

Charter Online Management and Performance System (COMPS)

Charter Management Organization (CMO) Program

Annual Performance Report (APR) and School/Subgrant Collection Module

User Guide

Release 2.0, January 2024

Comps.ed.gov

Public 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 18xx-xxxx. Public reporting burden for this collection of information is estimated to average 33 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to maintain or retain benefits (EDGAR, Section 75.720 and 80.40). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Stephanie Jones, at stephanie.jones@ed.gov, directly.

1 Table of contents

2	INTRODUCTION.....	4
2.1	SYSTEM OVERVIEW	4
2.2	PURPOSE	4
3	SCHOOL/SUBGRANT DATA COLLECTION.....	6
3.1	OVERVIEW.....	6
3.2	REPORTING STEPS	6
3.3	TASKS AND SCREENSHOTS.....	7
3.3.1	<i>Homepage.....</i>	<i>7</i>
3.3.2	<i>School Award Page.....</i>	<i>8</i>
3.3.3	<i>Add School – Contact Information Page.....</i>	<i>9</i>
3.3.4	<i>Add School – LEA Information Page.....</i>	<i>10</i>
3.3.5	<i>Add School – Authorization & Management Page.....</i>	<i>11</i>
3.3.6	<i>Add School – Charter Management Info Page</i>	<i>12</i>
3.3.7	<i>Add School – Operational Info – Charter School Characteristics</i>	<i>13</i>
3.3.8	<i>Add School – Operational Info – Lottery, Enrollment, and Demographics Info</i>	<i>15</i>
3.3.9	<i>Add School –School Award Info.....</i>	<i>16</i>
3.3.10	<i>Add School –Additional Information.....</i>	<i>17</i>
3.3.11	<i>Review, Submit.....</i>	<i>18</i>
4	ANNUAL PERFORMANCE REPORT (APR).....	19
4.1	OVERVIEW.....	19
4.2	REPORTING STEPS.....	19
4.3	TASKS AND SCREENSHOTS.....	20
4.3.1	<i>Dashboard.....</i>	<i>20</i>
4.3.2	<i>System Intro</i>	<i>20</i>
4.3.3	<i>Coverpage – Human Subjects</i>	<i>21</i>
4.3.4	<i>Coverpage – Data Privacy & Security Measures.....</i>	<i>22</i>
4.3.5	<i>Assurances.....</i>	<i>23</i>
4.3.6	<i>Executive Summary</i>	<i>24</i>
4.3.7	<i>Grant Project Status – Performance Measure Status.....</i>	<i>25</i>
4.3.8	<i>Grant Project Status – Performance Measure Reporting</i>	<i>26</i>
4.3.9	<i>Grant Project Status – Priorities and Requirements – Competition Priorities.....</i>	<i>28</i>
4.3.10	<i>Grant Project Status – Priorities and Requirements – Governance and Management.....</i>	<i>30</i>

4.3.11	<i>Grant Project Status – Priorities and Requirements – Management Organizations</i>	31
4.3.12	<i>Grant Project Status – Priorities and Requirements – Succession Plan</i>	33
4.3.13	<i>Grant Project Status – Priorities and Requirements – Transportation Plan</i>	34
4.3.14	<i>Grant Project Status – Priorities and Requirements – Closure Plan</i>	35
4.3.15	<i>Grant Project Status – Pipeline</i>	36
4.3.16	<i>Grant Project Status – Lottery</i>	39
4.3.17	<i>Grant Project Status – Educational Program</i>	40
4.3.18	<i>Grant Project Status – Educational Program – Racially and Socio-Economically Diverse Schools</i>	41
4.3.19	<i>Grant Project Status – Educational Program – Parent and Community Engagement</i>	42
4.3.20	<i>Budget – Indirect Costs</i>	43
4.3.21	<i>Budget – Budget Details</i>	45
4.3.22	<i>Budget – Budget Implications</i>	50
4.3.23	<i>Technical Assistance and Support From CSP</i>	52
4.3.24	<i>Sign, Review and Submit</i>	53

2 Introduction

2.1 System Overview

This document provides a description of the executed tasks and associated screenshots that are used to describe the implementation and performance of CSP Grantees as part of the Charter School Programs (CSP) Data Collection, Risk Assessment, and Monitoring contract (GS-10F-0288W) and the Charter Online Management and Performance System (COMPS). Where applicable, this document provides explicit detail on the logic patterns of response options which show the full range of experiences Grantees may have as they use the system based on their responses as they go.

The Charter School Programs (CSP) grant program serves the purpose of Section 5201 of the Elementary and Secondary Education Act of 1965 (ESEA), which seeks to expand the number of high-quality charter schools and increase national understanding of the charter school model. Charter Management Organizations (CMO) are one of the key institutions and recipients of Federal CSP funds. CMOs are non-profit organization that operates or manages multiple charter schools (either through a contract with the charter schools or as the charter holder) linked by centralized support, operations, and oversight.

As CSP grant recipients, CMO Grantees have to follow certain Federal and U.S. Department of Education (ED) laws and regulations, as well as adhere to the project objectives and measures the grantee outlined in their grant applications. The APR is required under EDGAR §§ 74.51, 75.118, 75.590, and 80.40. The annual report provides data on the status of the funded project that corresponds to the scope and objectives established in the approved application and any amendments. Under EDGAR § 75.118, the report must provide the most current performance and financial information. The CSP collected additional data on schools funded through their grants using the CSP Data Collection Form, which supplemented the annual performance data and was first approved by OMB on November 21, 2016 (OMB Control Number 1855-0016).

Each Spring and Fall, these Grantees are required to submit information related to the schools funded by their CSP grant award and progress towards meeting their grant objectives through the APR and school/subgrant data collection. These current requirements are being adapted and converted into an online data and reporting system to help streamline the process and collection of information from Grantees.

2.2 Purpose

The Charter Online Management and Performance System (**COMPS**) is a web-based application designed to assist ED in conducting compliance and performance monitoring activities for CSP Grantees. COMPS accumulates evidence of compliance and performance from Grantees, as well as provides the ability to capture previously reported data in a more secure and efficient manner. The vision is that COMPS will:

- Streamline the collection of data relating to the CSP monitoring of CMOs using COMPS.

- Provide a comprehensive performance and knowledge management platform.
- Collect grant-recipient performance data, import budget data, perform analytics, automate key document and reporting workflows, and enable two-way communication between OESE and Grantees.

Grantees currently submit their Annual Performance Reports through the ED 524B generic form, and report on funding to schools using the Excel-based *CSP Data Collection Form*. The new collection for Grantees will combine and refine the data elements from each, and provide for reporting via a web-based platform.

Two modules in COMPS are covered within this user guide. They are:

- **School/Subgrant Data Collection Module:** Based on the current CSP Data Collection Form, this module allows ED to monitor CSP grant performance and analyze data related to accountability for academic performance and financial integrity. Grantees submit data twice per year (Spring and Fall) to update subgrant award information, obligations, operational statuses etc.
- **Annual Performance Reports (APR) Module:** Based on the “paper form” that is submitted to ED today, this module allows Grantees to submit their APRs twice per year (Spring and Fall) to enter narratives on their performance towards meeting project and grant objectives, pipeline, and budgets.

Authorized users submit their APRs using this system. In each subsequent reporting period, grantee users will only be required to update those sections of the performance report that have new activity or outcomes, thereby eliminating the need to re-enter the same static information each year. This is the most efficient way to collect and review performance reports at the grantee and program level. It also allows for rapid dissemination of data collected as it is collected via the web-based system and stored in a secure database. ED staff can access the data at any time to respond immediately to Congress. Select data elements are made available to authorized grantee users via the web-based application.

The purpose of this document is to outline the key tasks CMO Grantees undergo to complete the required activities in COMPS for the Spring and Fall reporting cycles, using the School/Subgrant and APR modules.

3 School/Subgrant Data Collection

3.1 Overview

The School/Subgrant Data Collection module is an online version of the previously used, excel based CSP Data Collection form. This module is used to collect information to ensure compliance and gauge program impact. ED seeks to collect descriptive information about program operation from each grantee. Also, ED seeks to collect school-level information on the operational statuses of all CSP-funded schools; amounts obligated and paid to CSP-funded schools; CMO and Authorizer information; and other school-level data (Title I status, school type, enrollment, and grade levels served). This module will be utilized twice a year by all CSP Grantees funded through the SE program. The module is considered part of the reporting requirement for Grantees and, as such, is typically administered in conjunction with the Annual Performance Report (APR) and again six months following (usually as Grantees are submitting updated budget documents to CSP).

3.2 Reporting Steps

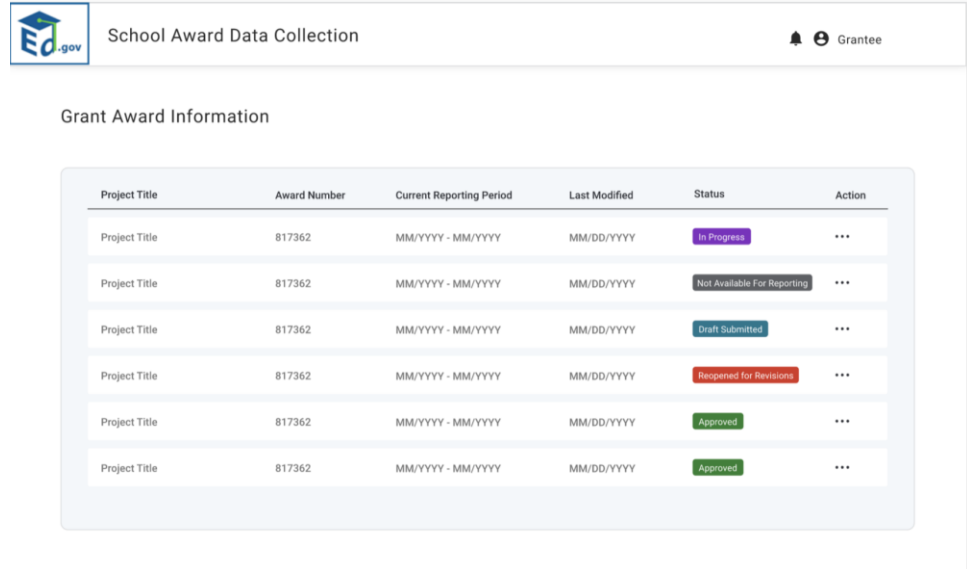
At a high-level, CMO Grantees will interact with the system as follows:

1. Grantees will have filled out a Grant Profile for their associated CSP award (see Grant Profile User Guide).
2. Each reporting period, ED will open the system for reporting.
3. Grantees will enter the School/Subgrant Data Collection Module to submit data associated to their grant award.
4. Grantees will fill out the requirement information and add a school (if new), or update school funding data (e.g., payments made).
 - a. Please note: The subsequent sections/screenshots show the “add” school aspect of the process. Grantees can also click to edit prior submissions. This has the same data fields but would display what they had previously submitted.
5. Grantees will submit it back to ED/Contractor for review.
6. ED/Contractor will review, and either approve or reactivate the submission.
7. If reactivated, the grantee will add or correct information and resubmit the information back to ED.
8. Information submitted in the School/Subgrant Data Collection module will feed into the APR module (see section 4).
9. The process repeats each Spring and Fall until the grant award is closed out.

