

Charter Online Management and Performance System (COMPS)

Developer (DEV) Program

Grant Profile User Guide

Release 2.0, January 2024

Comps.ed.gov

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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. 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, 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 Developers using COMPS.
- Provide a comprehensive performance and knowledge management platform.
- Collect grant-recipient performance data, import budget data, perform analytics, automates key document and reporting workflows, and enables 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 DEV 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

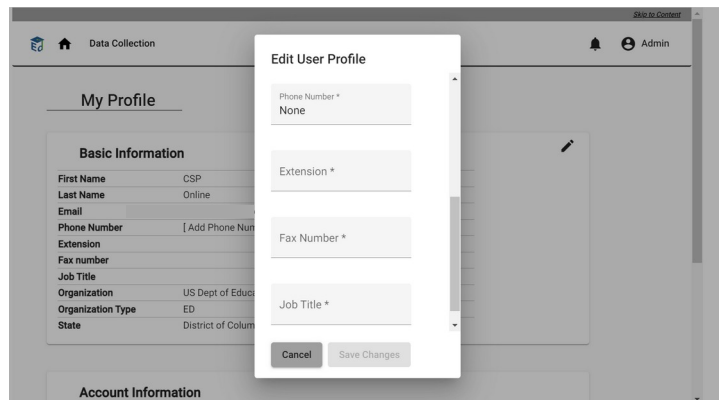
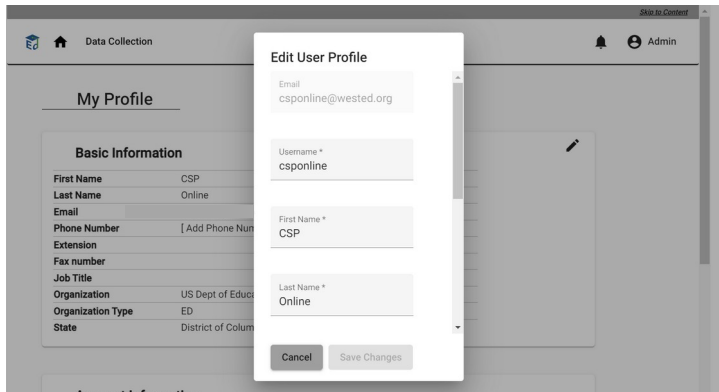
The User Access and Management module allows access, through an authentication process, to the system's landing page for approved users. The system will provide a central web portal that delivers information, based on role, to DEV organizations. The portal permits users to see only the information that 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 page 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 DEV Grantees to enter baseline grantee organization and grant award information. This information is submitted by DEV 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 DEV 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. The page title is 'Grant Profile'. In the top right corner, there is a notification bell icon and a user profile icon labeled 'Grantee'. The main content area is divided into two columns: 'General Information' and 'Staff Information'. Below these is a table of project awards.

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	DEV	YYYY	In Progress	...

4.3.2 Assurances

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.

Grant Profile Grantee

Assurances

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

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

4.3.3 Competition Priorities

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.

4.3.4 Key Program Activities

1. Next, Grantees will enter their key program activities.
2. DEV grantees will include their enrollment projections by grade level, and approved enrollment targets by grade level and budget period.
3. Please note that some of the fields will auto calculate.

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 'Key Program Activities' section is active, displaying a form titled 'Developer: Enrollment Projections'. The form asks for 'Grade level supported by grant (Select all that apply)' and lists options: Pre-K, Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, Grade 6, Grade 7, Grade 8, Grade 9, Grade 10, Grade 11, Grade 12, and Ungraded. The 'Ungraded' option is checked.

