for this competition is 10.

Note: In order to receive points under these competitive preference priorities, the applicant should identify the priority or priorities that it is addressing and provide documentation that supports the identified competitive preference priority or priorities.

Competitive Preference Priority 1—Promoting Diversity. (0 or 3 points)

This priority is for projects that will provide for the replication or expansion of high-quality charter schools that have an intentional focus on recruiting and retaining racially and socioeconomically diverse student bodies (see Section 4305(b)(5)(A) of the ESEA, as amended by the ESSA).

Note: For information on permissible ways to meet this priority, please refer to the joint guidance issued by the Department's Office for Civil Rights and the U.S. Department of Justice entitled, "Guidance on the Voluntary Use of Race to Achieve Diversity and Avoid Racial Isolation in Elementary and Secondary Schools" (www2.ed.gov/about/offices/list/ocr/docs/guidance-ese-201111.pdf).

Competitive Preference Priority 2—School Improvement through Turnaround Efforts. (0 or 5 points).

This priority is for applicants that both:

- (a) Demonstrate past success in improving the academic performance of one or more academically poor-performing public schools by taking over the operation of the school or restarting the school as a charter school; and
- (b) Propose to use CMO funds to restart as a charter school one or more academically poor-performing public schools during the project period, to do so by replicating a successful charter school model for which the applicant has provided evidence of success, and to do so by serving the same target population in the charter school as was served by the restarted academically poor-performing public school. Students who are enrolled in the public school at the time of restart may be exempted from the school's lottery.

For purposes of this priority, academically poor-performing public schools may include, but are not limited to, persistently lowest-achieving schools, as defined in this notice and the final requirements for the School Improvement Grants (SIG) program under Title I of the ESEA

(<https://www.federalregister.gov/articles/2015/02/09/2015-02570/final-requirements-school->

[improvement-grants-title-i-of-the-elementary-and-secondary-education-act](#)); and priority schools in States that exercised flexibility¹ under the ESEA, as amended by the No Child Left Behind Act of 2001 (NCLB) (see the Department's June 7, 2012 guidance entitled, "ESEA Flexibility," at www.ed.gov/esea/flexibility, and the Office of Elementary and Secondary Education's December 18, 2015 Dear Colleague Letter at <https://www2.ed.gov/policy/elsec/leg/essa/transition-dcl.pdf>).

Note: For applicants proposing to use CMO grant funds to replicate a high-quality charter school by restarting as a charter school one or more academically poor-performing public schools, the CMO's proposed charter school must be newly created and operating under a separate charter and governance than the academically poor-performing public school.

Competitive Preference Priority 3--Novice Applicant. (0 or 2 points).

This priority is for applicants that qualify as novice applicants (as defined in the Federal Register Notice). For purposes of this competition, "novice applicant" means (a) Any applicant for a grant from the Department that--

- (1) Has never received a grant or subgrant under the program from which it seeks funding;
 - (2) Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
 - (3) Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications for new awards under the program.
- (b) For purposes of paragraph (a)(3), a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds. (34 CFR 75.225)

Invitational Priority--Rigorous Evaluation

Under 34 CFR 75.105(c)(1), we do not give an application that meets this invitational priority any preference over other applications.

The Secretary is particularly interested in funding applications that demonstrate that the applicant is currently conducting, or will conduct, a rigorous independent evaluation of specific practices within the applicant's charter schools (e.g., positive behavioral interventions and supports or professional development practices, such as teacher coaching), through a quasi-experimental design study or randomized controlled trial (as defined in the Federal Register Notice) that will, if well implemented, meet What Works Clearinghouse (WWC) Evidence Standards (as defined in the Federal Register Notice, and that other schools or school systems can adopt to improve outcomes for their students).

In addition, we invite applicants to view two optional Webinar recordings that were hosted by the Institute of Education Sciences. The first Webinar discussed strategies for designing and executing well-designed quasi-experimental design studies. Applicants interested in viewing this Webinar may find more information at the following Web site: <http://ies.ed.gov/ncee/wwc/news.aspx?sid=23>. We also encourage applicants to review a second Webinar recorded by the IES that focused on more rigorous evaluation designs. This Webinar discusses strategies for designing and executing studies that meet WWC standards without reservations. Applicants interested in reviewing this Webinar may find more information at the following Web site: <http://ies.ed.gov/ncee/wwc/News.aspx?sid=18>.