3.3 Tasks and Screenshots

3.3.1 Homepage

1. Grantees will enter COMPS and click on the School Award Data Collection Module.
2. Grantees will see their associated awards.
3. Grantees will click the action button to be able to view/edit.



The screenshot displays the 'School Award Data Collection' interface. At the top left is the 'Ed.gov' logo. The page title is 'School Award Data Collection'. On the top right, there is a notification bell icon and the user's name 'Grantee'. Below the header, the section is titled 'Grant Award Information'. A table lists six grant awards with columns for Project Title, Award Number, Current Reporting Period, Last Modified, Status, and Action.

Project Title	Award Number	Current Reporting Period	Last Modified	Status	Action
Project Title	817362	MM/YYYY - MM/YYYY	MM/DD/YYYY	In Progress	...
Project Title	817362	MM/YYYY - MM/YYYY	MM/DD/YYYY	Not Available For Reporting	...
Project Title	817362	MM/YYYY - MM/YYYY	MM/DD/YYYY	Draft Submitted	...
Project Title	817362	MM/YYYY - MM/YYYY	MM/DD/YYYY	Reopened for Revisions	...
Project Title	817362	MM/YYYY - MM/YYYY	MM/DD/YYYY	Approved	...
Project Title	817362	MM/YYYY - MM/YYYY	MM/DD/YYYY	Approved	...

3.3.2 School Award Page

1. Grantees will enter the subgrant dashboard, which displays key information about their schools.
2. Grantees will click the “Add School” button to add school award information.
3. Note: if this is a subsequent reporting period (screenshot two), the grantee will see previously added schools as rows under the School Award Information table and be able to click to update information tied to that school award.

Screenshot 1: Initial State (0 Schools)

School Award Data Collection | Grantee

Award Information Add School

TOTAL SCHOOL AWARD INFORMATION	Total Award Amount Obligated from ED	\$100,000.00	NUMBER OF SCHOOLS 0
	Total School Funding Amount	\$20,000.00	
	Total Award Amount Remaining	\$80,000.00	

School Award Information

No school entries. Click 'Add School' to enter school award information.

Screenshot 2: Subsequent Reporting Period (3 Schools)

School Award Data Collection | Grantee

Award Information Add School

TOTAL SCHOOL AWARD INFORMATION	Total Award Amount Obligated from ED	\$100,000.00	NUMBER OF SCHOOLS 3
	Total School Funding Amount	\$20,000.00	
	Total Award Amount Remaining	\$80,000.00	

School Award Information

School A	edit delete
School B	edit delete
School C	edit delete

Submit

3.3.3 Add School – Contact Information Page

1. After clicking “add school” or “edit” on a previously entered school, Grantees will enter specific Charter School Information as listed to the right.
2. The required information includes: School Name, NCES ID, Grant Type, School address and the project period dates for the subgrant.
3. Note: There are dropdowns and auto fills to speed the entry of this information.
4. They will then click save.

School Award Data Collection

Grantee

Contact Information

Authorization & Managem...

Operational Information

School Award Information

Additional Information

Contact Information

Charter School Information

School Name

School Identifier (NCES ID)

Grant Type

Replication

Expansion

Address 1

School Address

Address 1

Address 2

City

State

Zip Code

Project Period

Begin Date

End Date

MM/DD/YYYY

MM/DD/YYYY

< Exit

Continue

3.3.4 Add School – LEA Information Page

1. Next, Grantees will submit information regarding their Local Education Agency (LEA).
2. The required information includes: LEA Name, NCES ID, Address, and two questions as depicted to the right.
3. They will then click save and continue.

The screenshot displays the 'School Award Data Collection' interface. On the left is a dark blue navigation sidebar with the following menu items: 'Contact Information' (highlighted), 'Authorization & Managem...', 'Operational Information', 'School Award Information', and 'Additional Information'. The main content area is titled 'Contact Information' and contains a section for 'LEA Information'. This section includes several input fields: 'LEA Name', 'LEA NCES ID', 'LEA Address' (with sub-fields for 'Address 1', 'Address 2', 'City', and 'Zip Code'), and a 'State' dropdown menu. Below the address fields are two questions, each with radio button options for 'Yes' and 'No': 'Does the charter school act as its own LEA?' and 'Is it an LEA with only charter schools?'. The top right of the page shows a notification bell icon and the user's name 'Grantee'.

3.3.5 Add School – Authorization & Management Page

1. Next, Grantees will submit information pertaining to the Authorization and Management of the school.
2. The required information includes: Authorizer Type, Authorizer Name, Religious Affiliation, Date, and Authorizer Address.
3. The Authorizer Type selections include LEA, SEA, NPO, HEI, Independent Chartering Board, and Mayor/Municipal Office.
4. They will then click save and continue.

School Award Data Collection

Grantee

Contact

Authorization & Management

Operational Information

School Award Information

Additional Information

Authorization and Management Information

Charter School Authorizer Information

Authorizer Type

Local Education Agency (LEA)

State Education Agency (SEA)

Non-Profit Organization (NPO)

Higher Education Institute (HEI)

Independent Chartering Board

Mayor/Municipal Office

Does the Authorizer have a religious affiliation?

Yes

No

Authorizer Name

Date Authorized or Renewed

MM/DD/YYYY

Authorizer Address

Address 1

Address 2

City

State

Zip Code

Back

Continue

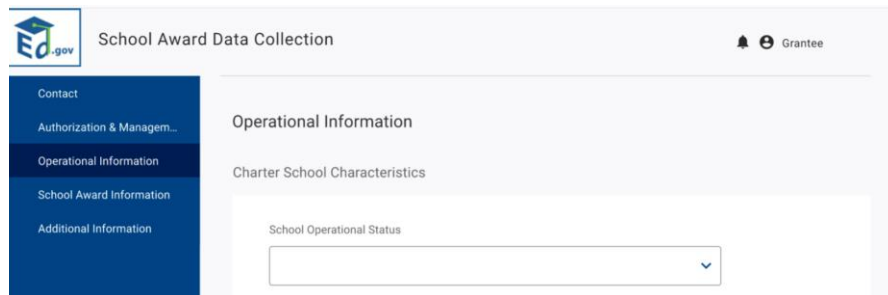
3.3.6 Add School – Charter Management Info Page

1. Grantees will fill out information regarding the Charter School Management.
2. If Grantees select No, they will move to the next section.
3. If Grantees select Yes, as displayed in the screenshots below, they will fill out information pertaining to the management organization such as management organization type, address and its roles/responsibilities.
4. Grantees can add multiple management organizations as needed and will be prompted to fill in the same fields listed above for the organization.

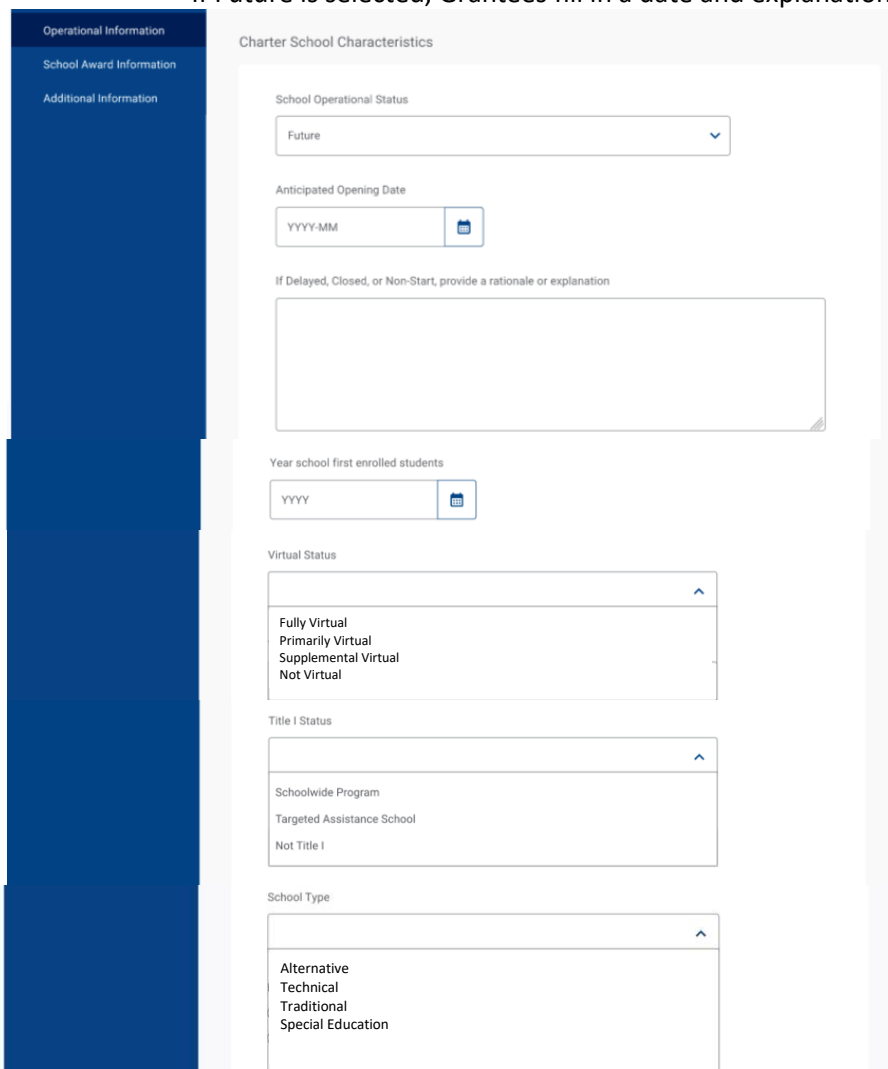
The image displays two screenshots of a web form titled "School Award Data Collection". The top screenshot shows the "Authorization and Management Information" section, specifically the "Charter School Management Information" part. It asks, "Is the school affiliated with a management organization?" with radio buttons for "Yes" and "No". The bottom screenshot shows the same section after "Yes" is selected. It includes a dropdown for "Management Organization Type", a text field for "Management Organization Name", and a section for "Management Organization Address" with fields for "Address 1", "Address 2", "City", "State" (a dropdown), and "Zip Code". At the bottom, there is a large text area for "Describe Roles and Responsibilities". A blue button at the bottom right says "Add New Management Organization".

