

# Charter Online Management and Performance System (COMPS)

## Charter Management Organization (CMO) Program

### Grant Profile User Guide

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Comps.ed.gov

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# 1 Table of contents

- 2 INTRODUCTION..... 3**
  - 2.1 OVERVIEW..... 3
  - 2.2 PURPOSE..... 3
- 3 USER ACCESS AND MANAGEMENT..... 4**
  - 3.1 OVERVIEW..... 4
  - 3.2 INSTRUCTIONS AND SCREENSHOTS..... 4
- 4 GRANT PROFILE..... 5**
  - 4.1 OVERVIEW..... 5
  - 4.2 REPORTING STEPS..... 5
  - 4.3 INSTRUCTIONS AND SCREENSHOTS..... 6
    - 4.3.1 *Homepage*..... 6
    - 4.3.2 *Assurance entry*..... 7
    - 4.3.3 *Competition priorities entry*..... 8
    - 4.3.4 *Key Program Activities Entry*..... 9
    - 4.3.5 *Grant Objectives*..... 10
    - 4.3.6 *Grant Objectives – Document Uploads*..... 12
    - 4.3.7 *Grant Objectives – Lottery*..... 16
    - 4.3.8 *Approved Budget*..... 18
    - 4.3.9 *Approved Budget – Budget Narrative*..... 20
    - 4.3.10 *Waiver Requests*..... 21
    - 4.3.11 *Submit*..... 22

## 2 Introduction

### 2.1 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, such as assurances, competitive priorities, key program activities, grant objectives, approved budget and waiver requests. As part of this requirement, CSP is requiring the Grantees enter key grant and project information at the time of award. This baseline information will be input once, and used to benchmark additional data/reporting that is required each Spring and fall as part of the APR and school/subgrant data collection requirements.

### 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.

The Grant Profile is the baseline and foundation module for COMPS. Grantees are required to submit baseline information at the time of their award, such as assurances, competitive priorities, key program activities, grant

objectives, approved budget and waiver requests. The Grant Profile module will only be filled out once by Grantees at the start of their grant award. The information continued in the module will be used in the school/subgrant data collection Module and Annual performance Reports (APR) modules, which are covered in a separate user guide.

The purpose of this document is to outline the key tasks CMO Grantees undergo to complete the required activities in COMPS upon their initial grant award, using the Grant Profile module.

# 3 User Access and Management

## 3.1 Overview

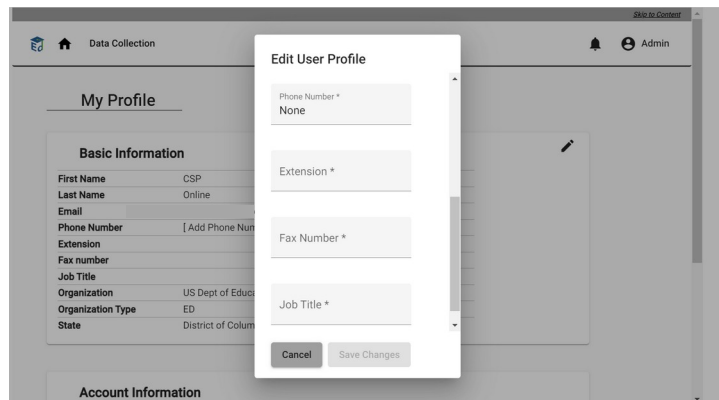
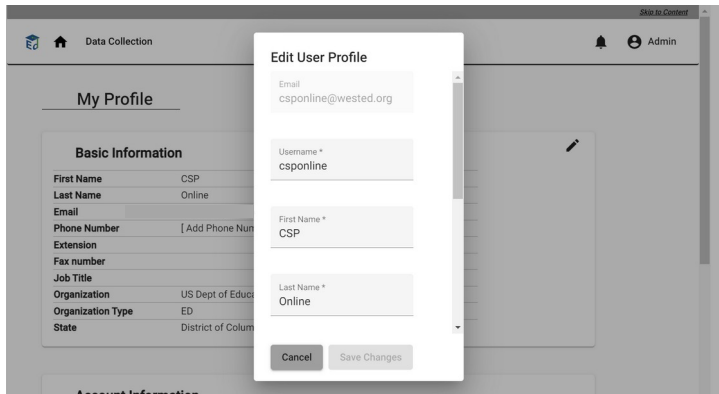
The User Access and Management module allows access, through an authentication process, to the system's landing page for approved users. The system will provide a central web portal that delivers information, based on role, to CMO organizations. The portal permits users to see only the information that is appropriate for their roles. For example, a Grantee project director would only be able to see data collection information regarding their grant. Users are able to navigate to a user access management page that allows them to edit their name and email address and change their password.

