

# Charter Online Management and Performance System (COMPS)

## **Developer (DEV) Program**

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

Release 2.0, January 2024

Comps.ed.gov

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## 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. Developers (DEV) are one of the key recipients of Federal CSP funds.

As CSP grant recipients, DEV 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 DEVs 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 the Department 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 school information, obligations, operational statuses etc.
- **Annual Performance Reports (APR) Module:** Based on the “paper form” that is submitted to the Department today, this module allows grantees to submit their APRs twice per year (Spring and Fall) to enter narratives on their performance towards meeting performance measures and budget.

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 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 DEV 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

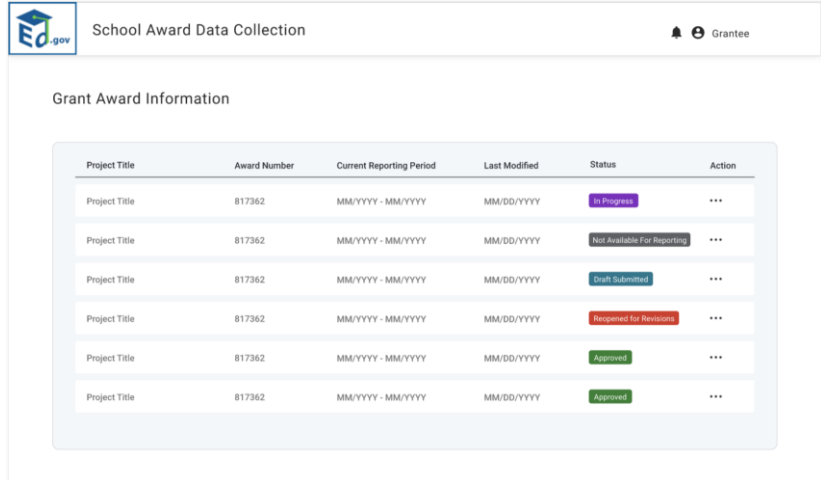
At a high-level, Developer Grantees will interact with the system as follows:

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 their school (if new), or update school funding data (e.g., obligations 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 grantees 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 award(s).
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 name 'Grantee'. Below the header, the section is titled 'Grant Award Information'. A table lists six grant awards with the following columns: 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 school dashboard, which displays key information about their school.
2. Grantees will click the “Add School” button to add school award information.
3. Note: if this is a subsequent reporting period (screenshot below), 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.

The screenshot shows the 'School Award Data Collection' dashboard. 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 name 'Grantee'. Below the header, there is a section titled 'Award Information' with an 'Add School' button. A summary box contains the following data:

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

Below this, a table titled 'School Award Information' is empty, with a message: 'No school entries. Click "Add School" to enter school award information.'

The screenshot shows the 'School Award Data Collection' dashboard after one school has been added. The layout is identical to the previous screenshot, but the summary box now shows:

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

The 'School Award Information' table now contains one row:

School Award Information	
School A	

A 'Submit' button is located at the bottom right of the page.



### 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

Grant Type

Replication

Expansion

New School

Dissemination

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. 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 sidebar with a white 'Ed.gov' logo at the top. The sidebar contains five menu items: 'Contact Information' (highlighted in white), 'Authorization & Managem...', 'Operational Information', 'School Award Information', and 'Additional Information'. The main content area is white and titled 'Contact Information'. Below the title is the 'LEA Information' section, which contains the following fields and questions:

- LEA Name:** A single-line text input field.
- LEA NCES ID:** A single-line text input field.
- LEA Address:** A section containing:
  - Address 1:** A single-line text input field.
  - Address 2:** A single-line text input field.
  - City:** A single-line text input field.
  - State:** A dropdown menu with a downward arrow.
  - Zip Code:** A single-line text input field.
- Does the charter school act as its own LEA?:** A radio button followed by 'Yes' and another radio button followed by 'No'.
- Is it an LEA with only charter schools?:** A radio button followed by 'Yes' and another radio button followed by 'No'.

### 3.3.5 Add School – Authorization & Management Page

1. 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.

The screenshot shows the 'School Award Data Collection' interface. On the left is a navigation menu with options: Contact, Authorization & Management (selected), Operational Information, School Award Information, and Additional Information. The main content area is titled 'Authorization and Management Information' and contains the 'Charter School Authorizer Information' section. This section includes a dropdown for 'Authorizer Type', a text input for 'Authorizer Name', radio buttons for 'Does the Authorizer have a religious affiliation?' (Yes/No), and a date picker for 'Date Authorized or Renewed'.

#### Authorizer Type

A dropdown menu listing the following options: Local Education Agency (LEA), State Education Agency (SEA), Non-Profit Organization (NPO), Higher Education Institute (HEI), Independent Chartering Board, and Mayor/Municipal Office.

The 'Authorizer Address' section contains the following fields: Address 1, Address 2, City, State (dropdown), and Zip Code. At the bottom of the form are '< Back' and 'Continue' buttons.

### 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.

School Award Data Collection

Ed.gov

Grantee

Contact

Authorization & Managem...

Operational Information

School Award Information

Additional Information

Authorization and Management Information

Charter School Management Information

Is the school affiliated with a management organization?

Yes

No

< Back

Continue

Authorization & Managem...

Operational Information

School Award Information

Additional Information

Authorization and Management Information

Charter School Management Information

Is the school affiliated with a management organization?