3.3.7 Add School – Operational Info – Charter School Characteristics

1. Grantees will then fill out the specific School Characteristics.
2. This includes school operational status, and the year students were enrolled.
3. Grantees will fill in the schools' virtual status (Full Virtual, Primarily Virtual, Supplemental Virtual, Not Virtual); they Title I Status, and School Type (Alternative, Technical, Traditional, and Special Education).
4. Grantees will also fill in three questions, displayed at the bottom of the screenshot.



If Future is selected, Grantees fill in a date and explanation.



Is this school a full-service community school (FSCS)?

Yes

No

Is this school a magnet school?

Yes

No

Has the charter school ever received funding support through the CSP's Credit Enhancement (CE) program?

Yes

No

[← Back](#) [Continue](#)

3.3.8 Add School – Operational Info – Lottery and Enrollment

1. Grantees will then fill out the Operational Information related to Lottery, Enrollment and Demographic Information.
2. This includes specific questions as displayed in the screenshot as well as grades funded, offered, planned/total enrollment and waitlist.

The screenshot displays the 'School Award Data Collection' web application interface. On the left is a dark blue navigation sidebar with the following menu items: 'Contact', 'Authorization & Managem...', 'Operational Information' (which is highlighted), 'School Award Information', and 'Additional Information'. The top right of the page shows the 'Ed.gov' logo, the title 'School Award Data Collection', and a 'Grantee' user profile icon. The main content area is titled 'Operational Information' and contains a sub-section 'Lottery, Enrollment, and Demographics Information'. This section includes two radio button questions: 'Does the charter school use a weighted lottery?' and 'Does the charter school participate in a unified school placement lottery?'. Below these are five text input fields labeled: 'Grades Funded for Expansion', 'Grades Offered', 'Planned Enrollment', 'Total Enrollment', and 'Waitlist'.

3.3.9 Add School –School Award Info

1. Grantees fill out individual school payments.
2. Grantees will update the school payments each reporting period (Spring and Fall) for each school.

School Award Information

Individual School/Subgrant Obligations (Transaction) Periods

Budget Period

Begin Date

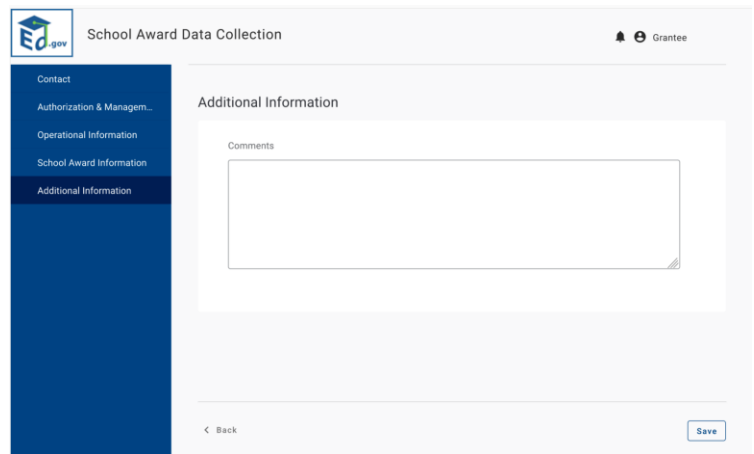
End Date

Dollar amount Paid to School

< Back Continue >

3.3.10 Add School –Additional Information

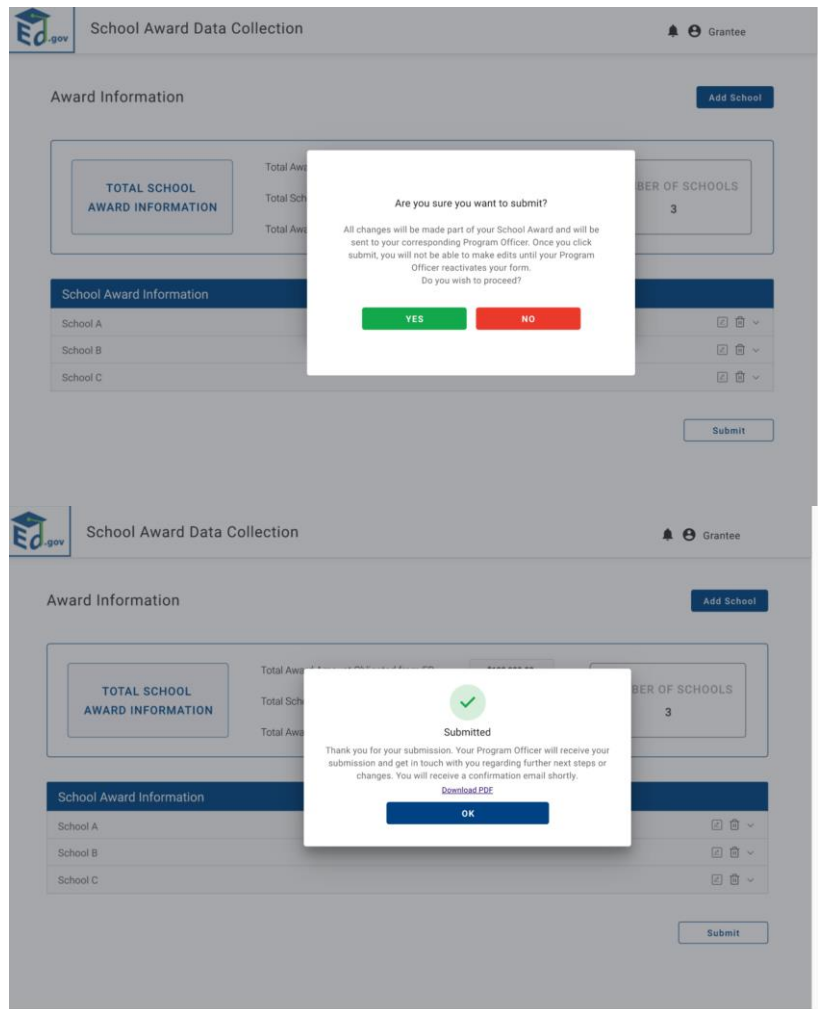
1. Finally, grantees can enter any additional information related to the reporting period that might be important for ED to consider.



The screenshot displays the 'School Award Data Collection' web application interface. On the left is a dark blue navigation sidebar with the following menu items: 'Contact', 'Authorization & Managem...', 'Operational Information', 'School Award Information', and 'Additional Information' (which is highlighted). The main content area is titled 'Additional Information' and features a 'Comments' section with a large, empty text input box. At the bottom of the page, there is a '< Back' button on the left and a 'Save' button on the right. The top right corner of the application shows a notification bell icon and the text 'Grantee'.

3.3.11 Review, Submit

1. Once Grantees have added the their school record and/or completed all data for the School/Subgrant Data module, they can submit the data collection information to ED.
2. As mentioned above, ED will review and accept the information, or ask the grantee to correct/resubmit information.
3. Once the grantee submits the subgrant form, they will move on to submitting their APR.



4 Annual Performance Report (APR)

4.1 Overview

Grantees currently submit their Annual Performance Reports through the ED 524B generic form, and report on funding to schools using the Excel-based CSP Data Collection Form. The new collection for Grantees will combine and refine the data elements from each, and provide for reporting via a web-based platform. CMO Grantees will complete the following sections:

- Executive Summary
- Performance Measures Reporting
- Priorities and Requirements
- Pipeline
- Subgrant Application and Peer Review
- Lottery
- Education Program
- Budget Details
- Budget Implications

4.2 Reporting steps

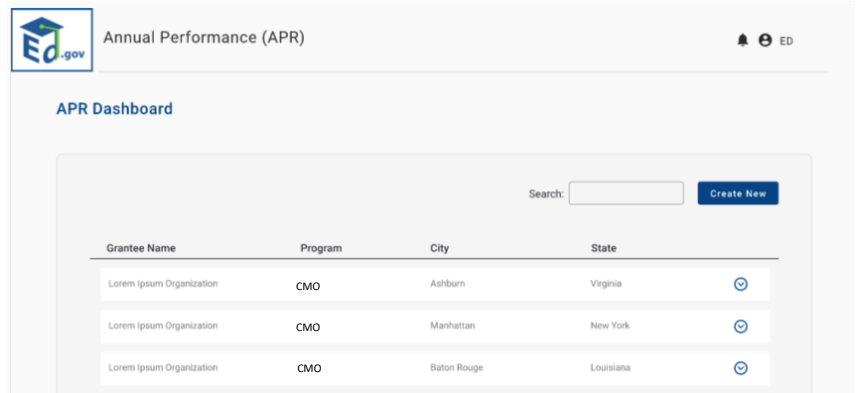
At a high-level, CMO Grantees will interact with the system as follows:

1. Once their School/Subgrant data have been submitted within a reporting period (Spring/Fall), Grantees will then be able to access the APR module.
2. Grantees will fill out the required information in the APR.
 - a. Note: After the first APR submission, data is saved and then redisplayed to Grantees.
3. Grantees will submit it back to ED for review.
4. ED will review, and either approve or reactivate.
5. If reactivated, Grantees will add or correct information and resubmit.