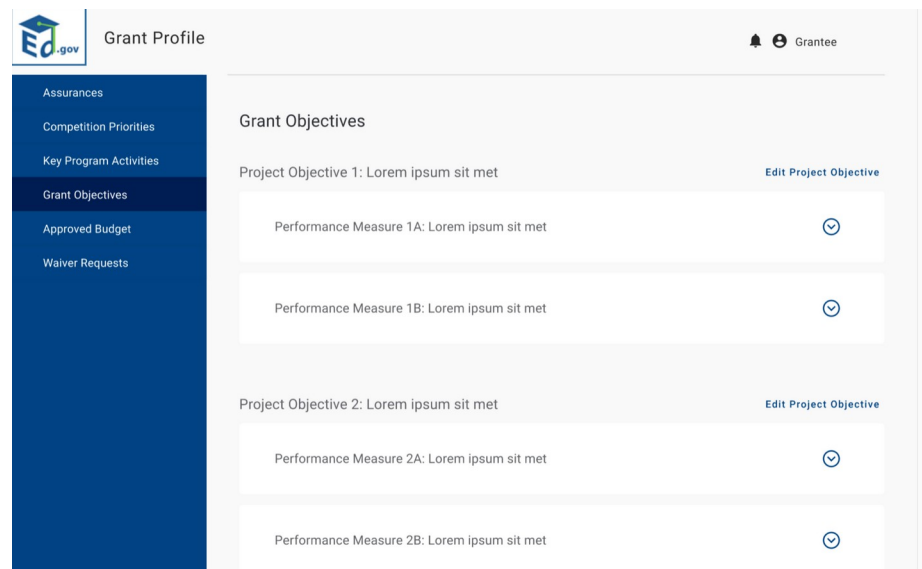
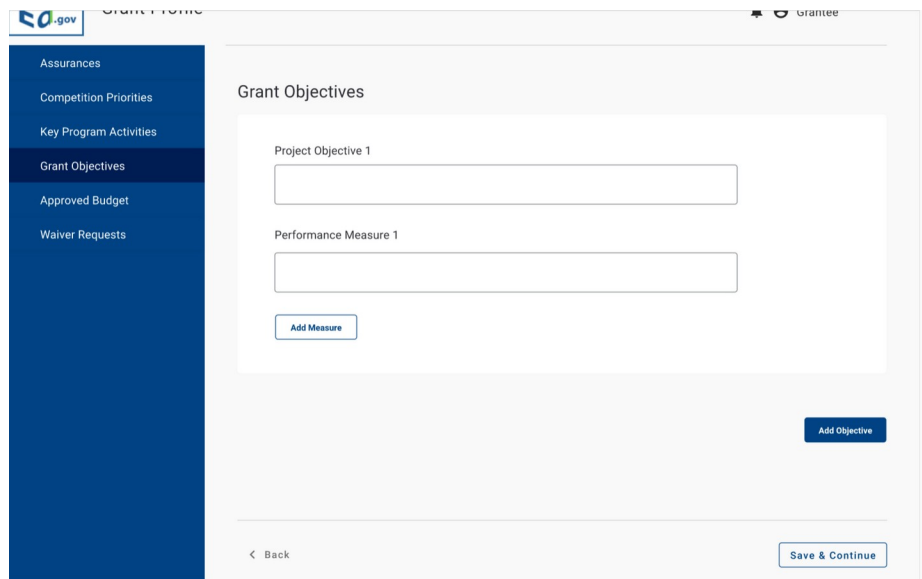
The screenshot shows a table titled 'Approved Enrollment Targets by Grade Level and Budget Period'. The table has columns for 'Budget Year 1', 'Budget Year 2', 'Budget Year 3', 'Budget Year 4', 'Budget Year 5', and 'Total'. The rows are 'Pre-K', 'Grade 1', 'Ungraded', and 'Total'. All 'Total' cells are labeled 'Auto Calculated'.

	Budget Year 1	Budget Year 2	Budget Year 3	Budget Year 4	Budget Year 5	Total
Pre-K						Auto Calculated
Grade 1						Auto Calculated
Ungraded						Auto Calculated
Total	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated	Auto Calculated

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

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.



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.

The screenshot shows a web application interface for managing grant objectives. On the left is a dark blue sidebar with a menu containing: Competition Priorities, Key Program Activities, Grant Objectives (highlighted), Approved Budget, and Waiver Requests. The main content area is titled "Grant Objectives" and contains the following elements:

- A header "Project Objective 1: Lorem ipsum sit met" with an "Edit Project Objective" link on the right.
- A section for "Performance Measure 1A: Lorem ipsum sit met" with a downward arrow icon.
- A section for "Performance Measure 1B: Lorem ipsum sit met" with an upward arrow icon.
- A "Select value type" dropdown menu with "Select" as the current option.
- A row of five input fields labeled "Goal" for "Budget Period 1" through "Budget Period 5".
- "Save" and "Cancel" buttons at the bottom.

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, closure plan and transportation plan.

The screenshot shows the Ed.gov 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 (highlighted), Approved Budget, and Waiver Requests. The main content area is titled "Grant Profile" and includes a notification bell icon and a "Grantee" label. Below the header, the "Grant Objectives" section is active, displaying a white box with the heading "Upload Logic Model". Underneath, it says "Upload file below:" followed by a dashed rectangular drop zone containing an upward-pointing arrow icon and the text "Drop files here to upload or click to choose file".

This screenshot continues the "Grant Objectives" section from the previous image. It features two additional white upload boxes. The first is titled "Upload Management Plan" and contains the text "Upload file below:" above a dashed drop zone with an upward arrow icon and the text "Drop files here to upload or click to choose file". The second box is titled "Upload Board Policies and Manual" and also contains the text "Upload file below:" above a dashed drop zone with an upward arrow icon and the text "Drop files here to upload or click to choose file".