Yes

No

Management Organization Type

Management Organization Name

Management Organization Type

Non-profit Charter Management Organization (CMO)  
For-profit Education Management Organization (EMO)  
Other

Management Organization Address

Address 1

Address 2

City

State

Zip Code

Describe Roles and Responsibilities

[Back](#)

[Continue](#)

### 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 first 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.

The screenshot shows the 'School Award Data Collection' interface. On the left is a navigation menu with options: Contact, Authorization & Managem..., Operational Information (highlighted), School Award Information, and Additional Information. The main content area is titled 'Operational Information' and contains a sub-section 'Charter School Characteristics'. This section includes three form fields: a dropdown menu for 'School Operational Status', a date input field for 'Year school first enrolled students' with a calendar icon and the placeholder 'YYYY', and another dropdown menu for 'Virtual Status'.

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

This screenshot shows the same 'Operational Information' section, but with the 'School Operational Status' dropdown set to 'Future'. Below this, there is a date input field for 'Anticipated Opening Date' with a calendar icon and the placeholder 'YYYY-MM'. A text area is provided for the prompt 'If Delayed, Closed, or Non-Start, provide a rationale or explanation'. At the bottom, the 'Virtual Status' dropdown is expanded, showing the following options: Fully Virtual, Primarily Virtual, Supplemental Virtual, and Not Virtual.

Title I Status

Schoolwide Program  
Targeted Assistance School  
Not Title I

School Type

Alternative  
Technical  
Traditional  
Special Education

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 Info

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. The top navigation bar includes the 'Ed.gov' logo, the title 'School Award Data Collection', and a 'Grantee' profile icon. A dark blue sidebar on the left contains a menu with the following items: 'Contact', 'Authorization & Managem...', 'Operational Information' (which is highlighted), 'School Award Information', and 'Additional Information'. 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 obligations, including the budget period for the school, dollar amount obligated, date funds were obligated and dollar amount paid to the school.
2. Grantees will update the school obligations each reporting period (Spring and Fall) for each subgrant they have.

Authorization & Managem...

Operational Information

School Award Information

Additional Information

#### School Award Information

Individual School/Subgrant Obligations (Transaction) Periods

Budget Period

Begin Date

End Date

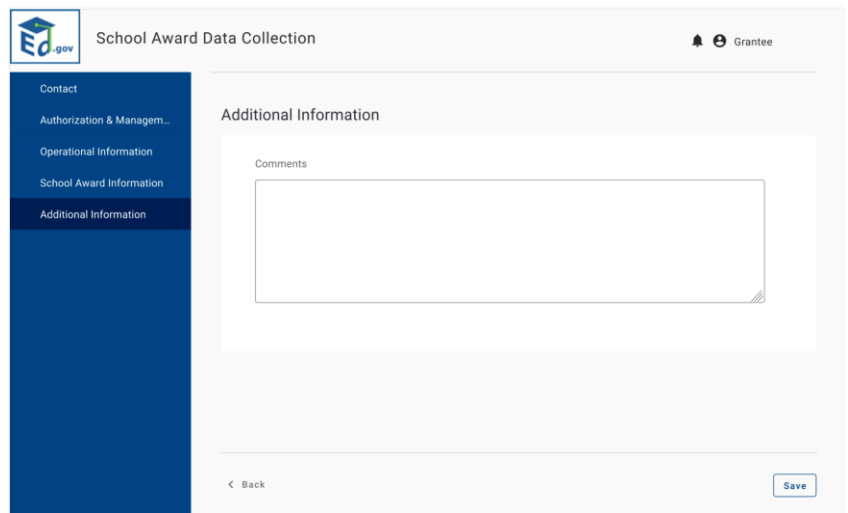
Dollar amount Obligated to School

Date Funds Were Obligated

Dollar amount Paid to School

### 3.3.10 Add School –Additional Information

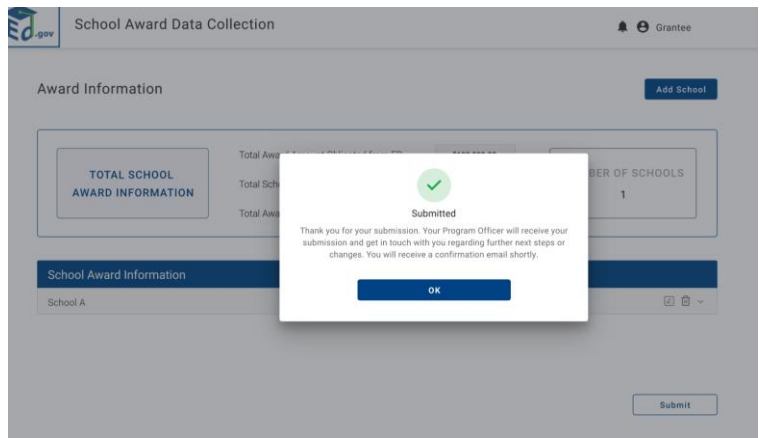
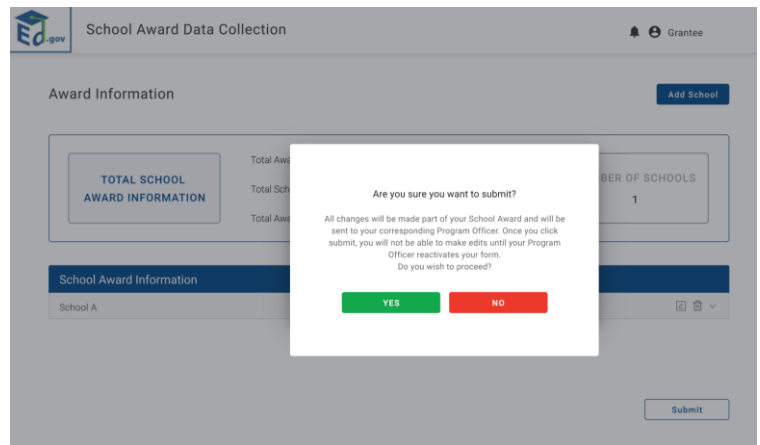
1. Finally, Grantees can enter any additional information related to the reporting period that might be important for ED to consider.