4.3 Tasks and Screenshots

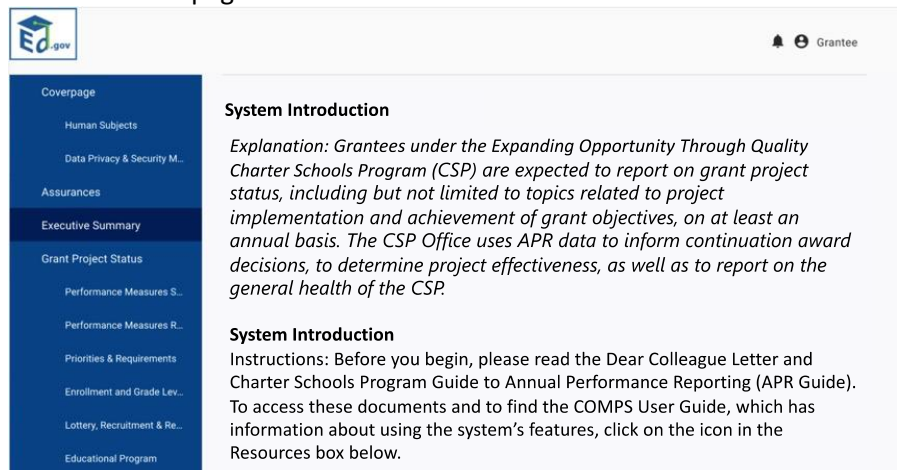
4.3.1 Dashboard

1. Once Grantees have submitted their School/Subgrant collection data, they will click on the APR module and enter the APR dashboard.
2. The dashboard will display their active grant awards and an active APR record.
3. Grantees will click Edit on the action menu on the associated grant award row.



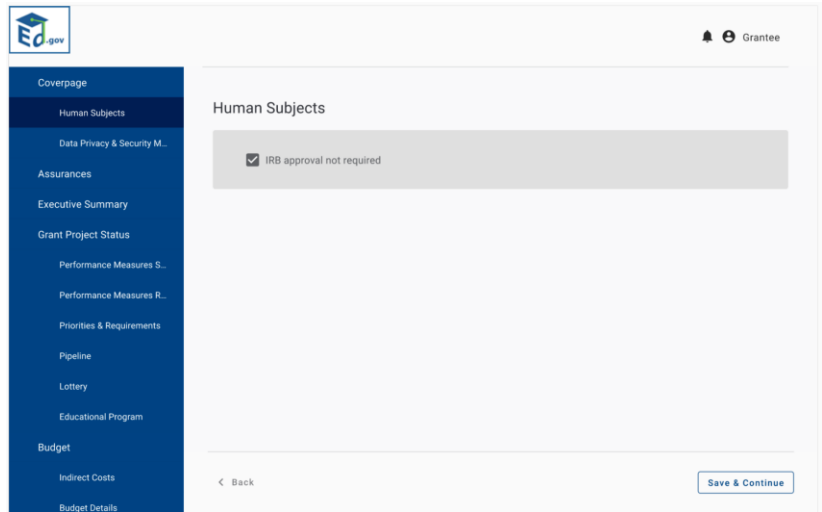
4.3.2 System Intro

Grantees will first see an introduction and instruction page.



4.3.3 Coverage – Human Subjects

1. Grantees will review the Human Subjects entry from the Grant Profile.



4.3.4 Coverage – Data Privacy & Security Measures

1. Next, they will be prompted to attach their latest Data Privacy and Security Measures Statement, which will be in the form of a PDF or Word doc.
2. For the Fall reporting periods, Grantees will be asked to update the files if needed. If it's up to date, no additional action is needed.
3. If updates are needed, they will be asked to upload a new file.

The image displays three sequential screenshots of the Ed.gov Data Privacy & Security Measures Certification interface. Each screenshot features a dark blue sidebar on the left with a navigation menu. The top right of each screen shows the Ed.gov logo and a 'Grantee' profile icon.

- Top Screenshot:** The sidebar menu is partially visible, with 'Data Privacy & Security M...' highlighted. The main content area is titled 'Data Privacy & Security Measures Certification'. It contains a text prompt: 'Please attach a statement affirming that the grantee is aware of Federal and state data security and student privacy regulations, along with any supporting documentation.' Below this is a dashed box for file upload with the text 'Upload Data Privacy and Security Measures Statement' and 'Drop files here to upload or click to choose file'. Accepted file types are listed as '.doc', '.docx', and '.pdf'. At the bottom, there are '< Back' and 'Save & Continue' buttons.
- Middle Screenshot:** The sidebar menu is fully visible, with 'Data Privacy & Security M...' highlighted. The main content area is titled 'Data Privacy & Security Measures Certification Ad-Hoc'. It shows a file upload confirmation: 'Data_Privacy_Security_Measures_Certification.pdf (126KB)'. Below this is a question: 'Is the attached statement affirming that the grantee is aware of federal and state data security and student privacy regulations included, along with supporting documentation, up to date?'. There are two radio button options: 'Yes' (which is selected) and 'No'. At the bottom, there are '< Back' and 'Save & Continue' buttons.
- Bottom Screenshot:** The sidebar menu is fully visible, with 'Data Privacy & Security M...' highlighted. The main content area is titled 'Data Privacy & Security Measures Certification'. It contains a text prompt: 'Please attach a statement affirming that the grantee is aware of federal and state data security and student privacy regulations, along with any supporting documentation'. Below this is a dashed box for file upload with the text 'Upload Data Privacy and Security Measures Statement' and 'Drop files here to upload or click to choose file'. Accepted file types are listed as '.doc', '.docx', and '.pdf'. At the bottom, there are '< Back' and 'Save & Continue' buttons.

4.3.5 Assurances

1. Grantees will then enter the Assurances section and certify each statement by clicking on the checkboxes.
2. Note – the assurances are entered in the Grant Profile and are pulled into this section.
3. Note – this content show here is illustrative and depends on the cohort (fiscal year and program).

Assurances

Recipients of funds under the CSP State Entity Grants program must provide the assurances described below. These assurances are from sections 4303(f)(2) and 4305(b)(3)(C) of the ESEA and the 2022 NFP. The source of each assurance is provided in parentheses following each assurance. **As the duly authorized representative of the grantee, I certify to the following:**

- Each charter school receiving funds through this program will have a high degree of autonomy over budget and operations, including autonomy over personnel decisions (4303(f)).
- The State entity will support charter schools in meeting the educational needs of their students, including children with disabilities and English learners (4303(f)).
- The State entity will ensure that the authorized public chartering agency of any charter school that receives funds under the State entity's program adequately monitors each charter school under the authority of such agency in recruiting, enrolling, retaining, and meeting the needs of all students, including children with disabilities and English learners (4303(f)).
- The State entity will provide adequate technical assistance to eligible applicants to meet the objectives described in application requirement (a)(1)(8) of section 4303(f).
- The State entity will promote quality authorizing, consistent with State law, such as through providing technical assistance to support each authorized public chartering agency in the State to improve such agency's ability to monitor the charter schools authorized by the agency, including by:
 - Assessing annual performance data of the schools, including, as appropriate, graduation rates, student academic growth, and rates of student attrition
 - Reviewing the schools' independent, annual audits of financial statements prepared in accordance with generally accepted accounting principles and ensuring that any such audits are publicly reported and ;
 - Holding charter schools accountable to the academic, financial, and operational quality controls agreed to between the charter school and the authorized public chartering agency involved, such as renewal, non-renewal, or revocation of the school's charter (4303(f))
- The State entity will work to ensure that charter schools are included with the traditional public schools in decision-making about the public school system in the State (4303(f)).

[← Back](#) [Save & Continue](#)

4.3.6 Executive Summary

1. Grantees will then upload an Executive Summary to provide an overview of the grant project implementation.
2. The Grantee will adhere to the instructions listed in the screenshot to the right.

The screenshot displays the Ed.gov portal interface. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary (highlighted), Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, Budget, Indirect Costs, and Budget Details. The main content area is titled "Executive Summary" and includes an "Explanation" paragraph, a paragraph stating that grantees should provide a status of grant project implementation in the Executive Summary (1-2 pages total), and two numbered sections of questions (1 and 2) with sub-points (a-e). Below the questions is a "Note" about submission of proposed changes. At the bottom of the main content area is a file upload section with the text "Upload the grantee's summary here, answering the questions above", "Upload file below:", a dashed box containing an upload icon and the text "Drop files here to upload or click to choose file", and "Accepted file types: .doc, .docx, .pdf". The top right corner of the portal shows a notification bell icon and the text "Grantee".

Executive Summary

Explanation: Grantees complete an Executive Summary with each APR and Ad-Hoc submission. Grantees will draft their responses to the Executive Summary questions in a document outside of COMPS and upload the document as a .doc, .docx, or PDF to the system with each submission. This narrative helps the program office by providing a summary of the project implementation.

Grantees should provide a status of grant project implementation in the Executive Summary. Please draft a brief response to each of the prompts below. The Executive Summary should be between 1-2 pages total.

1. Provide a summary of the overall project, including a brief description of key components and objectives described in the application.

- Describe activities related to replication or expansion (as applicable), including an overview of the statuses of authorizations and facilities by region or by state.
- Describe the state of the grantee's charter school pipeline and the grantee's ability to meet the approved number of schools and/or seats. Please include the number of approved and actual schools and/or seats.
- If the grantee has amended its original approved application since the grant was awarded or since submission of the last APR (as appropriate), describe the changes, the progress, and the impact on the grant.
- Describe any successes and challenges in the project planning and implementation to date.
- Describe the status of any key partnerships (new or existing), including all partnerships described in the original approved application.