¹ As of August 1, 2016, States may no longer exercise flexibility, except in the limited circumstances where they implemented interventions previously in priority schools under the SIG program. For additional information related to ESEA flexibility and interventions in priority schools, see section B of the Department's June 29, 2016 guidance entitled, "Transitioning to the Every Student Succeeds Act – Frequently Asked Questions," at <http://www2.ed.gov/policy/elsec/leg/essa/essaFAQtransition62916.pdf>.

FY 2017 SELECTION CRITERIA

The selection criteria for this competition are from the Final Priorities for this program and from the authorizing statute. The maximum possible score for addressing all of the criteria in this section is 100 points. The maximum possible score for addressing each criterion is indicated in parentheses following the criterion.

The selection criteria for applicants submitting applications under CFDA number 84.282M are listed below. The Notes following the selection criteria are guidance to help applicants in preparing their applications and are not required by statute or regulation. However, we encourage applicants to consider those Notes in responding to the selection criteria.

(a) Quality of the eligible applicant. (Final Priorities and statute) (45 points)

In determining the quality of the applicant, the Secretary considers the following factors--

1. The degree to which the applicant has demonstrated success in increasing academic achievement, including graduation rates where applicable, for all students and for each of the subgroups of students described in section 1111(c)(2) of the ESEA, as amended by the NCLB, attending the charter schools the applicant operates or manages (15 points).
2. The extent to which the academic achievement results (including annual student performance on statewide assessments and annual student attendance and retention rates, and where applicable and available, student academic growth, high school graduation rates, college attendance rates, and college persistence rates) for educationally disadvantaged students served by the charter schools operated or managed by the applicant have exceeded the average academic achievement results for such students in the State (15 points).
3. The extent to which charter schools operated or managed by the applicant have not been closed; have not had a charter revoked due to noncompliance with statutory or regulatory requirements; have not had their affiliation with the applicant revoked or terminated, including through voluntary disaffiliation; have not had any significant issues in the area of financial or operational management; have not experienced significant problems with statutory or regulatory compliance that could lead to revocation of the school's charter; and have not had any significant issues with respect to student safety (15 points).

(b) Contribution in assisting educationally disadvantaged students. (Final Priorities) (25 points)

The significance of the contribution the proposed project will make in expanding educational opportunities for educationally disadvantaged students and enabling those students to meet challenging State academic standards. In determining the significance of the contribution the proposed project will make, the Secretary considers:

1. The extent to which charter schools currently operated or managed by the applicant serve educationally disadvantaged students, including students with disabilities and English learners, at rates comparable to surrounding public schools (10 points); and
2. The quality of the plan to ensure that the charter schools the applicant proposes to replicate or expand will recruit and enroll educationally disadvantaged students (15 points).

(c) Quality of the evaluation plan for the proposed project. (Final Priorities) (10 points)

In determining the quality of the evaluation plan for the proposed project, the Secretary considers the alignment of the evaluation plan to the logic model for the proposed grant project and the extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the proposed grant project articulated in the applicant's response to application requirement (c) and will produce quantitative and qualitative data by the end of the performance period.

(d) Quality of the management plan and personnel. (Final Priorities) (20 points)

The Secretary considers the quality of the management plan and personnel to replicate and substantially expand high-quality charter schools (as defined in the Federal Register Notice). In determining the quality of the management plan and personnel for the proposed project, the Secretary considers--

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (5 points).
- (2) The qualifications, including relevant training and experience, of the project director, chief executive officer or organization leader, and key project personnel, especially in managing projects of the size and scope of the proposed project (10 points).
- (3) The ability of the applicant to sustain the operation of the replicated or expanded charter schools after the grant has ended, as demonstrated by the multi-year financial and operating model included in the applicant's response to application requirement (g) (5 points).