The screenshot displays the 'School Award Data Collection' 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 contains a 'Comments' section with a large, empty text input box. At the bottom left of the main area is a '< Back' link, and at the bottom right is a 'Save' button. The top of the interface shows the 'ED.gov' logo, the title 'School Award Data Collection', and a user profile icon labeled 'Grantee'.

### 3.3.11 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 School/Subgrant Data module, 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 524 standard 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. State entity grantees will complete the following sections:

- Executive Summary
- Performance Measures Reporting
- Priorities and Requirements
- Enrollment and Grade Levels
- Lottery, Recruitment and Retention
- Indirect Costs
- Budget Details
- Budget Implications

### 4.2 Reporting steps

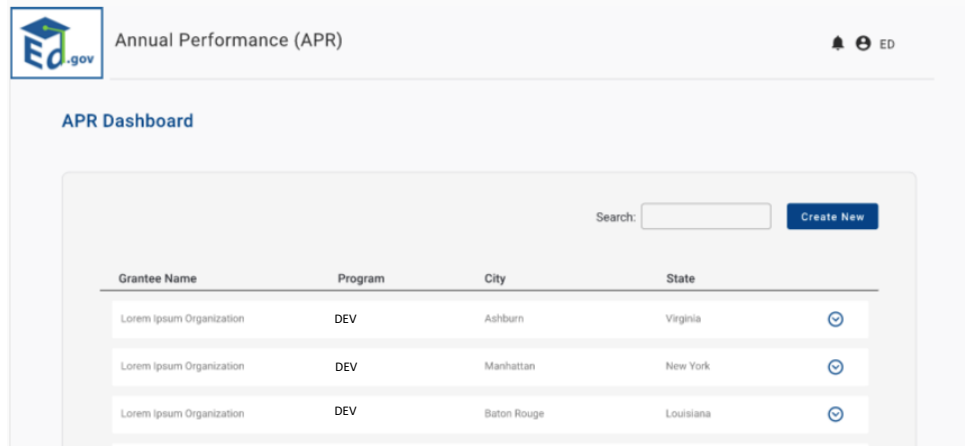
At a high-level, Developer Grantees will interact with the system as follows:

1. Once a data collection form has been submitted within a reporting period (Spring/Fall), the 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 for.
3. Grantees will submit it back to the Department for review.
4. ED will review, and either approve or reactivate.
5. If reactivated, the grantee will add or correct information and resubmit.