## 3.2 Instructions and Screenshots

1. Grantees will enter the COMPS system for the first time with their approved email and a temporary password.
2. Grantees will be able to click on their user profile to review their basic information, as depicted below.

The screenshot shows a user profile management interface with two main sections: 'Basic Information' and 'Account Information'. The 'Basic Information' section includes fields for First Name, Last Name, Email, Phone Number (with an 'Add Phone Number' link), Extension, Fax number, Job Title, Organization (US Dept of Education), Organization Type (ED), and State (District of Columbia). The 'Account Information' section includes fields for Username, Password (with a 'Change Your Password' link), and Assigned Role (Project Director). A pencil icon in the top right corner of the 'Basic Information' section indicates that the information can be edited.

3. From there, Grantees can edit portions of their user profile such as their username, name, phone number and job title, as depicted below.



## 4 Grant Profile

### 4.1 Overview

The Grant Profile is a module for CMO Grantees to enter baseline Grantee organization and grant award information. This information is submitted by CMO Grantees once, at the beginning of the grant. Grantees are required to submit baseline information at the time of their award, such as assurances, competitive priorities, key program activities, grant objectives, approved budget and waiver requests.

### 4.2 Reporting Steps

During the post-award process, the CMO Project Director and associated staff gain access to the COMPS system. The users then enter the Grant Profile at the start of their grant award. This module is intended to only be entered once during a grant lifecycle.

1. For a new grant award, ED will enter key information for a Grantee into their Grant Profile and activate the Grantee's profile.
2. Grantees will be notified, enter COMPS and access the Grant Profile module.
3. Grantees will view a dashboard that lists their grant award(s).
4. Grantees will click edit to fill out the application Grant Profile sections (listed below).
5. Grantees will submit the form to ED and will be unable to edit the form (they can still view it).
6. ED will review the form for accuracy and completion and either accept it, or reactivate it to return to the Grantee for corrections.
7. If reactivated, the Grantee will make any corrections and resubmit.
8. This data entry is expected to only occur once, at the time of an initial award.

## 4.3 Instructions and Screenshots

### 4.3.1 Homepage

1. Grantees will enter COMPS and click on the Grant Profile Module.
2. Grantees will see their associated award(s).
3. Grantees will see an “active” award record.
4. Grantees will click the action button to be able to view/edit.

The screenshot displays the 'Grant Profile' page. At the top left is the ED.gov logo, and at the top right is a notification bell icon and the text 'Grantee'. The main content is divided into two columns: 'General Information' and 'Staff Information'. Below these is a table of awards with a 'View all Staff' link.

**General Information**

Grantee Name:	Lorem Ipsum Organization
Grantee Address:	1234 Address Sample Street Washington D.C., 20005
UEI:	000000000

**Staff Information**

Project Director Name:	John Doe-Powell
Project Director Title:	Director of Operations
Staff Name:	Gina Fairland
Staff Title:	Assistant Director

[View all Staff](#)

Project Title	Award Number	Program	Fiscal Year Awarded	Status	Action
Project Title	817362	CMO	YYYY	In Progress	⋮

View  
Edit



### 4.3.2 Assurance entry

1. Grantees first will view and certify their cohort assurances by clicking on each checkbox.
2. Please note that the text in the screenshots to the right is illustrative. Assurances will be created in the Grant Profile by ED, and the specific language is dependent on the cohort each grantee is a part of.