SUGGESTED POINT RANGES FOR RATING APPLICANT RESPONSES TO THE SELECTION CRITERIA

***This document will be provided to peer reviewers to assist in the reviewing and scoring of the eligible applicant's response to the Selection Criteria. It is included here for the applicants' reference.*

All applicants are required to respond to each of the Selection Criteria published in the [NIA \(hyperlink to be added\)](#) published in the [Federal Register](#) on [TBD](#). Please assess applications based on the Selection Criteria. No outside factors, such as personal knowledge of past performance, or subjective judgments about what an application should contain may be considered. Please note that within each Selection Criterion no one factor is worth more points than the other. The application should be a comprehensive design for the proposed intervention and desired outcomes. Therefore, it is imperative that reviewers read the application in its entirety to determine the overall quality of the proposed project and the quality of the applicant's response to each Selection Criterion.

The numerical scores assigned to an applicant's response to the Selection Criteria must be consistent with the comments written. Comments and scores should reflect the same overall assessment of the quality of the response. It is important that you do not pair a negative comment with a positive score and vice versa. Comments indicate why the applicant's response to each Selection Criterion is fully developed, well developed, adequately developed, poorly developed, or not addressed. Scores indicate how well or poorly the applicant responded to a Selection Criterion. Shown below are **suggested** point ranges for an evaluation of fully developed, well developed, adequately developed, poorly developed, or not addressed, for each of the Selection Criteria.

Maximum Point Value	Quality of Applicant's Response				
	Not Addressed	Poorly Developed	Adequately Developed	Well-Developed	Fully Developed
10	0	1-5	6-7	8-9	10
20	0	1-10	11-15	16-19	20
25	0	1-12	13-19	20-24	25
45	0	1-22	23-35	36-44	45

APPLICATION REQUIREMENTS

These application requirements are from the authorizing statute as well as the notice of final priorities, requirements, definitions, and selection criteria for this competition published in the Federal Register on July 12, 2011 (79 FR 40898). An applicant must respond to requirement (a) in a stand-alone section of the application or in an appendix. For all other application requirements, an applicant may choose to respond in the context of its responses to the selection criteria in section V.2 of this notice..

(a) Demonstrate that the applicant currently operates or manages more than one charter school. For purposes of this competition, multiple charter schools are considered to be separate schools if each school--

(i) meets the definition of “charter school” under section 4310(2) of the ESEA, as amended by the ESSA, and

(ii) is treated as a separate school by its authorized public chartering agency and the State, including for purposes of accountability and reporting under title I of the ESEA, as amended.

(b) For each charter school currently operated or managed by the applicant, provide--

1. Student assessment results for all students and for each subgroup of students described in section 1111(c)(2) of the ESEA, as amended by the NCLB²;

2. Attendance and student retention rates for the most recently completed school year and, if applicable, the most recent available four-year adjusted cohort graduation rates and extended year adjusted cohort graduation rates;

3. Suspension and expulsion rates for the past three years for each subgroup of students described in section 1111(c)(2) of the ESEA, as amended by the NCLB; and

4. Information on any significant compliance and management issues encountered within the last three school years by any school operated or managed by the eligible entity, including in the areas of student safety and finance.

(c) Provide information on any charter schools operated or managed by the applicant that have been closed; have had the charter revoked due to problems with statutory or regulatory compliance, including with respect to the laws and requirements listed in elements (G) and (J) of the definition of “charter school” under section 4310(2) of the ESEA, as amended by the ESSA; have had their affiliation with the applicant revoked or terminated, including through voluntary disaffiliation; or have experienced significant problems with statutory or regulatory compliance that could lead to revocation of the school’s charter, including how issues with respect to the laws and requirements listed in elements (G) and (J) of the definition of “charter school” under section 4310(2) of the ESEA, as amended by the ESSA, have been satisfied through agreement with monitoring entities.

(d) Provide a complete logic model for the grant project. The logic model must include the applicant’s objectives for implementing a high-quality charter school program with funding under this competition, including the number of high-quality charter schools the applicant proposes to replicate or expand.