2. Provide factors that have led to changes in the overall project and/or local context changes that may have impacted or may impact the grantee's ability to carry out the project effectively.

- Describe any changes at the State or local level, including legislative or regulatory changes or authorizer policies, that have impacted the implementation of the project, either positively or negatively.
- Describe any changes to key personnel since the grant award or last APR (as appropriate). Provide a resume for new staff (if not previously submitted to the Program Officer).
- Describe any anticipated or proposed changes to the project in the current budget period.

Note: Submission of proposed changes via the APR does not equate to approval of the changes by the CSP Program Office.

Upload the grantee's summary here, answering the questions above

Upload file below:

Drop files here to upload or click to choose file

Accepted file types: .doc, .docx, .pdf

4.3.7 Grant Project Status – Performance Measure Status

1. Grantees will then indicate if they have complete data on performance measures. If not, they have to indicate the date when the data will be available and the reason for the delay.

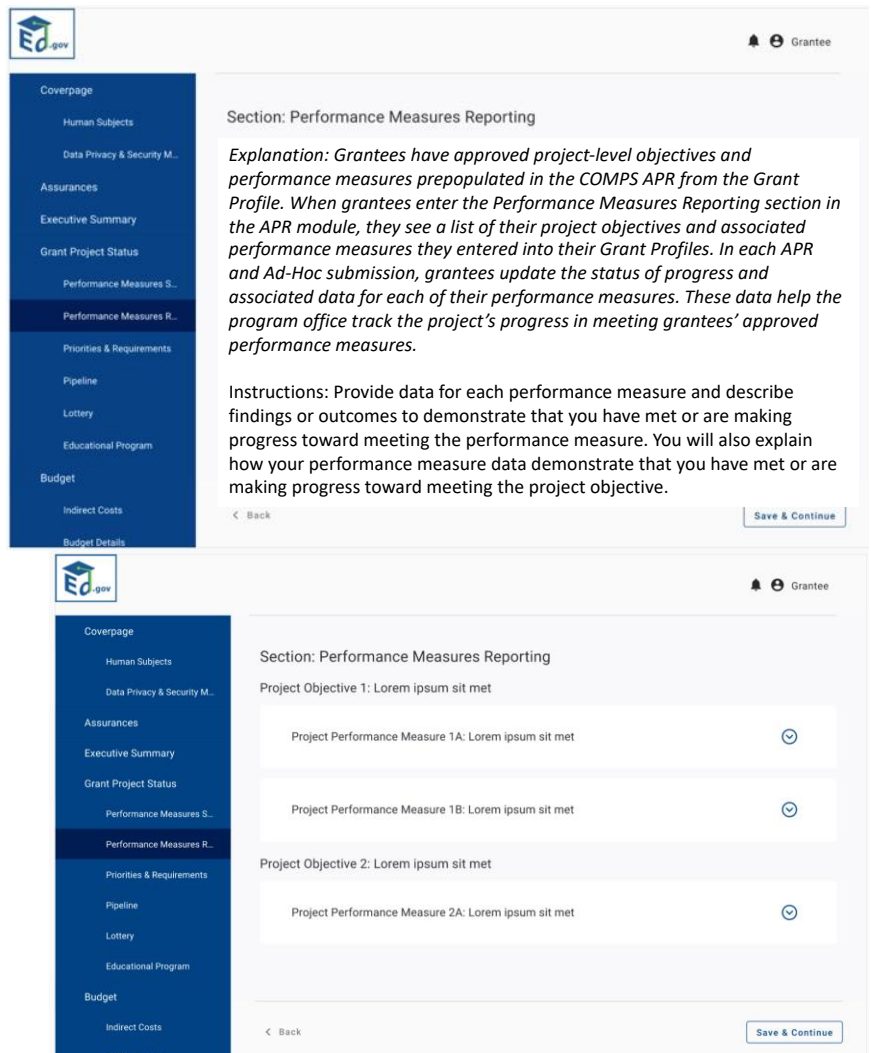
The screenshot shows the 'Performance Measures Status' form. On the left is a dark blue sidebar menu with the following items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, Budget, and Indirect Costs. The 'Performance Measures S...' item is highlighted. The main content area has a header 'Performance Measures Status' and a question: '1. Does the grantee have complete data on performance measures for the current reporting period (period inserted here)?'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom left of the form is a '< Back' button, and at the bottom right is a 'Save & Continue' button. The top right corner of the page shows a notification bell icon and the text 'Grantee'.

If the select No, they have to submit the following information.

This screenshot shows the 'Performance Measures Status' form after the 'No' option has been selected. The 'No' radio button is now selected. Below the question, there is a text input field with the label 'If no, please explain data delays'. Below that is another question: 'When will the data be available and submitted to the Department?'. This question has a date input field with the placeholder 'MM/DD/YYYY' and a calendar icon. At the bottom left of the form is a '< Back' button, and at the bottom right is a 'Save & Continue' button. The sidebar menu on the left is the same as in the previous screenshot, with 'Performance Measures S...' highlighted.

4.3.8 Grant Project Status – Performance Measure Reporting

1. Grantees will then review their project and performance measures that were submitted within the Grant profile.
2. If they have the data, Grantees will indicate the status of progress (met, not met, in progress), the actual numbers, and provide additional details.
3. Grantees will provide this information for each performance measure under a grant objective.
4. They will click save and then continue to the next page.



Grant Project Status

- Performance Measures S...
- Performance Measures R...
- Priorities & Requirements
- Pipeline
- Lottery
- Educational Program
- Budget
 - Indirect Costs
 - Budget Details
 - Implications
- Review
- Signature

Project Performance Measure 1B: Lorem ipsum sit met ↻

Status of Progress

Met

Not Met

In Progress (only applicable to measures with completion dates that fall after the end of the reporting period. In Progress measures must be updated in the Ad Hoc Report)

Target

Imported from grant profile

Actual

Description of progress (include challenges faced if any)

If the grantee has not met this measure, describe how and when it will be met, and outline any steps and/or strategies that will help ensure continued progress.

4.3.9 Grant Project Status – Priorities and Requirements – Competition Priorities

1. On the subsequent page, Grantees will see and review the competition priorities from their approved grant application that were entered in the Grant Profile.
2. If there have been changes since they were first entered, Grantees will click Yes and then be able to edit the information on the page.

The image displays two screenshots of the Ed.gov grant application interface, specifically the 'Priorities and Requirements' section. The top screenshot shows a navigation menu on the left with 'Priorities & Requirements' selected. The main content area displays an explanatory text block: 'Explanation: In this section, grantees provide narrative responses to the key priorities and requirements governing the CSP, including those established by the final rule published in the Federal Register on July 6, 2022, and their applicable NIAs. Grantees will have entered in their initial responses how they are meeting the competition priorities for which they received points in their Grant Profiles and will have the opportunity to update and amend their responses in each APR and Ad-Hoc submission. For all other questions within the Priorities and Requirements section, grantees will submit their initial response in their first APR and will have the opportunity to update and amend their responses in each subsequent APR and Ad-Hoc submission. These data help the program office track the project's alignment with the priorities and requirements established in the final rule and applicable NIA.'

The bottom screenshot shows the same interface but with a list of priorities and text boxes for each. The priorities listed are: 'Absolute Priority - Best Practices for Charter School Authorizers', 'Competitive Preference Priority 2 - Equitable Financing', and 'Competitive Preference Priority 3 - Best Practices to Improve Struggling Schools and Local Educational Agencies (LEAs)'. Each priority has a corresponding text box containing placeholder text. Below the text boxes, there is a question: 'Have there been any changes to how the grantee addresses these priorities in the current budget period?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. At the bottom of the page, there are 'Back' and 'Save & Continue' buttons.

If the grantee clicks yes, then the fields will become editable as shown below.



- Coverpage
- Human Subjects
- Data Privacy & Security M...
- Assurances
- Executive Summary
- Grant Project Status
- Performance Measures S...
- Performance Measures R...
- Priorities & Requirements**
- Pipeline
- Lottery
- Educational Program

Section: Priorities and Requirements

Grantees must continue to meet the applicable application priorities and requirements throughout the period of grant funding. Please review the Competition Priorities from the grantee's approved grant application selected in the Grant Profile.

Absolute Priority - Best Practices for Charter School Authorizers

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

4.3.10 Grant Project Status – Priorities and Requirements – Governance and Management

1. On the subsequent page, Grantees will enter their governance and management policies.
2. If they do not have any changes, they will move to the next section.
3. If they do, they will describe the changes and upload a recent board policy file.

The screenshot displays the Ed.gov portal interface. On the left is a dark blue sidebar menu with the following items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), Pipeline, Lottery, Educational Program, and Budget. The main content area is titled 'Section: Priorities and Requirements' and contains a sub-section 'Governance and Management'. It asks the user: 'Were there any changes to the grantee's governance board or board policies during the current budget period <BP>?'. There are two radio button options: 'Yes' (which is selected) and 'No'. Below this is a text prompt: 'Please describe changes to governance board or board policies.' followed by a large, empty text input box.

4.3.11 Grant Project Status – Priorities and Requirements – Management Organizations

1. On the subsequent page, Grantees will enter their management organizations.
2. If they select No or NA for any of the questions, there won't be any additional actions.
3. If they select Yes, additional text boxes will display for the grantee to fill out.

The image displays two screenshots of a web application interface for grant management. Both screenshots show a sidebar on the left with a menu of options: Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), Pipeline, Lottery, Educational Program, Budget, Indirect Costs, Budget Details, and Implications. The main content area is titled 'Section: Priorities and Requirements' and contains a sub-section 'Management Organizations'. The top screenshot shows three questions with radio button options: 'Has the grantee made any changes to its contract or contracts with Education Management Organizations (EMOs) or Education Service Providers (ESPs) during the current budget period?' (Yes, No, NA), 'Has the grantee changed its management and/or legal relationship with its subrecipient schools during the current budget period?' (Yes, No, NA), and 'Do any organizations, other than the grantee, have a performance contract with an authorized public chartering agency to operate or manage one or more of the subrecipient schools?' (Yes, No). The bottom screenshot shows the same interface, but the first question is selected as 'Yes', and a text input box has appeared below it with the prompt 'If yes, please describe the changes.'.