The screenshot displays the 'Grant Profile' interface. On the left is a dark blue navigation sidebar with the following menu items: 'Assurances', 'Competition Priorities', 'Key Program Activities', 'Grant Objectives', 'Approved Budget', and 'Waiver Requests'. The 'Assurances' menu item is highlighted. The main content area is titled 'Assurances' and contains the following text: '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:'. Below this text is a list of ten checkboxes, each followed by a specific assurance statement. At the bottom of the page, there is a '< Back' link on the left and a 'Save & Continue' button on the right. The top right corner of the page shows a notification bell icon and the text 'Grantee'.

### 4.3.3 Competition priorities entry

1. Next, Grantees will select their competition priorities included in their application.
2. For each selected priority, they will provide a description on how they plan to address the priority.
3. Please note that the text in the screenshots to the right is illustrative. Competition priorities will be created in the Grant Profile by ED, and the priorities depend on the grantee's cohort.

Grant Profile

Assurances

Competition Priorities

Key Program Activities

Grant Objectives

Approved Budget

Waiver Requests

### Competition Priorities

Select the competition priorities the grantee included in its application.

- Absolute Priority - Best Practices for Charter School Authorizers
- Competitive Preference Priority 1 - At least One Authorized Public Chartering Agency Other than a Local Educational Agency, or an Appeals Process
- Competitive Preference Priority 2 - Equitable Financing
- Competitive Preference Priority 3 - Best Practices to Improve Struggling Schools and Local Educational Agencies (LEAs)
- Competitive Preference Priority 4 - Charter School Facilities
- Competitive Preference Priority 5 - Serving At-Risk Students
- Invitational Priority - Collaborations between Charter Schools and Traditional Public Schools or Districts that Benefit Students and Families across Schools

For each selected priority, briefly describe how the grantee plans to address the priority. (1-2 paragraphs for each priority)

Absolute Priority - Best Practices for Charter School Authorizers

Competitive Preference Priority 2 - Equitable Financing


Competitive Preference Priority 3 - Best Practices to Improve Struggling Schools and LEAs

< Exit

Save & Continue

### 4.3.4 Key Program Activities Entry

1. Next, Grantees will enter their key program activities.
2. CMO grantees will include their approved school and enrollment pipeline (schools and seats) by budget period across expansion and replication activities.
3. Please note that some of the fields will auto calculate.


Grant Profile
🔔 Grantee

- Assurances
- Competition Priorities
- Key Program Activities
- Grant Objectives
- Approved Budget
- Waiver Requests

#### Key Program Activities

CMO: Approved Pipeline by Budget Period (Number of schools)

	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	Total
Expansion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Auto Calculated
Replication	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Auto Calculated
<b>Total</b>	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated

CMO: Approved Pipeline by Budget Period (Number of seats)

	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	Total
Expansion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Auto Calculated
Replication	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Auto Calculated
<b>Total</b>	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated

< Back
Save & Continue

### 4.3.5 Grant Objectives

1. Next, Grantees will enter their key program activities.
2. Grantees will enter their project objectives and associated performance measures. They will be able to add as many objectives and measures as needed.
3. This information will flow to their APR module.

Grant Profile Grantee

- Assurances
- Competition Priorities
- Key Program Activities
- Grant Objectives**
- Approved Budget
- Waiver Requests

#### Grant Objectives

Project Objective 1

Performance Measure 1

Performance Measure 1

Project Objective 2

Performance Measure 1

4. After the grant objectives are input, grantees will then select the value type (Raw Number, Ratio, Percentage).
5. The grantee will then input the goal for each of their budget periods.
6. Grantees will repeat this step for each performance measure under each project objective.
7. Grantees are also able to edit and save.