(e) Describe the educational program that the applicant will implement in each replicated or expanded charter school, including--

1. Information on how the program will enable all students to meet the State’s challenging academic and performance standards;

² Section 5(e)(1)(B) of the ESSA states that “subsections (c) and (d) of section 1111 of the [ESEA] (20 U.S.C. 6311), as amended by [the ESSA], shall take effect beginning with school year 2017-2018.” For purposes of this competition, “section 1111(c)(2)” refers to section 1111(c)(2) of the ESEA, as amended by the NCLB.

2. The grade levels or ages of students who will be served; and
3. The instructional practices that will be used, including whether the applicant currently operates or is proposing to replicate or expand a single-sex charter school or coeducational charter school that provides a single-sex class or extracurricular activity (collectively referred to as a “single-sex educational program”).

Note: Prior to receiving an award, an applicant currently operating or proposing to replicate or expand a charter school that provides a single-sex educational program must demonstrate that the existing and proposed single-sex educational programs are in compliance with applicable nondiscrimination laws, including the Equal Protection Clause of the U.S. Constitution (as interpreted in *United States v. Virginia*, 518 U.S. 515 (1996), and other cases) and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.) and implementing regulations, including 34 CFR 106.34. Such an applicant likely will be required to provide fact-specific information about the single-sex educational program(s) within specified timeframes. In addition, special conditions related to compliance with applicable nondiscrimination laws are likely to be placed on any grant awarded to an applicant that operates or proposes to replicate or expand a charter school that provides a single-sex educational program. Please see the application package for additional information related to the requirements for single-sex educational programs.

- (f) Describe how the applicant currently operates or manages the charter schools for which it has presented evidence of success, and how the proposed replicated or expanded charter schools will be operated or managed. Include a description of central office functions, relationship with charter holder(s) if other than the applicant, governance, daily operations, financial management, human resources management, and instructional management. If applying as a group or consortium, describe the roles and responsibilities of each member of the group or consortium and how each member will contribute to this project.
- (g) Describe how the operation of each replicated or expanded charter school will be sustained after the grant has ended, which shall include a multi-year financial and operating model for the applicant.
- (h) Describe how the applicant will solicit, consider, and include in governance input from parents and other members of the community on the implementation and operation of each replicated or expanded charter school.
- (i) Describe how the applicant will ensure that each replicated or expanded charter school will recruit and enroll students, including students with disabilities, English learners, and other educationally disadvantaged students, and describe the lottery and enrollment procedures that will be used for each replicated or expanded charter school if more students apply for admission than can be accommodated. For applicants that propose to use a weighted lottery, describe how the weighted lottery complies with section 4303(c)(3)(A) of the ESEA, as amended by the ESSA.
- (j) Describe how the applicant will ensure that all eligible students with disabilities receive a free appropriate public education in accordance with Part B of the IDEA.
- (k) Describe how the proposed project will assist educationally disadvantaged students in mastering State academic content standards and State student academic achievement standards.
- (l) Describe the applicant’s planned activities and expenditures of Federal grant funds.

(m) Include a request and justification for any waivers of Federal statutory or regulatory requirements that the applicant believes are necessary for the successful operation of its replicated or expanded charter schools.

A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and also outcome measures to assess the impact on teaching and learning or other important outcomes for project participants. More specifically, the plan should identify the individual and/or organization that have agreed to serve as evaluator for the project and describe the qualifications of that evaluator. The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports of results and outcomes will be available; and (7) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote an appropriate level of resources to project evaluation.

Successful applicants will be expected to report annually on the progress of each project or study included in the grant, including a description of preliminary or key findings and an explanation of any changes in goals, objectives, methodology, or planned products or publications.

GRANTEE REPORTING AND PERFORMANCE MEASURES

Reporting:

At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. For specific requirements on grantee reporting, please refer to the ED Performance Report Form ED 524B at:

<http://www.ed.gov/fund/grat/apply/appforms/appforms.html>.