The screenshot shows two sections of a 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 this section is a checkbox labeled "Closure plan not yet developed".

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


This screenshot shows the "Upload Closure Plan" section of the form with the "Closure plan not yet developed" checkbox checked. Below the checkbox is a text area labeled "Please Explain" with a large empty box for input. At the bottom of the section is a label "Anticipated Date of Closure Plan Availability" followed by a text input field containing "MM/DD/YYYY" and a calendar icon.

Underneath the closure plan, Grantees will upload their transportation plan.

Upload Transportation Plan

Does the grantee have a Transportation Plan to consider and provide for the transportation needs of enrolled students?

Yes
 No




Drop files here to upload or click to choose file

The Transportation Plan is uploaded.
 The grantee has yet to develop a Transportation Plan.

If Grantee select that their transportation plans are not yet developed, they are prompted to explain and provide an availability date.

Upload Transportation Plan

Does the grantee have a Transportation Plan to consider and provide for the transportation needs of enrolled students?




Drop files here to upload or click to choose file

The Transportation Plan is uploaded.
 The grantee has yet to develop a Transportation Plan.

If the grantee still needs to develop a Transportation Plan, please explain, and provide the anticipated completion date

Anticipated Date of Closure Plan Availability



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

2. After uploading, they will be prompted to enter a question if they have an approved charter.

The screenshot shows the 'Grant Profile' page with a sidebar menu containing: Assurances, Competition Priorities, Key Program Activities, Grant Objectives (highlighted), Approved Budget, and Waiver Requests. The main content area is titled 'Grant Objectives' and displays a list of uploaded files:

Uploaded File(s):	
Logic_Model.docx (50MB)	×
Management_Plan.docx (75MB)	×
BoardPoliciesandManual.pdf (58MB)	×
Organizational_Chart.docx (70MB)	×
Closure_Plan.docx (71MB)	×

Below the file list, there is a question: 'Does the grant-funded school have an approved charter?' with two radio button options: 'Yes' and 'Applied but not yet approved'.

3. If they click yes, they are prompted to add the authorizer name, address, phone and dates for the charter application.

The screenshot shows the form for entering authorizer information. It includes the following fields:

- Question: 'Does the grant-funded school have an approved charter?' with radio buttons for 'Yes' (selected) and 'Applied but not yet approved'.
- Authorizer Name: A text input field.
- Authorizer Address: A section with four input fields: 'Address 1', 'Address 2', 'City', and 'Zip Code'. A 'State' dropdown menu is located to the right of the 'City' field.
- Authorizer Phone: A text input field.
- Charter Application Submitted: A date input field with a calendar icon.
- Anticipated Charter Approval: A date input field with a calendar icon.

Underneath they fill in the following information.

4. Underneath, the grantee is prompted to answer if they have a contract.

Does the grantee have a contract with a CMO, EMO or ESP?

CMO - Charter Management Organization (Non Profit)
EMO - Education Management Organization (For Profit)
ESP - Educational Service Provider

Yes
 No

Upload Charter Management Contract

Upload file below:

Drop files here to upload or click to choose file

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

Non-Profit Charter Management Organization (CMO)
 For-Profit Education Management Organization (EMO)
 Non-Profit CMO operated on help of a for-profit entity
 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 CMO, EMO or ESP?

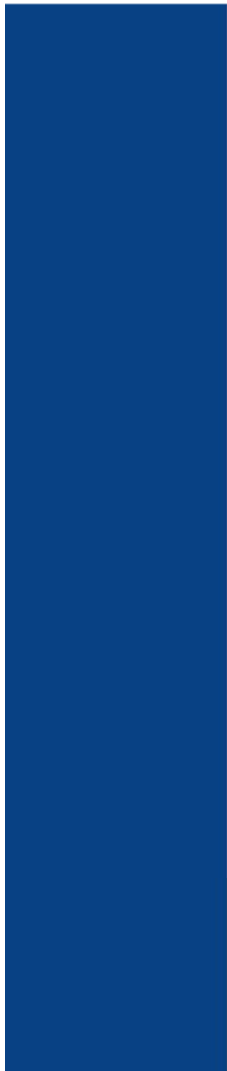
- Yes
- No

< 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.