**Grant Profile** Grantee

**Grant Objectives**

Project Objective 1: Lorem ipsum sit met Edit Project Objective

Performance Measure 1A: Lorem ipsum sit met ⌵

Performance Measure 1B: Lorem ipsum sit met ⌶

Select value type

Budget Period 1    Budget Period 2    Budget Period 3    Budget Period 4    Budget Period 5

Goal

Project Objective 2: Lorem ipsum sit met Edit Project Objective

Performance Measure 2A: Lorem ipsum sit met ⌵

Performance Measure 2B: Lorem ipsum sit met ⌵

### 4.3.6 Grant Objectives – Document Uploads

1. On the next grant objectives page, Grantees will upload their logic, management, board policies and manual, organizational chart and closure plans.
2. Grantees will also describe any State or local lottery requirements.
3. After uploading, they will be prompted to enter a question if they are in contract with an EMO or ESP.

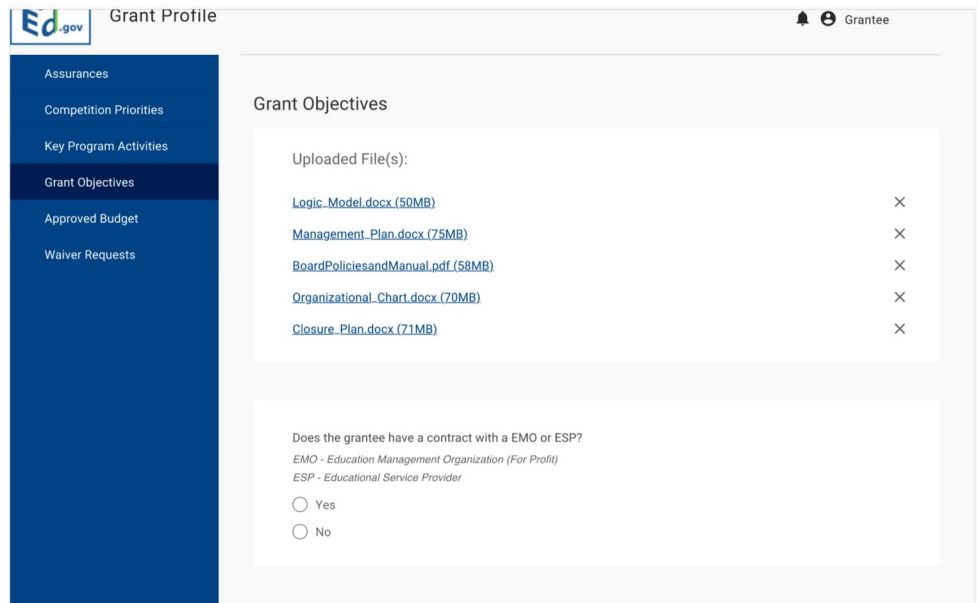
The screenshot displays the 'Grant Profile' page on Ed.gov. A left-hand navigation menu includes 'Assurances', 'Competition Priorities', 'Key Program Activities', 'Grant Objectives' (highlighted), 'Approved Budget', and 'Waiver Requests'. The main content area is titled 'Grant Objectives' and contains three upload sections: 'Upload Logic Model', 'Upload Management Plan', and 'Upload Board Policies and Manual'. Each section includes the text 'Upload file below:' and a dashed rectangular box with an upward-pointing arrow icon and the instruction 'Drop files here to upload or click to choose file'. The top right of the page shows a notification bell icon and the user's name 'Grantee'.