Performance Measures:

(a) Program Performance Measures (GPRA). The goal of the CSP is to support the creation and development of a large number of high-quality charter schools that are free from State or local rules that inhibit flexible operation, are held accountable for enabling students to reach challenging State performance standards, and are open to all students. The Secretary has set two performance indicators to measure this goal:

- i. The number of charter schools in operation around the Nation;
- ii. The percentage of fourth-and-eighth grade charter school students who are achieving at or above the proficient level on State examinations in mathematics and reading/language arts.

Additionally, the Secretary has established the following measure to examine the efficiency of the CSP:

- iii. Federal cost per student in implementing a successful school (defined as a school in operation for three or more years).

All grantees will be expected to submit an annual performance report documenting their contribution in assisting the Department in meeting these performance measures.

(b) Project-Specific Performance Measures. **Applicants must propose project-specific performance measures and performance targets consistent with the objectives of the proposed project.**

Applications must provide the following information as directed under 34 CFR 75.110(b) and (c):

- (1) Performance measures. How each proposed performance measure would accurately measure the performance of the project and how the proposed performance measure would be consistent with the performance measures established for the program funding the competition.
- (2) Baseline data. (i) Why each proposed baseline is valid; or (ii) If the applicant has determined that there are no established baseline data for a particular performance measure, an explanation of why there is no established baseline and of how and when, during the project period, the applicant would establish a valid baseline for the performance measure.
- (3) 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 developing project-specific performance measures and targets tied to their grant activities as well as to student academic achievement during the grant period. The project-specific performance measures should be sufficient to gauge the progress throughout the grant period, show results by the end of the grant period, and be included in the **logic model** as outlined in the Application Requirements section of the FY 2017 NIA.

- (4) Data Collection. The applicant must also describe in the application: (i) 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 (ii) 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 the applicant does not have experience with collection and reporting of performance data through other projects or research, the applicant should provide other evidence of capacity to successfully carry out data collection and reporting for their proposed project. All grantees must submit an annual performance report with information that is responsive to these performance measures. ***If you will be unable to report on a measure annually it should not be identified as a project-specific performance measure.***

Note: For technical assistance in developing effective performance measures, applicants are encouraged to review information provided by the Department's Regional Educational Laboratories (RELs). The RELs seek to build the capacity of States and school districts to incorporate data and research into education decision-making. Each REL provides research support and technical assistance to its region but makes learning opportunities available to educators everywhere. For example, the REL Northeast and Islands has created the following resource on logic models: [//relpacific.mcrel.org/resources/elm-app](http://relpacific.mcrel.org/resources/elm-app).

For additional guidance on creating strong application objectives and performance measures, please review the following sections in the FY 2017 NIA: section VI part 4, Performance Measures, and Selection Criterion (c) Quality of the evaluation plan for the proposed project.

INSTRUCTIONS FOR BUDGET NARRATIVE

Before preparing the budget narrative, **applicants should review the Federal Register notice inviting applications**, the instructions for ED 524 Section C, Budget Narrative and the program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Federal Register notice. **Attachments must be in .PDF format.**

The Budget Narrative Form should include the eligible applicant's itemized budget breakdown, and justification by project year, aligned with the budget included on the ED 524 form. If applicable to this program, provide the rate and base on which fringe benefits are calculated. Please check all figures and combined totals in the budget narrative, and compare the amounts with those reflected on the ED 524.

The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the grant project. Rules about allowability of costs are contained both in EDGAR and in the Uniform Guidance (2 C.F.R. § 200). The Uniform guidance streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. It was published in the Federal Register (79 Fed. Reg. 75871) on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014. Additional Information can be found in the following link: <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>.

Applicants must complete ED 524 (in the standard forms section) for all budget years of the proposed project. Applicants must also provide a budget narrative that describes their proposed multiyear project activities and the costs associated with those activities as well as all costs associated with carrying out the proposed project. Section 75.112(b) of EDGAR requires applicants to present "a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each objective of the project." EDGAR may be accessed at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

For each line item of Sections A (federal costs) of the Budget Form (ED 524), provide detailed costs (in dollars) accompanied by a narrative justification to support your request.