Do any organizations, other than the grantee, have a performance contract with an authorized public chartering agency to operate or manage one or more of the subrecipient schools?

Yes
 No

If yes, please name the organizations and describe their legal and management relationships with specific schools.

[Save & Continue](#)

4.3.12 Grant Project Status – Priorities and Requirements – Succession Plan

1. On the subsequent page, Grantees will upload their succession plan.
2. If they click that they have not developed a succession plan, then they are prompted to explain and provide a date of anticipated closure (see second screenshot).
3. If there have been changes to key personnel, they are prompted to explain the changes (third screenshot).

The screenshot displays a web interface for the 'Succession Plan' section. On the left is a dark blue sidebar menu with the following items: Coverage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), and Pipeline. The main content area is titled 'Section: Priorities and Requirements' and contains the following elements:

- Succession Plan**
- Attach Succession Plan for the Project Director
- Upload file below:
- A dashed box for file upload with an upward arrow icon and the text 'Drop files here to upload or click to choose file'.
- Two radio button options:
 - The grantee has yet to develop a Succession Plan.
 - The grantee has yet to develop a Succession Plan.
- A text prompt: 'If the grantee still needs to develop a Succession Plan, please explain.'
- A large empty text box for explanation.
- 'Anticipated completion date' field with a date input (MM/DD/YYYY) and a calendar icon.
- A question: 'Were there any changes to the Project Director, Authorized Representative, or any other key grant personnel during the current budget period?'
- Two radio button options:
 - Yes
 - No
- A text prompt: 'If yes, please describe the personnel changes.'
- A large empty text box for describing personnel changes.

4.3.13 Grant Project Status – Priorities and Requirements – Transportation Plan

1. On the subsequent page, Grantees will provide transportation information.
2. If the grantee clicks No, they will move to the next section.
3. If the grantee clicks Yes, they will specify the change and provide a brief

The screenshot shows a web interface with a dark blue sidebar on the left containing a list of menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), Pipeline, Lottery, Educational Program, and Budget. The main content area is titled 'Section: Priorities and Requirements' and contains a 'Transportation' section. This section asks 'Were there any changes to the transportation plan in the current budget period?' with radio buttons for 'Yes' (selected) and 'No'. Below the question is a text box with the prompt 'If yes, please describe the changes.' and a large empty rectangular area for input.

4.3.14 Grant Project Status – Priorities and Requirements – Closure Plan

1. On the subsequent page, Grantees will provide closure plan information and see their previously submitted plan (if this isn't their first APR submission).
2. If the grantee clicks No, they will move to the next section.
3. If the grantee clicks Yes, they will specify the change and provide a brief explanation.

The screenshot shows a web application interface. On the left is a dark blue sidebar with a list of menu items: Cover page, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), Pipeline, Lottery, Educational Program, Budget, Indirect Costs, Budget Details, Implications, and Review. The main content area is titled 'Section: Priorities and Requirements' and contains a 'Closure Plans' section with a file named 'Closure_Plan.docx (71MB)'. Below this is a question: 'Were there any changes to the State Entity grantee's Closure Plan in the current budget period?' with radio buttons for 'Yes' (selected) and 'No'. A text box labeled 'If yes, please describe the changes.' is positioned below the question.

4.3.15 Grant Project Status – Pipeline

1. Grantees enter dates of future subgrant competitions and awards.
2. If dates are unknown, they will have to explain the reasoning.

Section: Pipeline

Explanation: Grantees’ approved pipeline, including the number of subrecipient schools and number of seats, for the applicable APR submission budget period (column 1 of each table) will come from the Grant Profile. The pipeline data for the current reporting period (column 2) will come directly from the data submitted in the School Data Collection module in COMPS. Grantees will only be responsible for entering in data for the projected pipeline by type of grant for the remainder of the current budget period in each APR submission (column 3). Grantees will not need to enter any pipeline data into the table for their Ad-Hoc reports since the data from the School Data Collection module at the Ad-Hoc submission would be inclusive of the entire budget period. Grantees must answer all applicable narrative questions in each APR and Ad-Hoc submission. These data help the program office track the number of schools and students supported by the grant.

Section: Pipeline

Pipeline refers to the number of anticipated schools, and the number of seats within those schools, that will be awarded funds for replication or expansion during grantee’s grant.

Pipeline - Number of Schools

	Current Budget Period (MM/YYYY - MM/YYYY)	Current Reporting Period (MM/YYYY - MM/YYYY)	Remainder of Current Budget Period (MM/YYYY - MM/YYYY)
Number of Expansion Subrecipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Replication Subrecipients	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the grantee on track to meet the projected number of subrecipient schools for the current budget period?


Yes No

[Save & Continue](#)

If they select No to the question, they will be prompted to add in additional information.

What extenuating circumstances have impacted the grantee's ability to award the approved number of subrecipients during the current budget period?

Then they will fill out the number of seats.


Grantee

- Coverpage
- Human Subjects
- Data Privacy & Security M...
- Assurances
- Executive Summary
- Grant Project Status
- Performance Measures S...
- Performance Measures R...
- Priorities & Requirements
- Pipeline
- Lottery
- Educational Program
- Budget
- Indirect Costs
- Budget Details
- Implications
- Review
- Signature

Section: Pipeline

Pipeline refers to the number of anticipated schools, and the number of seats within those schools, that will be awarded funds for replication or expansion during grantee's grant.

Pipeline - Number of Seats

	Current Budget Period (MM/YYYY - MM/YYYY)	Current Reporting Period (MM/YYYY - MM/YYYY)	Remainder of Current Budget Period (MM/YYYY - MM/YYYY)
Number of Expansion Subrecipients			
Number of Replication Subrecipients			
Total			

Is the grantee on track to meet the number of seats funded for the current budget period?

Yes

< Back
Save & Continue

If they select No, to the question, they will be prompted to add in additional information.

- Implications
- Review
- Signature

Is the grantee on track to meet the number of seats funded for the current budget period?

No

What extenuating circumstances will impact the grantee's ability to meet the projected number of seats funded during the current budget period?

Then they will answer the following question.

The screenshot shows the Ed.gov interface. On the left is a dark blue navigation menu with the following items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline (highlighted in a darker blue), Lottery, Educational Program, Budget, and Indirect Costs. The main content area is titled "Section: Pipeline" and contains a question: "Does the grantee expect to meet the approved number of subrecipients and seats funded for the next budget period?". Below the question are two radio button options: "Yes" and "No". At the bottom of the main area, there is a "< Back" link on the left and a "Save & Continue" button on the right. In the top right corner, there is a notification bell icon and the text "Grantee".

If they select No, they will be prompted to enter the following question.

This screenshot shows the same Ed.gov interface as the previous one, but with the "No" radio button selected. Below the question, a new question appears: "What extenuating circumstances might impact the grantee's ability to meet the approved number of subrecipient schools and seats funded projections during the next budget period?". This question is followed by a large, empty rectangular text input box. The rest of the interface, including the navigation menu and the "Save & Continue" button, remains the same as in the previous screenshot.

4.3.16 Grant Project Status – Lottery

1. In the next section, Grantees will see their submitted lottery requirements and select if there have been any changes to the information.

Ed.gov

Grantee

Coverpage

Human Subjects

Data Privacy & Security M...

Assurances

Executive Summary

Grant Project Status

Performance Measures S...

Performance Measures R...

Priorities & Requirements

Enrollment and Grade Lev...

Lottery, Recruitment & Re...

Section: Lottery, Recruitment and Retention

Lottery

Explanation: This section shows back grantees' responses to the Lottery section in the Grant Profile, which collects information on the lottery requirements grantees must meet, and asks whether there have been any updates. Grantees will have an opportunity to update and amend their responses to the Lottery section in each APR and Ad-Hoc submission.

Grantees must ensure that lottery policies comply with Federal and State requirements.

Were there any changes to the lottery policies at the grant-funded school during the current budget period?

Yes

No

Upload file below:

Drop files here to upload or click to choose file

Lottery

Uploaded File(s):

Student_Enrollment_Lottery_Policy.docx (50MB)

Does the grantee's Lottery Plan include weights?

Yes

No

Is the grantee's Lottery Plan approved?

Yes

No

Which allowable preferences are included in the grantees lottery policy?

Sibling

Children of school founders

Children of employees

Other

If other, please specify

4.3.17 Grant Project Status – Educational Program

1. Grantees will next fill out information related to their education program.
2. If they did have any changes to their education programming, they will be prompted to describe the changes and upload a new needs assessment.

The screenshot displays the Ed.gov application interface. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status (highlighted), Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is titled 'Section: Educational Program' and contains two identical forms. The top form asks: 'Were there any changes to the educational programming (e.g., the instructional practices that will be used) at the grant-funded school during the current budget period?' with radio buttons for 'Yes' and 'No'. Below this, it asks: 'Has the grantee conducted an updated needs assessment during the current budget period?' with radio buttons for 'Yes' and 'No'. The bottom form is identical but has the 'Yes' radio button selected for the first question. It includes a text box for describing changes, a note: 'Note: Submission of proposed changes via the APR does not equate to approval by the CSP Program Office.', and another 'Yes/No' question about the needs assessment. Below the second form is an 'Upload file below:' section with a dashed border, an upload icon, and the text 'Drop files here to upload or click to choose file'. At the bottom of the form area is another text box with the prompt: 'If yes, please describe any adjustments the grantee made to administering grant funds based on the results of the needs assessment.'