The screenshot shows two sections of a web form. The first section is titled "Upload Organizational Chart" and contains the text "Upload file below:" followed by a dashed rectangular box with an upward-pointing arrow icon and the text "Drop files here to upload or click to choose file". The second section is titled "Upload Closure Plan" and contains the text "Upload the grantee's Closure Plan that describes clear plans to assist students enrolled at the grant-funded school to transfer to another high-quality charter school in the event that the grant-funded school closes or loses its charter". Below this text is another dashed rectangular box with an upward-pointing arrow icon and the text "Drop files here to upload or click to choose file". At the bottom of the second section is a checkbox labeled "Closure plan not yet developed".

If Grantees select that their closure plans are not yet developed, they are prompted to explain and provide a date of closure availability.

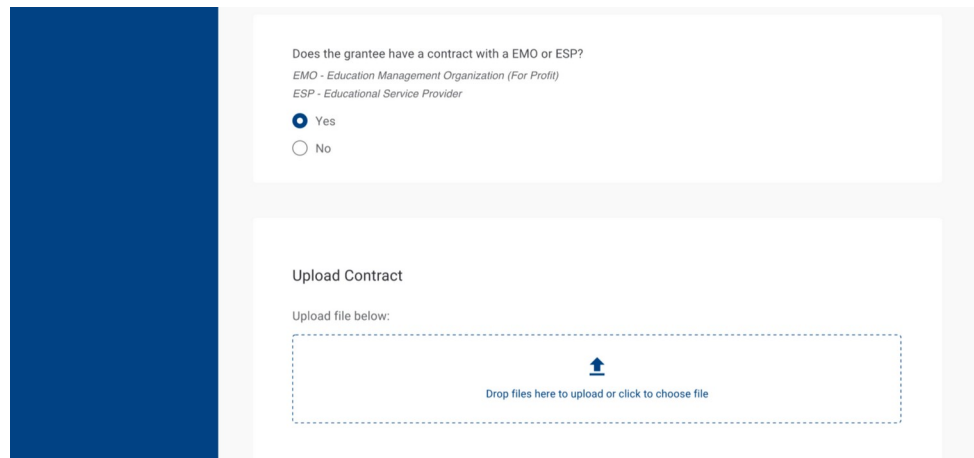
The screenshot shows the "Upload Closure Plan" section of a web form. It contains the same text as the previous screenshot: "Upload the grantee's Closure Plan that describes clear plans to assist students enrolled at the grant-funded school to transfer to another high-quality charter school in the event that the grant-funded school closes or loses its charter". Below this text is a dashed rectangular box with an upward-pointing arrow icon and the text "Drop files here to upload or click to choose file". The checkbox labeled "Closure plan not yet developed" is now checked. Below the checkbox is a text input field labeled "Please Explain". At the bottom of the section is a date input field labeled "Anticipated Date of Closure Plan Availability" with a placeholder "MM/DD/YYYY" and a calendar icon.

Once uploaded, Grantees will be able to see/access their files.



If Grantees select Yes, then the following questions appear.

4. After uploading, they will be prompted to enter a question if they are in contract with an EMO or ESP.
5. If they click Yes, the grantee will need to upload a contract, select a management organization type, and fill in specific information.
6. If they select EMO, they will be prompted to link to a website.
7. Grantees can enter multiple contracts and repeat the data entry steps.







Management Organization Type

- For-Profit Education Management Organization (EMO)
- Educational Service Provider
- Other

If other, please specify

Organization Name

Total Contract Value



Select Scope of Contract *(Select all that apply)*

- Business Administrator Services
- Curriculum Development
- Professional Development
- Staffing
- Other

If other, please specify

Describe roles and responsibilities

Link to website where contract is posted *(Only when EMO is selected above)*



Does the grantee have **another** contract with a EMO or ESP?

- Yes
- No

< Back

Save & Continue

### 4.3.7 Grant Objectives – Lottery

1. On the next grant objectives page, Grantees will upload their lottery policy.
2. If they select Yes, they will be prompted to upload their plan and respond to the questions outlined on the right.
3. If they do not have a lottery plan, they will not upload a plan, but do respond to the questions outlined in the screenshot below.