Note: There is no matching requirement under this program. If an applicant shows funding in Section B, they must meet this voluntary match if awarded.

Please check all figures and combined totals in the budget narrative, and compare the amounts with those reflected on the ED 524.

Funding Restrictions. Grantees under this program:

- i. Must use grant funds for:
 - a. Post-award planning and design of the educational program, which may include: (i) refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and (ii) professional development of teachers and other staff who will work in the charter school; and
 - b. Initial implementation of the charter school, which may include: (i) informing the community about the school; (ii) acquiring necessary equipment and educational materials and supplies; (iii) acquiring or developing curriculum materials; and (iv) other initial operational costs that cannot be met from State or local sources.

Note: Use of up to 20% of grant funds for initial operational costs associated with the expansion or improvement of the eligible entity's oversight or management of its schools is permitted provided that: (i) the specific schools being created or expanded under this grant are beneficiaries of such expansion or improvement, and (ii) such expansion or improvement is intended to improve the applicant's ability to manage or oversee the charter schools created under this grant.

Applicants approved for funding under this competition must attend a two-day meeting for project directors at a location in the continental U.S. during each year of the project. Applicants are encouraged to include the cost of attending this meeting in their proposed budget.

All charter schools receiving CSP funds, as outlined in section 4310(1)(G) of the ESEA, must comply with various non-discrimination laws, including the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, part B of the Individuals with Disabilities Education Act (specifies rights afforded to students with disabilities and their parents), and applicable State laws.

OTHER ATTACHMENTS/APPENDIX

Applicants should **attach all appendices to the Other Attachments Form**. For each appendix, applicants are asked to save files as a .PDF, label each file with the Appendix name (e.g., Appendix A Resumes/Curriculum Vitae) and upload the file to the Other Attachments Form. The Other Attachments Form can support up to ten attachments, therefore please merge appendices into one document as necessary.

Applicants are encouraged to follow the instructions below when uploading information to the Appendix:

Appendix A: CSP Assurances

Appendix B: Resumes/Curriculum Vitae: Provide resumes/curriculum vitae for the project director as well as any key personnel identified in the application.

Appendix C: Letters of Support: If applicable, provide letters of support for the project

Appendix D: Proof of Non-Profit Status, or not for-profit status

According to EDGAR 75.51(b), an applicant may show that it is a nonprofit organization by any of the following means:

- a) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- b) A statement from a State taxing body or the State attorney general certifying that:
 - a) The organization is a nonprofit organization operating within the State; and
 - b) No part of its net earnings may lawfully benefit any private shareholder or individual;
- c) A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
- d) Any item described previously if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Appendix E: Schools Operated by Applicant

Provide information to show that the applicant operates more than one charter school, therefore meeting (a) of the Application Requirements. Information should include school name, grade levels, location, whether the school holds a separate charter, and authorizer for each charter school operated by the applicant. If the applicant holds only one charter but operates multiple schools under the same charter, provide documentation demonstrating that they are separate and distinct schools, including, but not limited to:

- a) A copy of the charter agreement;
- b) Documentation of whether the charter schools were established and are recognized as separate schools under state law (i.e., the applicable state statute or unique school identification number issued by the state);
- c) A copy of the performance agreements with the authorized public chartering agency, if different from the charter agreement;

- d) Physical locations of the schools;
- e) Documentation of whether the schools have separate facilities, staffs, and student bodies;
- f) Documentation of whether day to day operations at the separate schools are carried out by different administrators, and of whether schools are run by separate principals.

Appendix F:

Response to Absolute Priority (Low-Income Demographic)

Provide information to show that the at least 60 percent of the students across all of the charter schools the applicant currently operates or manages are individuals from low-income families, as defined in the Notice Inviting Applications. Information should include school name, location, number and percentage of students at each school who are individuals from low-income families, the total number and percentage of students across all the charter schools the applicant currently operates or manages that are individuals from low-income families and how that number and percentage were calculated, and the method or source used to classify students as individuals from low-income families.