## 4.3 Tasks and Screenshots

### 4.3.1 Homepage

1. Once Grantees have submitted their School/Subgrant 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.

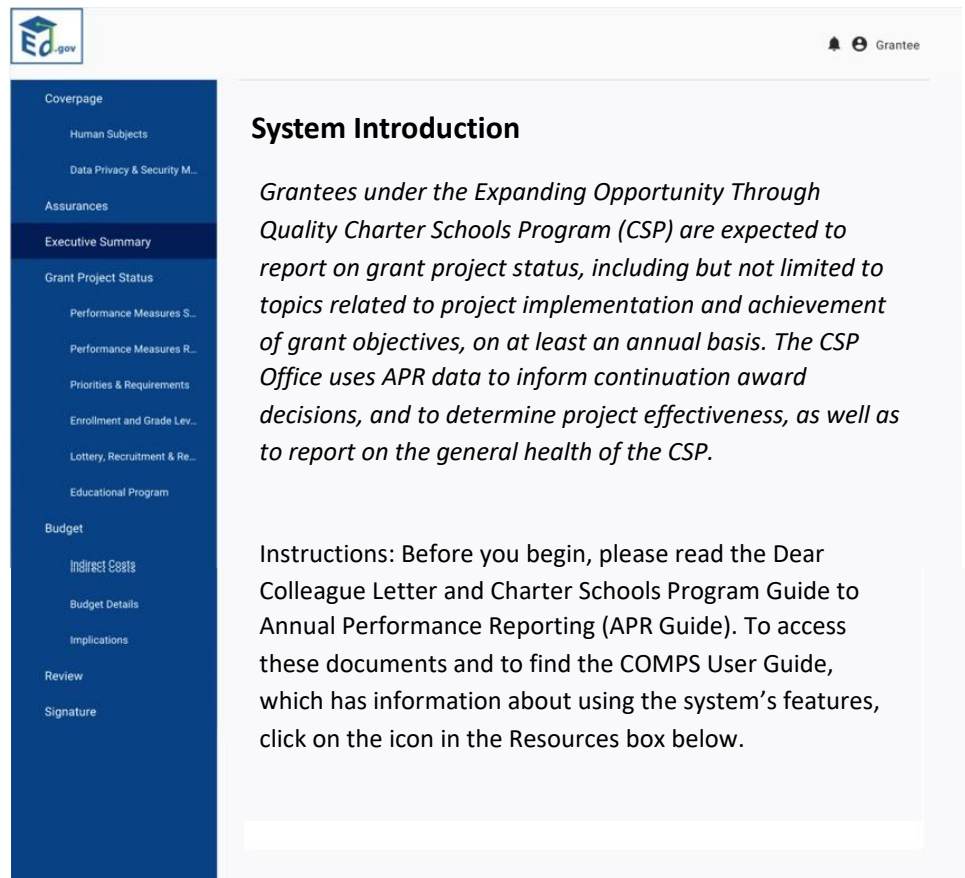


The screenshot displays the 'Annual Performance (APR)' dashboard. At the top left is the 'Ed.gov' logo. The title 'Annual Performance (APR)' is centered at the top, with a notification bell and 'ED' on the right. Below the title is the 'APR Dashboard' heading. A search bar with the label 'Search:' and a 'Create New' button are positioned above a table. The table has four columns: 'Grantee Name', 'Program', 'City', and 'State'. It contains three rows of data, each with a dropdown arrow on the right side of the row.

Grantee Name	Program	City	State	
Lorem ipsum Organization	DEV	Ashburn	Virginia	⌵
Lorem ipsum Organization	DEV	Manhattan	New York	⌵
Lorem ipsum Organization	DEV	Baton Rouge	Louisiana	⌵

### 4.3.2 System Intro

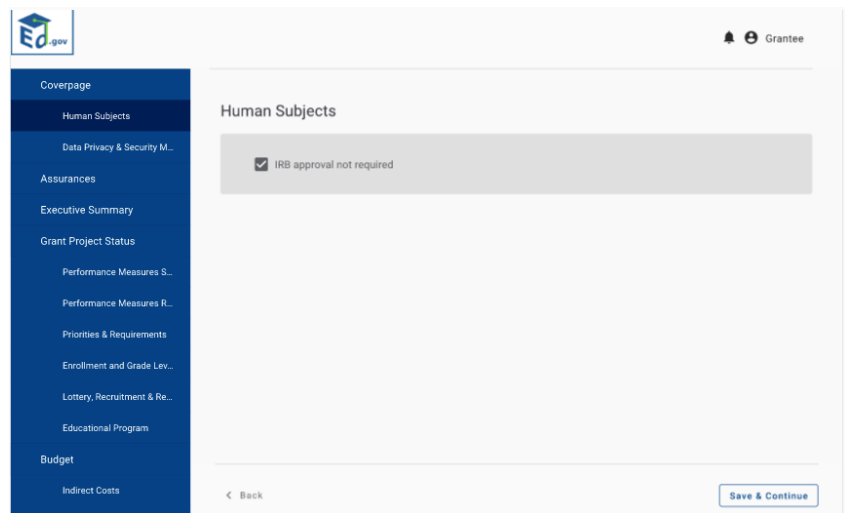
1. Grantees will see an introduction page with instructions to help orient them to submitting the APR.



The screenshot shows a web interface for the E.O. gov system. On the left is a dark blue sidebar with a white 'EO.gov' logo at the top. The sidebar contains a list of menu items: 'Coveragepage', 'Human Subjects', 'Data Privacy & Security M...', 'Assurances', 'Executive Summary' (highlighted in a lighter blue), 'Grant Project Status', 'Performance Measures S...', 'Performance Measures R...', 'Priorities & Requirements', 'Enrollment and Grade Lev...', 'Lottery, Recruitment & Re...', 'Educational Program', 'Budget', 'Indirect Costs', 'Budget Details', 'Implications', 'Review', and 'Signature'. The main content area has a light gray background. At the top right of this area is a notification bell icon and a user profile icon labeled 'Grantee'. Below the header is the title 'System Introduction' in bold. The main text is a paragraph in italics: 'Grantees under the Expanding Opportunity Through Quality Charter Schools Program (CSP) are expected to report on grant project status, including but not limited to topics related to project implementation and achievement of grant objectives, on at least an annual basis. The CSP Office uses APR data to inform continuation award decisions, and to determine project effectiveness, as well as to report on the general health of the CSP.' Below this is a section titled 'Instructions: Before you begin, please read the Dear Colleague Letter and Charter Schools Program Guide to Annual Performance Reporting (APR Guide). To access these documents and to find the COMPS User Guide, which has information about using the system's features, click on the icon in the Resources box below.' At the bottom of the main content area, there is a white rectangular box with a thin border.

### 4.3.3 Cover page – Human Subjects

1. On the next page, Grantees will review the Human Subjects entry from the Grant Profile.



### 4.3.4 Cover page – 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 document.
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 screenshot displays the Ed.gov portal interface for a grantee. 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, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The 'Data Privacy & Security M...' item is highlighted. The main content area is titled 'Data Privacy & Security Measures Certification'. At the top right, there is a notification bell icon and the text 'Grantee'. The page contains two identical sections for uploading a statement. Each section has 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. 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 the text is an upload area with a dashed border, an upward-pointing arrow icon, and the text 'Drop files here to upload or click to choose file'. Underneath the upload area, it says 'Accepted file types: .doc, .docx, .pdf'. In the first section, a radio button labeled 'No' is selected. At the bottom left of the page is a '< Back' button, and at the bottom right is a 'Save & Continue' button.





- 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...
- Educational Program
- Budget
- Indirect Costs

### Data Privacy & Security Measures Certification **Ad-Hoc**

Data\_Privacy\_Security\_Measures\_Certification.pdf (126KB)

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?