#### Lottery

This section collects information on grantees' lottery plans. Response to this prompt will be shown back to grantees in each APR and Ad-Hoc submission. In each new submission, grantees will be allowed to update and amend their response.

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

Does the grantee have a Lottery Plan?

- Yes
- No

If yes, please upload the grantee's updated Lottery Plan.

  
Drop files here to upload or click to choose file

Does the grantee's Lottery Plan include weights?

- Yes
- No

Is the grantee's Lottery Plan approved?

- Yes
- No

Which allowable preferences does the grantee's Lottery Plan include?

- Sibling
- Children of school founders
- Children of employees
- Other

If other, please specify

### Lottery

This section collects information on grantees' lottery plans. Response to this prompt will be shown back to grantees in each APR and Ad-Hoc submission. In each new submission, grantees will be allowed to update and amend their response.

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

Does the grantee have a Lottery Plan?

Yes

No

Does the grantee's Lottery Plan include weights?

Yes

No

Is the grantee's Lottery Plan approved?

Yes

No

Which allowable preferences does the grantee's Lottery Plan include?

- Sibling
- Children of school founders
- Children of employees
- Other

If other, please specify

### 4.3.8 Approved Budget

1. Next, Grantees will select whether they are claiming indirect costs.

Grant Profile

Assurances  
Competition Priorities  
Key Program Activities  
Grant Objectives  
**Approved Budget**  
Waiver Requests

Approved Budget

Indirect Cost Information

Is the grantee claiming indirect costs under this grant?

Yes  
 No

< Back Save & Continue

If they select Yes, another selection appears.

2. If they select Yes, they are prompted to indicated which statement applies.

Grant Objectives  
**Approved Budget**  
Waiver Requests

Tell us about your indirect costs:

Is the grantee claiming indirect costs under this grant?

Yes  
 No

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:

< Back Save & Continue

If Grantees select the first option, they are prompted to enter the indirect cost rate, dates the agreement covers, and then approving agency.

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:

The indirect cost rate is:

Period covered by the Indirect Cost Rate Agreement:

From

To

Approving Federal Agency

- ED
- Other (please specify)

If Grantees select the third option, they are prompted to select the applicable options form the dropdown.

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)

If Grantees select the four option, they are prompted to select the applicable options form the dropdown.

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

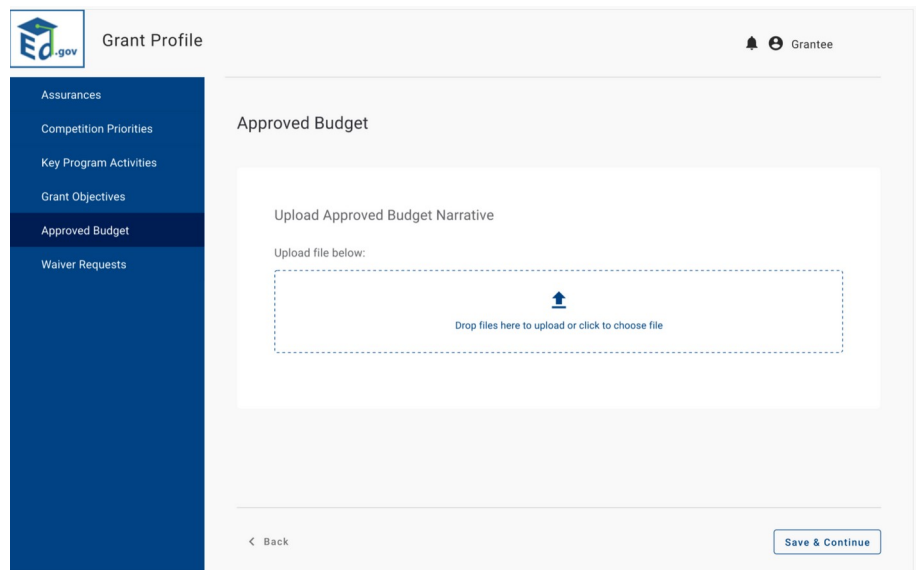
▼

Recovering indirect cost using 8% of MTDC in compliance with  
34 CFR 76.564(c)(2)