Appendix G:

Student Academic Achievement

Provide documentation on the student academic achievement for each charter school operated or managed by the applicant. Such information should contain performance data both school-wide and by subgroup, and should include comparisons to all students in the State at the same grade level, and, to the extent available, as compared with other schools serving similar demographics of students.

Appendix H:

Supplemental Organizational Budgets and Financial Information

Appendix I:

Additional Information: Provide any additional information needed and label Appendix G Additional Information when uploading.

CHARTER SCHOOLS PROGRAM ASSURANCES – GRANTS TO CHARTER MANAGEMENT ORGANIZATIONS FOR REPLICATION AND EXPANSION OF HIGH-QUALITY CHARTER SCHOOLS (CMO)

Pursuant to Section IV, Part C 5203(b)(3) of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA); Title III of the FY 2016 Appropriations Act (will be updated for FY17); and sections 200.302(a) and 200.331(d) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, a CMO Grant under the CSP must contain the following assurances.

As the duly authorized representative of the grantee, I certify that the grantee has submitted to the Secretary, or will submit within 30 days of the date of the Grant Award Notification, the following items:

1. All items described in section V (Application Requirements) of the Notice Inviting Applications for New Awards for Fiscal Year 2017, published in the Federal Register on TBD.
2. Proof of the grantee's non-profit or not for-profit status;
3. A statement as to whether the charter school the applicant is proposing to replicate or expand currently receives, or has previously received, funding for this program either through a State subgrant or directly from the Department;
4. A description of how a charter school that is considered a local educational agency under State law, or a local educational agency in which a charter school is located, will comply with sections 613(a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Education Act;
5. A description of the State or local rules generally applicable to public schools that will be waived for, or otherwise not apply to, the charter schools the applicant proposes to create or expand; and
6. A description of why any of the grantee's charters have been revoked due to problems with statutory or regulatory compliance, including with respect to the laws and requirements listed in elements (G) and (J) of the definition of "charter school" under section 4310(2) of the ESEA, as amended by the ESSA, as well as a description of how instances in which the grantee has experienced significant problems with statutory or regulatory compliance that could lead to revocation of the school's charter, including with issues with respect to the laws and requirements listed in elements (G) and (J) of the definition of "charter school" under section 4310(2) of the ESEA, as amended by the ESSA, have been satisfied through agreement with monitoring entities.
7. Such other information and assurances as the Secretary may require.

As the duly authorized representative of the grantee, I also certify to the following assurances:

8. That the grantee will annually provide the Secretary such information as the Secretary may require to determine if the charter schools created or expanded under this grant are making satisfactory progress toward achieving the objectives described in 4305(b)(1);
9. That the grantee will cooperate with the Secretary in evaluating this program;

10. That the grantee will use the funds to replicate or expand a high-quality charter school in accordance with the requirements of the CSP;
11. That the grantee will ensure that a charter school that receives funds under this program will not receive funds for the same purpose under section 4303(b)(1) of the ESSA, including for planning and program design or the initial implementation of a charter school;
12. That the grantee must continue to meet all program requirements, including the requirement to meet the Absolute Priority (Low-Income Demographic), throughout the entirety of the grant performance period.
13. That the State will grant waivers of State statutory or regulatory requirements, and a description of the State or local rules, generally applicable to public schools, that will be waived for, or otherwise not apply to, the schools the applicant proposes to replicate or expand.
14. That the grantee has sufficient procedures in effect to ensure timely closure of low-performing or financially mismanaged charter schools and clear plans and procedures in effect for the students in such schools to attend other high-quality schools.

NAME OF AUTHORIZED OFFICIAL

TITLE

SIGNATURE OF AUTHORIZED OFFICIAL

DATE

APPLICANT ORGANIZATION

DATE SUBMITTED

V. Additional Information

EXECUTIVE ORDER 12372

Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

You may locate the name and contact information of State Single Point of Contact at:

http://www.whitehouse.gov/omb/grants_spoc

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372—CFDA#84.282M. U.S. Department of Education, room 7E200, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. Do not send applications to the above address.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0006. The time required to complete this information collection is estimated to average 60 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Charter Schools Program, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-5970.