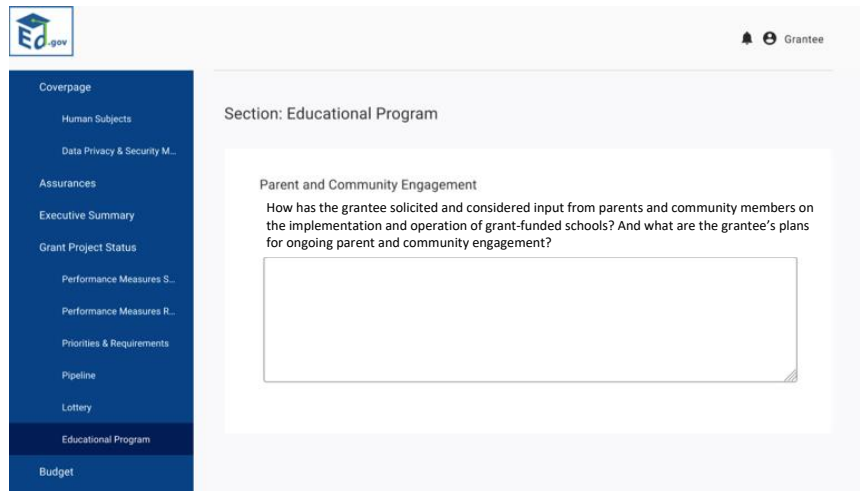
4.3.18 Grant Project Status – Educational Program – Racially and Socio-Economically Diverse Schools

1. Next, they provide information on addressing issues of diversity and/or school segregation.

The screenshot shows the Ed.gov application interface. On the left is a dark blue navigation sidebar with a list of menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program (highlighted), Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is titled 'Section: Educational Program' and contains a sub-section 'Racially and Socio-Economically Diverse Schools'. Below this title is a text prompt: 'Describe the grantee's continued efforts to promote, establish, or maintain racial and socio-economic diversity in its schools.' This is followed by a large, empty text input box. Below the input box is another text prompt: 'Please describe how the grantee ensures the replication and/or expansion of its grant-funded schools will not hamper, delay, or negatively affect any desegregation efforts in the communities in which the schools are located.' This is followed by another large, empty text input box. At the bottom of the page, there is a '< Back' button on the left and a 'Save & Continue' button on the right. The top right corner of the interface shows a notification bell icon and the text 'Grantee'.

4.3.19 Grant Project Status – Educational Program – Parent and Community Engagement

Next, Grantees describe how they have received input from parents and the community on the implementation and operation of the grant funded schools.



The screenshot displays the Ed.gov portal interface. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program (highlighted), and Budget. The top right corner shows a notification bell and a user profile labeled 'Grantee'. The main content area is titled 'Section: Educational Program' and contains a sub-section 'Parent and Community Engagement'. Below this sub-section is a text prompt: 'How has the grantee solicited and considered input from parents and community members on the implementation and operation of grant-funded schools? And what are the grantee's plans for ongoing parent and community engagement?'. A large, empty rectangular text box is provided for the grantee to enter their response.

4.3.20 Budget – Indirect Costs

1. In the next section, Grantees will see the indirect costs input from their Grant Profile.
2. If they select Yes that there have been changes to the grantee’s indirect cost information, the fields displayed to the right become editable.

The screenshot shows the 'Indirect Cost Information' form. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, and Budget. The 'Budget' item is highlighted. The main content area is titled 'Indirect Cost Information' and contains the following questions and options:

Tell us about your indirect costs:

1. Is the grantee claiming indirect costs under this grant?
 Yes
 No

2. If yes, indicate which of the following applies to the grant?
 The grantee has an Indirect cost Rate Agreement approved by the Federal Government
 The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f)
 The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:
 The grantee is funded under a Training Rate Program and:

Have there been any changes to the grantee's indirect cost information?
 Yes
 No

At the bottom of the form, there is a '< Back' button on the left and a 'Save & Continue' button on the right.

If they select the first radio button the following fields display.

The screenshot shows the 'Indirect Costs' form. On the left is a dark blue navigation sidebar with the following menu items: Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The 'Indirect Costs' item is highlighted. The main content area contains the following questions and input fields:

a) The period covered by the indirect cost rate agreement is

From* To*

b) The Approving Federal Agency is
 ED
 Other
If other, please specify

c) What is the indirect cost rate?

If they select the second radio button.

The screenshot shows the 'Indirect Cost Information' form. The left sidebar has 'Indirect Costs' selected. The main content area contains the following text and options:

Tell us about your indirect costs:

1. Is the grantee claiming indirect costs under this grant?

- Yes
- No

2. If yes, please indicate which of the following applies to the grant?

- The grantee has an Indirect cost Rate Agreement approved by the Federal Government
- The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f)
- The grantee is funded under a Restricted Rate Program and is using a restricted indirect cost rate that either:
- The grantee is funded under a Training Rate Program and:

At the bottom, there are '< Back' and 'Save & Continue' buttons.

If they select the third radio button.

The screenshot shows the 'Indirect Cost Information' form with the third radio button selected. The left sidebar has 'Indirect Costs' selected. The main content area contains the following text and options:

Tell us about your indirect costs:

1. Is the grantee claiming indirect costs under this grant?

- Yes
- No

2. If yes, indicate which of the following applies to the grant?

- The grantee has an Indirect cost Rate Agreement approved by the Federal Government
- The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f)
- The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:
- The grantee is funded under a Training Rate Program and:

Please select which is applicable

Is included in approved Indirect Cost Rate Agreement
Complies with 34 CFR 76.564(c)(2)

At the bottom, there are '< Back' and 'Save & Continue' buttons.

If they select the fourth radio button.

The screenshot shows the 'Indirect Cost Information' form with the fourth radio button selected. The left sidebar has 'Indirect Costs' selected. The main content area contains the following text and options:

Tell us about your indirect costs:

1. Is the grantee claiming indirect costs under this grant?

- Yes
- No

2. If yes, indicate which of the following applies to the grant?

- The grantee has an Indirect cost Rate Agreement approved by the Federal Government
- The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f)
- The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:
- The grantee is funded under a Training Rate Program and:

Please select which is applicable

Recovering indirect cost using 8% of MTDC in compliance with 34 CFR 76.564(c)(2)
Recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b)

At the bottom, there are '< Back' and 'Save & Continue' buttons.

4.3.21 Budget – Budget Details

1. In the next section, Grantees will enter Budget Details for various components of a Grantee’s budget.
2. They will click a drop down under each row and fill out the following information for each row. The below screenshots show what they fill out for the first year.

Section: Budget Details

Explanation: Grantees provide updates on their incurred and anticipated costs for each reporting period in each APR and Ad-Hoc submission. The approved budget, and any carryover from the prior budget period, is pre-populated in the budget table. Grantees enter their incurred costs, anticipated costs, and expected carryover to the next budget period for all budget categories. These data help the program office track the grantees’ progress in making use of available funds.

Provide budget information, including the approved budget for the current budget period, incurred costs during the reporting period, anticipated spending during the remainder of the budget period, and estimated carryover. Report these amounts by budget category and whether the funds were for administrative purposes or technical assistance activities.

Definitions:
 Initial award or Non-Competing Continuation (NCC) Award’s approved budget: The approved budget total, broken down by budget category. These totals are pulled directly from what the grantee entered in the Grant Profile.

Incurred costs: Enter the amount of funds expended during the reporting period.

Anticipated costs: Enter the amount of funds encumbered that the grantee will expend before the grant budget year ends. This row should be empty if this report covers the entire budget year.

Carryover to next budget period: The COMPS system will calculate the amount of funds the grantee will carry over to the next budget period according to the following formula: [Approved Budget] – [(Incurred costs) + (Anticipated costs)]

Section: Budget Details

Please provide more details on the various components of the grantee’s budget. Please complete for all sections below. For information on key terms, click [here](#).

Personnel	⌵
Fringe Benefits	⌵
Travel	⌵
Equipment	⌵
Supplies	⌵
Contractual	⌵
Other	⌵
Indirect Costs	⌵

For the first APR (Fall) submission, Grantees will see and enter the following fields.

Section: Budget Details **APR First Year**

Provide budget information, including the approved budget for the current budget period, incurred costs during the reporting period, anticipated amount to be spent during the remainder of the budget period, and estimated carryover. Report these amounts by budget category and whether the funds were for administrative purposes or technical assistance activities. For information on key terms, click [here](#).

Personnel ↻

	Total
Initial award or Non-Competing Continuation (NCC) Award's approved budget for the budget period (MM/DD/YYYY - MM/DD/YYYY)	\$ <input type="text"/>
The grantees incurred costs during the reporting period (MM/DD/YYYY - MM/DD/YYYY)	\$ <input type="text"/>
Amount the grantee anticipates spending during the remainder of the budget period (MM/DD/YYYY - MM/DD/YYYY)	\$ <input type="text"/>
Estimated Remaining Carry Over (MM/DD/YYYY - MM/DD/YYYY)	\$ <input type="text"/>

Explain in detail what the grantee expended or will expend before the end of the budget period and how that aligns with the approved budget.

Explanation of the carryover, intended use, and planned spending for the next budget period

For the first APR Ad-Hoc (Spring) submission, Grantees will see and enter the following fields.

The screenshot displays the Ed.gov grant submission interface. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, Budget, Indirect Costs, Budget Details (highlighted), Implications, Review, and Signature. The top right corner shows a notification bell icon and the text 'Grantee'. The main content area is titled 'Section: Budget Details' and 'Ad-Hoc'. Below the title is a paragraph of instructions: 'Provide budget information, including the approved budget for the current budget period, incurred costs during the reporting period, anticipated amount to be spent during the remainder of the budget period, and estimated carryover. Report these amounts by budget category and whether the funds were for administrative purposes or technical assistance activities. For information on key terms, click [here](#).' Below this is a 'Personnel' section with a 'Total' label and a refresh icon. It contains three input fields: 1. 'Initial award or Non-Competing Continuation (NCC) Award's approved budget for the budget period (MM/DD/YYYY - MM/DD/YYYY)' with a '\$' input field. 2. 'The grantees incurred costs during the reporting period (MM/DD/YYYY - MM/DD/YYYY)' with a '\$' input field. 3. 'Estimated Remaining Carry Over (MM/DD/YYYY - MM/DD/YYYY)' with a '\$' input field. Below the input fields are two text areas: 'Explain in detail what the grantee expended or will expend before the end of the budget period and how that aligns with the approved budget.' and 'Explanation of the carryover, intended use, and planned spending for the next budget period'.