- Yes
- No

← Back

Save & Continue

### 4.3.5 Assurances

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

The screenshot shows the 'Assurances' section of a grant profile on the E0.gov platform. On the left is a dark blue navigation sidebar with the following menu items: Coverpage, Human Subjects, Data Privacy & Security M..., Assurances (highlighted), Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is titled 'Assurances' and contains a text block explaining that recipients of funds under the CSP State Entity Grants program must provide assurances from sections 4303(f)(2) and 4305(b)(3)(C) of the ESEA and the 2022 NFP. Below this text is a list of ten assurances, each with a checked checkbox. The assurances are: 1. 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)); 2. The State entity will support charter schools in meeting the educational needs of their students, including children with disabilities and English learners (4303(f)); 3. 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)); 4. 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); 5. 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: a. Assessing annual performance data of the schools, including, as appropriate, graduation rates, student academic growth, and rates of student attrition; b. 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; c. 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)); 6. 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)). At the bottom of the page, there is a '< Back' button on the left and a 'Save & Continue' button on the right.

### 4.3.6 Executive Summary

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

The screenshot displays the Ed.gov system interface. On the left is a dark blue navigation sidebar with a white 'Ed.gov' logo at the top. The sidebar contains a list of menu items: Coveragepage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary (highlighted in white), Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is white and titled 'Executive Summary'. It includes an 'Explanation' paragraph, a paragraph of instructions for grantees, a list of four numbered prompts (1-4) with sub-points (a, b, c, d), a 'Note' about proposed changes, and an upload section with a dashed box and a file upload icon. The top right corner of the interface shows a notification bell and a user profile icon labeled '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 an overview of the 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.
- a. Describe activities related to new school implementation (84.282B) or replication or expansion (84.282E) (as applicable), including authorization and facilities status, staffing, and grades served.
- b. 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.
- c. Describe any successes and challenges in the project planning and implementation, to date.
- d. Describe the status of any key partnerships (new or existing), including all partnerships described in the original approved application.

1. Provide a summary of any overall project and/or local context changes that have impacted or may impact the grantee's ability to carry out the project effectively.
- a. 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.
- b. 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).
- c. If applicable, 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 Office.*

This doesn't really seem necessary since it otherwise begins with "If".

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

The screenshot shows a web application interface for 'EDC.gov'. On the left is a dark blue sidebar menu with the following items: Coveragepage, Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status (highlighted), Performance Measures S..., Performance Measures R..., Priorities & Requirements, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is titled 'Performance Measures Status' and contains 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 of the form, there is a 'Save & Continue' button. Below the main form area, there is a section for 'If no, please explain data delays' with a text input field. Below that is a question: 'When will the data be available and submitted to the Department?' with a date input field showing 'MM/DD/YYYY' and a calendar icon. At the bottom of this section, there is another 'Save & Continue' button and a '< Back' link.

### 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.

The screenshots illustrate the user interface for reporting performance measures. The first screenshot shows the navigation menu on the left, with 'Performance Measures Reporting' highlighted. The second screenshot shows the 'Section: Performance Measures Reporting' page, which includes an explanation of the reporting process and instructions. The third screenshot shows the 'Status of Progress' dropdown menu, which allows the user to select the status of each performance measure: Met, Not Met, or In Progress.

**Section: Performance Measures Reporting**

*Explanation: Grantees have approved project-level objectives and performance measures prepopulated in the COMPS APR from the Grant Profile. When grantees enter the Performance Measures Reporting section in the APR module, they see a list of their project objectives and associated performance measures they entered into their Grant Profiles. In each APR and Ad-Hoc submission, grantees update the status of progress and associated data for each of their performance measures. These data help the program office track the project's progress in meeting grantees' approved performance measures.*

Instructions: Provide data for each performance measure and describe findings or outcomes to demonstrate that the grantee has met or is making progress toward meeting the performance measure, and explain how such performance measure data demonstrate that the grantee has met or is making progress toward meeting the project objective.

**Section: Performance Measures Reporting**

Project Objective 1: Lorem ipsum sit met

Project Performance Measure 1A: Lorem ipsum sit met

Project Performance Measure 1B: Lorem ipsum sit met

Project Objective 2: Lorem ipsum sit met

Project Performance Measure 2A: Lorem ipsum sit met

**Section: Performance Measures Reporting**

Project Objective 1: Lorem ipsum sit met

Project Performance Measure 1A: Lorem ipsum sit met

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)

Budget

- Indirect Costs
- Budget Details
- Implications
- Review
- Signature

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 the grantee plans to help ensure continued progress.

Save Cancel

### 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.
3. If Grantees click Yes, then the fields will become editable as shown below.

The top screenshot shows the 'Priorities and Requirements' section with the following content:

- Section: Priorities and Requirements
- 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 notice inviting applications (NIA). 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 'Competition Priorities' section with the following content:

- Section: Priorities and Requirements
- Absolute Priority - Best Practices for Charter School Authorizers
- Competitive Preference Priority 2 – Equitable Financing
- Competition Priorities**  
Grantees must continue to meet applicable priorities and application requirements throughout the grant funding period. Please review the Competition Priorities from the grantee's approved grant application selected in the Grant Profile.
- Have there been any changes to how the grantee addresses these priorities in the current budget period?  
 Yes  
 No
- If yes, describe the change, including whether the CSP Office approved it.  
*Note: Submission of proposed changes via the APR does not equate to approval of the changes by the CSP Office.*
- Navigation: < Back (left), Save & Continue (right)



- 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...
- Educational Program
- Budget
- Indirect Costs

## Section: Priorities and Requirements

### 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.

### Competitive Preference Priority 2 – Equitable Financing

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 application interface. On the left is a vertical 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 (highlighted), Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Indirect Costs, Budget Details, Implications, Review, and Signature.