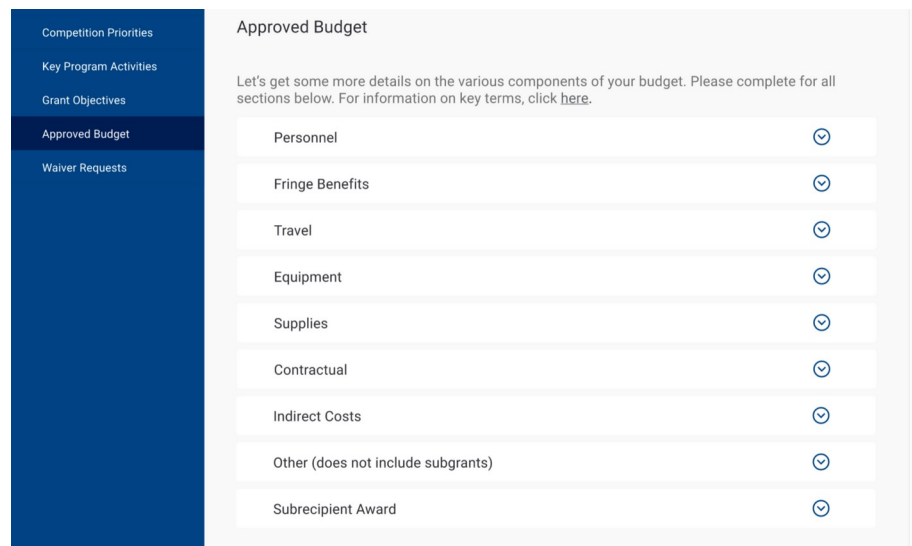
Recovering indirect costs using its actual negotiated indirect  
cost rate reflected in 9(b)

### 4.3.9 Approved Budget – Budget Narrative

1. Next, Grantees will upload their approved budget narrative and click save and continue.



2. From there, grantees will review the components of their budget and for each component, enter the appropriate budget amount across budget periods.





- Assurances
- Competition Priorities
- Key Program Activities
- Grant Objectives
- Approved Budget**
- Waiver Requests

### Approved Budget

Let's get some more details on the various components of your budget. Please complete for all sections below. For information on key terms, click [here](#).

#### Personnel



Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Total
\$	\$	\$	\$	Auto Calculated

### 4.3.10 Waiver Requests

1. Grantees will then enter any waiver requests.
2. If they click yes, they have to describe the request.
3. If the waiver has been officially approved, grantees are required to enter the date of approval.
4. Grantees are able to add additional waivers.

The screenshot shows the 'Grant Profile' page with a sidebar menu containing 'Assurances', 'Competition Priorities', 'Key Program Activities', 'Grant Objectives', 'Approved Budget', and 'Waiver Requests'. The 'Waiver Requests' section is active. The main content area contains the question: 'Did the grantee's grant application include any requests for waivers of Federal statutory or regulatory provisions?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there are '< Back' and 'Save & Submit' buttons.

This screenshot shows the 'Waiver Requests' form with the 'Yes' radio button selected. Below the question, there is a text input field for describing the waiver. Below the input field, there is another question: 'Has the grantee been granted official approval for the waiver described?' with radio buttons for 'Yes' and 'No' (selected). An 'Add Waiver' button is located at the bottom right.

This screenshot shows the 'Date Approved' field, which is a text input with the placeholder 'MM/DD/YYYY' and a calendar icon. The 'Yes' radio button is selected for the approval question. An 'Add Waiver' button is located at the bottom right.



### 4.3.11 Submit

1. Grantees will then submit their Grant Profile to ED for review.