For each subsequent APR (Fall) reporting period after, Grantees will see and enter the following fields.

The screenshot shows the Ed.gov interface for reporting. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, Budget (highlighted), Indirect Costs, Budget Details (highlighted), Implications, Review, and Signature. The top right corner shows a notification bell and the user's name 'Grantee'. The main content area is titled 'Section: Budget Details' and 'APR After Year 1'. Below the title is a paragraph of instructions: 'Provide budget information, including the approved budget for the current budget period, incurred costs during the reporting period, anticipated amount to be spent during the remainder of the budget period, and estimated carryover. Report these amounts by budget category and whether the funds were for administrative purposes or technical assistance activities. For information on key terms, click [here](#).' The 'Personnel' section contains a table with the following rows: 'Carryover from Previous Budget Period (MM/DD/YYYY - MM/DD/YYYY) (not applicable in year 1)', 'Initial award or Non-Competing Continuation (NCC) Award's approved budget for the budget period (MM/DD/YYYY - MM/DD/YYYY)', 'Available Funding (Cell A + Cell B) (Not applicable in year 1)', 'The grantees incurred costs during the reporting period (MM/DD/YYYY - MM/DD/YYYY)', 'Amount the grantee anticipates spending during the remainder of the budget period (MM/DD/YYYY - MM/DD/YYYY)', and 'Estimated Remaining Carry Over (MM/DD/YYYY - MM/DD/YYYY)'. Each row has a '\$' input field. Below the table are two text boxes: 'Explain in detail what the grantee expended or will expend before the end of the budget period and how that aligns with the approved budget.' and 'Explanation of the carryover, intended use, and planned spending for the next budget period'. At the bottom are 'Save' and 'Cancel' buttons.

Ed.gov

Grantee

Section: Budget Details

APR After Year 1

Provide budget information, including the approved budget for the current budget period, incurred costs during the reporting period, anticipated amount to be spent during the remainder of the budget period, and estimated carryover. Report these amounts by budget category and whether the funds were for administrative purposes or technical assistance activities. For information on key terms, click [here](#).

Personnel

	Total
Carryover from Previous Budget Period (MM/DD/YYYY - MM/DD/YYYY) <i>(not applicable in year 1)</i>	\$
Initial award or Non-Competing Continuation (NCC) Award's approved budget for the budget period (MM/DD/YYYY - MM/DD/YYYY)	\$
Available Funding (Cell A + Cell B) <i>(Not applicable in year 1)</i>	\$
The grantees incurred costs during the reporting period (MM/DD/YYYY - MM/DD/YYYY)	\$
Amount the grantee anticipates spending during the remainder of the budget period (MM/DD/YYYY - MM/DD/YYYY)	\$
Estimated Remaining Carry Over (MM/DD/YYYY - MM/DD/YYYY)	\$

Explain in detail what the grantee expended or will expend before the end of the budget period and how that aligns with the approved budget.

Explanation of the carryover, intended use, and planned spending for the next budget period

Save Cancel

For each subsequent Ad-Hoc (Spring) reporting period after, Grantees will see and enter the following fields.

- Human Subjects
- Data Privacy & Security M...
- Assurances
- Executive Summary
- Grant Project Status
- Performance Measures S...
- Performance Measures R...
- Priorities & Requirements
- Pipeline
- Lottery
- Educational Program
- Budget
- Indirect Costs
- Budget Details**
- Implications
- Review
- Signature

Section: Budget Details Ad-Hoc After Year 1

Provide budget information, including the approved budget for the current budget period, incurred costs during the reporting period, anticipated amount to be spent during the remainder of the budget period, and estimated carryover. Report these amounts by budget category and whether the funds were for administrative purposes or technical assistance activities. For information on key terms, click [here](#).

Personnel Total

Carryover from Previous Budget Period (MM/DD/YYYY - MM/DD/YYYY) <i>(not applicable in year 1)</i>	\$
Initial award or Non-Competing Continuation (NCC) Award's approved budget for the budget period (MM/DD/YYYY - MM/DD/YYYY)	\$
Available Funding (Cell A + Cell B) <i>(Not applicable in year 1)</i>	\$
The grantees incurred costs during the reporting period (MM/DD/YYYY - MM/DD/YYYY)	\$
Estimated Remaining Carry Over (MM/DD/YYYY - MM/DD/YYYY)	\$

Explain in detail what the grantee expended or will expend before the end of the budget period and how that aligns with the approved budget.

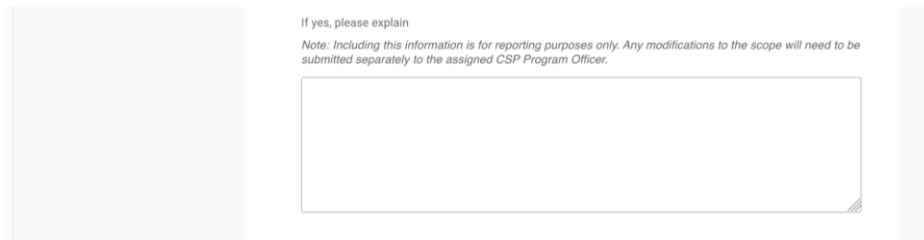
Explanation of the carryover, intended use, and planned spending for the next budget period

4.3.22 Budget – Budget Implications

1. In the next section, Grantees will fill in budget implications section for the current reporting period.

The screenshot shows the Ed.gov interface for the 'Budget Implications' section. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Pipeline, Lottery, Educational Program, Budget (highlighted), Indirect Costs, Budget Details, Implications (highlighted), Review, and Signature. The top right corner features a notification bell and a 'Grantee' profile icon. The main content area is titled 'Section: Budget Implications' and contains two input fields for 'Total Grant Expenditures' under 'Previous Budget Period' and 'Current Budget Period', each with a '\$' symbol and a text box. Below these are two large text areas for describing implications and carryover. The first text area is preceded by the instruction: 'Given the grant project implementation described above, please describe the implications for the grantee's abilities to carry out the grant project as proposed for the next project year.' The second text area is preceded by: 'Given the grant project implementation and spending patterns described above, please describe the grantee's ability to carry out the project as proposed for the next budget period.' Below the second text area is a question: 'Explain any significant carryover anticipated for the next budget period (if applicable).' At the bottom of the form are two radio button questions: 'Are there any anticipated changes to the project scope for the next budget period not described elsewhere in the APR?' and 'Are there any anticipated changes to the budget for the next budget period?'. At the very bottom of the page are '< Back' and 'Save & Continue' buttons.

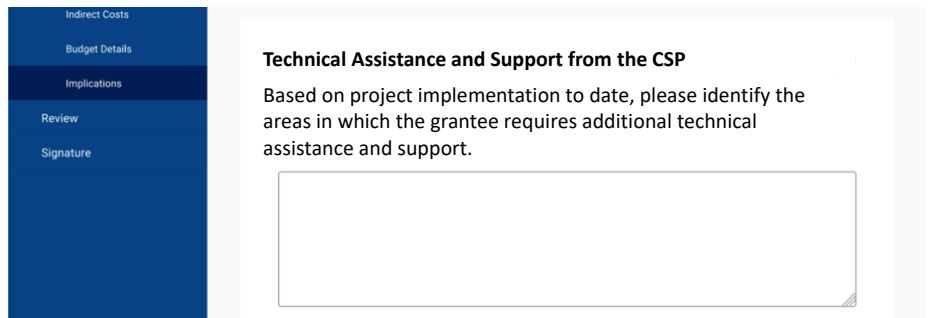
If they click yes to either of the questions above, the grantee will be prompted to enter an explanation, as depicted in the screenshot below.



The screenshot shows a user interface for providing an explanation. On the left is a large, empty light gray square. To its right, the text "If yes, please explain" is displayed. Below this text is a note: "Note: Including this information is for reporting purposes only. Any modifications to the scope will need to be submitted separately to the assigned CSP Program Officer." Underneath the note is a large, empty rectangular text input field with a thin border and a small cursor icon in the bottom right corner. To the right of the input field is a vertical light gray bar.

4.3.23 Technical Assistance and Support From CSP

1. Grantees will submit one final question about TA and support from CSP.



The screenshot shows a web form with a dark blue sidebar on the left containing a navigation menu with the following items: Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is white and features the title "Technical Assistance and Support from the CSP" in bold. Below the title is a text prompt: "Based on project implementation to date, please identify the areas in which the grantee requires additional technical assistance and support." Underneath this text is a large, empty rectangular text input box with a thin border and a small cursor icon in the bottom right corner.

4.3.24 Sign, Review and Submit

1. Lastly, Grantees will review the information they entered and sign and submit the APR for review by ED.

ED.gov Grantee

Review & Submit

Here are the current statuses of each APR section. When you are ready, click the Submit button to send your APR out for review. Please note that APRs with sections marked Incomplete cannot be submitted.

- ✓ **Coverpage**
 - ✓ Data Privacy & Security Measures Certification **COMPLETE**
- ✓ **Assurances**
 - ✓ Assurances **COMPLETE**
- ✓ **Executive Summary**
 - ✓ Executive Summary **COMPLETE**
- ✓ **Grant Project Status**

ED.gov Grantee

Signature

To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Name of Authorized Representative:

Title:

Signature:

Submission Date:

Signature

To the best of my knowledge and belief, all data in this performance report are true and correct and the report fully discloses all known weaknesses concerning the accuracy, reliability, and completeness of the data.

Name of Authorized Representative:

Title:

Signature:

Submission Date:

Are you sure you want to submit?

All changes will be made part of your APR and will be sent to your corresponding Program Officer. Once you click submit, you will not be able to make edits to your APR until your Program Officer reactivates your form. Do you wish to proceed?

YES **NO**

Submitted

Thank you for your submission. Your Program Officer will receive your submission and get in touch with you regarding further next steps or changes. You will receive a confirmation email shortly. [Download PDF](#)

OK

< Back SUBMIT APR