The main content area is titled 'Section: Priorities and Requirements'. It contains an explanatory text block: *Explanation: Grantees uploaded key grant-related documentation related to their organization governance and management of the grant. In each APR and Ad-Hoc submission, grantees will have an opportunity to provide updated information on their governance and management to ensure COMPS is up to date as a knowledge management platform.*

Below this is the 'Governance and Management' section. It asks: 'Were there any changes to the grantee's governance board or board policies during the current budget period <BP>?' with radio buttons for 'Yes' (selected) and 'No'. A text area follows with the prompt 'Please describe changes to governance board or board policies.' Below that is another prompt: 'Please upload the updated board policies' with an 'Upload file below:' label and a dashed box containing an upload icon and the text 'Drop files here to upload or click to choose file'.

At the bottom of the page are '< Back' and 'Save & Continue' buttons.

### 4.3.11 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).

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...  
Educational Program  
Budget  
Indirect Costs  
Budget Details

Section: Priorities and Requirements

Succession Plan

Attach Succession Plan for the Project Director

Upload file below:

Drop files here to upload or click to choose file

The grantee has yet to develop a Succession Plan.

Were there any changes to key grant personnel during the current budget period?

Yes  
 No

Enrollment and Grade Lev...  
Lottery, Recruitment & Re...  
Educational Program  
Budget  
Indirect Costs  
Budget Details  
Implications  
Review  
Signature  
Signature

The grantee has yet to develop a Succession Plan.

If the grantee still needs to develop a Succession Plan, please explain.

If the grantee still needs to develop a Succession Plan, please explain, and provide the anticipated completion date (MM/DD/YYYY).

Anticipated completion date

MM/DD/YYYY

Were there any changes to key grant personnel during the current budget period?

Yes  
 No

Signature

Were there any changes to the Project Director, Authorizing Representative, or any other key grant personnel during the current budget period?

Yes  
 No

If yes, please describe the personnel changes.

### 4.3.12 Grant Project Status – Priorities and Requirements – Charter Information

1. On the subsequent page, Grantees will provide charter information.
2. If Grantees click No, they will move to the next section.
3. If Grantee click Yes, they will specify the change and provide a brief explanation.

The screenshot shows a web interface with a dark blue sidebar on the left containing a list of menu items: Human Subjects, Data Privacy & Security M..., Assurances, Executive Summary, Grant Project Status, Performance Measures S..., Performance Measures R..., Priorities & Requirements (highlighted), Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget, Indirect Costs, Budget Details, Implications, and Review. The main content area is titled 'Section: Priorities and Requirements' and contains the 'Charter information' section. This section asks, 'Were there any changes to the grant-funded school's charter authorization in the current budget period <BP>?' with radio buttons for 'Yes' (selected) and 'No'. Below this, it says 'If yes, please specify the change. (Check all that apply)' and lists four checkboxes: 'Initial Charter Approved', 'Charter Renewal', 'Charter Amendment', and 'Authorizer Change'. At the bottom of the section, there is a text box with the prompt 'Please briefly explain the reason(s) for the grantee's change.' and a large empty text area for the response.

### 4.3.13 Grant Project Status – Priorities and Requirements – Transportation

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

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), Enrollment and Grade Lev..., Lottery, Recruitment & Re..., 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 this 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 Plans

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 Grantee click No, they will move to the next section.
3. If Grantees click Yes, they will specify the change and provide a brief explanation.

Section: Priorities and Requirements

Closure Plans

Closure\_Plan.docx (71MB)

Were there any changes to the State Entity grantee's Closure Plan in the current budget period?

Yes

No

If yes, please describe the changes.

[Text area for describing changes]

### 4.3.15 Grant Project Status – Enrollment and Grade Levels

1. On the subsequent page, Grantees will provide information on enrollment and grade levels.

**Section: Enrollment and Grade Levels**

*Explanation: Grantees' approved grant-funded enrollment for the applicable APR submission budget period (column 1) will come from the Grant Profile. The grant-funded enrollment 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 grant-funded enrollment by grade for the remainder of the current budget period in each APR submission (column 3). Grantees will not need to enter any enrollment 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 students supported by the grant.*

---

**Section: Enrollment and Grade Levels**

**Tell us about grant-funded enrollment.**

During the current budget period, has the grantee made any changes to the grade levels supported by this grant?

Yes  
 No

**Grant Funded Enrollment**

For all grades supported by the grant, please provide in the following table:

1. The grant-funded enrollment numbers from the approved application for the current budget period
2. The actual grant-funded enrollment numbers for the current reporting period
3. The projected grant-funded enrollment numbers for the remainder of the current budget period

*Note: Please complete the table below even if the current budget period is the grantee's planning year and the approved enrollment projections and actual enrollment are zero.*

	Current Budget Period MM/YYYY - MM/YYYY	Current Reporting Period MM/YYYY - MM/YYYY	Remainder of the Current Budget Period MM/YYYY - MM/YYYY
Pre-K Grant Funded Enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grade 1 Grant Funded Enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ungraded Grant-Funded Enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Enrollment	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the grantee on track to meet the enrollment projections for the current budget period?

Yes

No

Does the grantee expect to meet the approved enrollment projections for the next budget period?

Yes

No

< Back Save & Continue

If they click No to either of the above questions, they are prompted to provide information around extenuating circumstances, as displayed in the screenshot below.

Is the grantee on track to meet the enrollment projections for the current budget period?

Yes

No

What, if any, extenuating circumstances impacted the grantee's ability to meet enrollment projections during the current budget period?