Ed.gov 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

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

Competition Priorities
Key Program Activities
Grant Objectives
Approved Budget
Waiver Requests

Approved Budget

Indirect Cost Information

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:

If Grantee 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 Grantee select the third option, they are prompted to select the applicable options from 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 Grantee select the fourth option, they are prompted to select the applicable options from 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

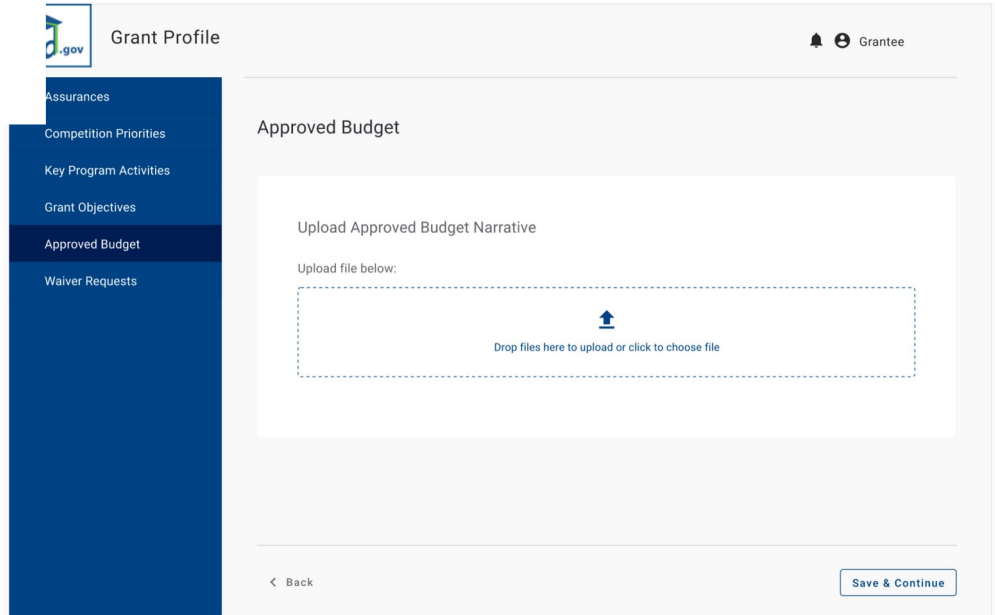
▼

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

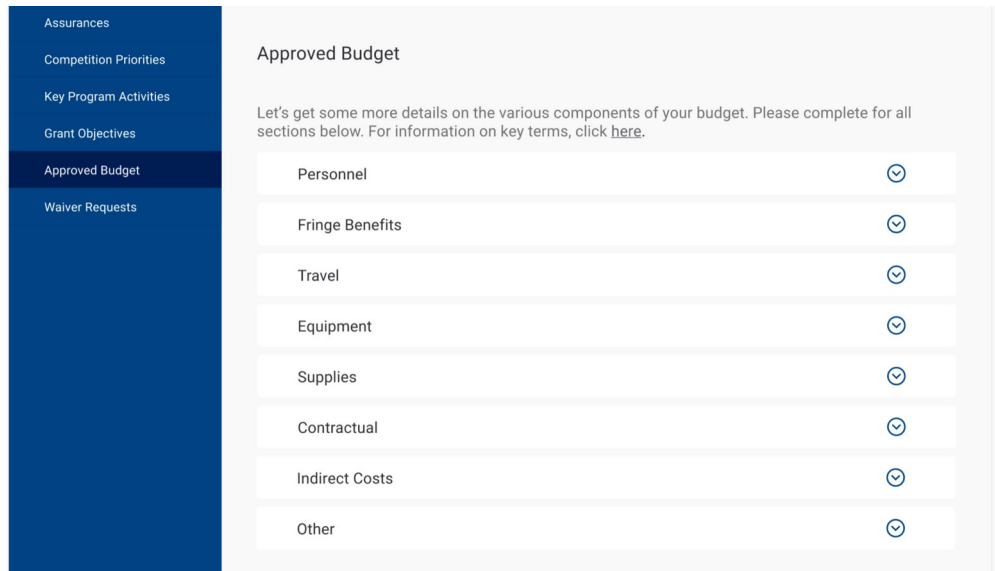
Recovering indirect costs using its actual negotiated indirect cost rate reflected in 9(b)

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 for across their 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.

Ed.gov Grant Profile Grantee

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

Waiver Requests

Did the grantee's grant application include any requests for waivers of Federal statutory or regulatory provisions?

Yes
 No

[Back](#) [Save & Submit](#)

Ed.gov Grant Profile Grantee

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

Waiver Requests

Did the grantee's grant application include any requests for waivers of Federal statutory or regulatory provisions?

Yes
 No

Please describe the waiver you requested in your grant application.

Has the grantee been granted official approval for the waiver described?

Yes
 No

[Add Waiver](#)

Key Program Activities

Grant Objectives

Approved Budget

Waiver Requests

Did the grantee's grant application include any requests for waivers of Federal statutory or regulatory provisions?

Yes

No


Please describe the waiver you requested in your grant application.

Has the grantee been granted official approval for the waiver described?

Yes

No

Date Approved



[Add Waiver](#)

4.3.11 Submit

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