Does the grantee expect to meet the approved enrollment projections for the next budget period?

Yes

No

What, if any, extenuating circumstances may impact the grantee's ability to meet enrollment projections during the next budget period?

### 4.3.16 Grant Project Status – Lottery

1. On the subsequent page, Grantees will provide information lottery and upload updated lottery policy documents.

**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

**Assurances**  
Executive Summary  
Grant Project Status

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

Budget



### 4.3.17 Grant Project Status –Recruitment and Retention

1. On the subsequent page, Grantees will provide information on recruitment and retention.

CO.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...

Educational Program

Budget

Indirect Costs

Section: Lottery, Recruitment and Retention

Recruitment and Retention

Please describe the grant-funded school's student recruitment and retention activities during the current budget period.

#### 4.3.18 Grant Project Status –Educational Program

1. On the subsequent page, Grantees will provide information on changes to their educational programming.

The screenshot displays the Ed.gov application 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, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program (highlighted), Budget, and Indirect Costs. The main content area is titled 'Section: Educational Program'. It contains a question: '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?'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. A text box follows with the prompt: 'If yes, describe any changes as needed, including whether the CSP Program Office has approved the changes.' Below the text box is a note: 'Note: Submission of proposed changes via the APR does not equate to approval by the CSP Program Office.'

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

1. On the subsequent page, Grantees will provide information on their efforts to address the racially and socio-economically diverse schools requirement.

The image shows a screenshot of a grant application form. On the left is a dark blue sidebar menu with white text listing various sections: 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..., and Educational Program. The 'Educational Program' item is highlighted. The main content area is titled 'Section: Educational Program' and contains a bold heading: 'Racially and Socio-Economically Diverse Schools or Schools that Serve Primarily Underserved Students'. Below the heading is an italicized explanation: 'Explanation: The grantee's response to this prompt from the Grant Profile will be shown back to them in each APR and Ad-Hoc submission. Grantees will be asked to provide an update on their continued efforts to increase the availability of high-quality public school options for underserved students, promote racial and socioeconomic diversity in such community or have an educational mission to serve primarily underserved students, and not increase racial or socioeconomic segregation or isolation in the school districts from which students would be drawn to attend the charter school (consistent with applicable laws)'. Below the explanation is a text prompt: 'Describe the grantee's continued efforts to address this application requirement.' and a large, empty rectangular text box for the 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 Grantee’s indirect cost information, the fields displayed to the right become editable.

The screenshot shows the 'Indirect Cost Information' form in the Ed.gov system. On the left is a dark blue navigation sidebar with the following menu items: Coveragepage, 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..., Educational Program, Budget, Budget, Indirect Costs (highlighted), Budget Details, Implications, Review, and Signature. The main content area is titled 'Indirect Cost Information' and contains the following sections:

- 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 using a restricted indirect cost rate that either:
    - The grantee is funded under a Training Rate Program and:
- a) The period covered by the indirect cost rate agreement is**

From*	To*
<input type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>	<input type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>
- b) The Approving Federal Agency is**
  - ED
  - Other

If other, please specify
- c) What is the indirect cost rate?**

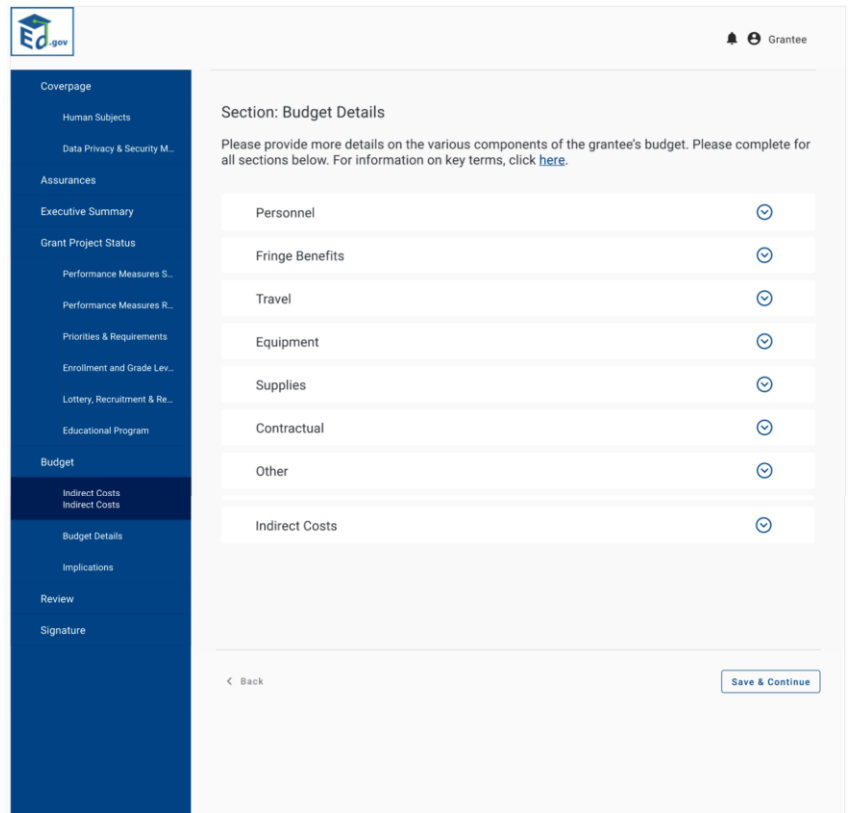
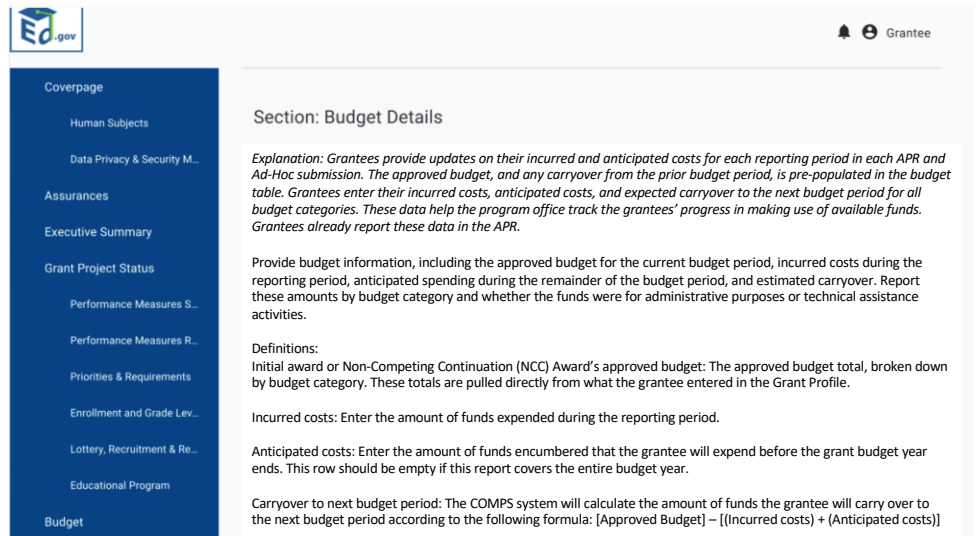
Have there been any changes to the grantee's indirect cost information?

- Yes
- No

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

### 4.3.21 Budget – Budget Details

1. 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.



- Executive Summary
- Grant Project Status
  - Performance Measures S...
  - Performance Measures R...
  - Priorities & Requirements
  - Enrollment and Grade Lev...
  - Lottery, Recruitment & Re...
  - Educational Program
- Budget
  - Indirect Costs
  - Budget Details
  - Implications
- Review
- Signature

### Personnel



Initial award or Non-Competing Continuation (NCC) Award's approved budget for the budget period

MM/YYYY - MM/YYYY

\$

The grantee's incurred costs during the reporting period

MM/YYYY - MM/YYYY

\$

Amount the grantee anticipates spending during the remainder of the budget period

MM/YYYY - MM/YYYY

\$

Estimated remaining carryover to the next budget period

MM/YYYY - MM/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 – Implications

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

The screenshot shows the 'Section: Budget Implications' form on the Ed.gov platform. 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, Enrollment and Grade Lev..., Lottery, Recruitment & Re..., Educational Program, Budget (highlighted), Indirect Costs, Budget Details, Implications (highlighted), Review, and Signature. The main content area is titled 'Section: Budget Implications' and contains the following sections:

- Previous Budget Period**: A sub-section with a 'Total Dollars' label and a text input field for 'Total Grant Expenditures' with a '\$' symbol.
- Current Budget Period**: A sub-section with a 'Total Dollars' label and a text input field for 'Total Grant Expenditures' with a '\$' symbol.
- Text Input Fields**: Two large text areas for describing implications. The first is titled '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 is titled '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.'
- Carryover Question**: 'Explain any significant carryover anticipated for the next budget period (if applicable).' followed by a text input field.
- Anticipated Changes Questions**: 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?'. Both have 'Yes' and 'No' options, with 'No' selected.

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

If they click Yes to any of the radio buttons, they will have to answer the following questions.

Are there any anticipated changes to the project scope for the next budget period not described elsewhere in the APR?

- Yes
- No

If yes, please explain

**Note: The inclusion of this information is for reporting purposes only. Any requests to modify the scope of the project will need to be submitted separately to the assigned Program Officer.**

Are there any anticipated changes to the budget for the next budget period?

- Yes
- No

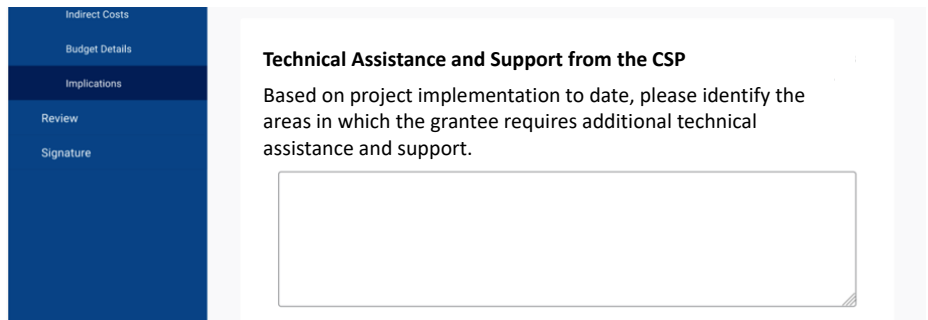
If yes, please explain

**Note: The inclusion of this information is for reporting purposes only. Any requests to modify the scope of the project will need to be submitted separately to the assigned Program Officer.**



### 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 interface with a dark blue sidebar on the left containing a menu with the following items: Indirect Costs, Budget Details, Implications, Review, and Signature. The main content area is white and features a heading **Technical Assistance and Support from the CSP**. Below the heading 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 the 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 Signature and Submission

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**

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#### 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:

< Back SUBMIT APR

