

# Charter Online Management and Performance System (COMPS)

## State Entity (SE) Program

### Grant Profile User Guide

Release 2.0, January 2024

[Comps.ed.gov](http://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. State Entities (SE)s are one of the key institutions and recipients of Federal CSP funds. State Entities (SE)s are one of the key institutions and recipients of Federal CSP funds. Eligible SE grantees include state educational agencies, state charter school boards, a Governor of a State, and charter school support organizations.

As CSP grant recipients, SE 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 SEs 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 SE 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

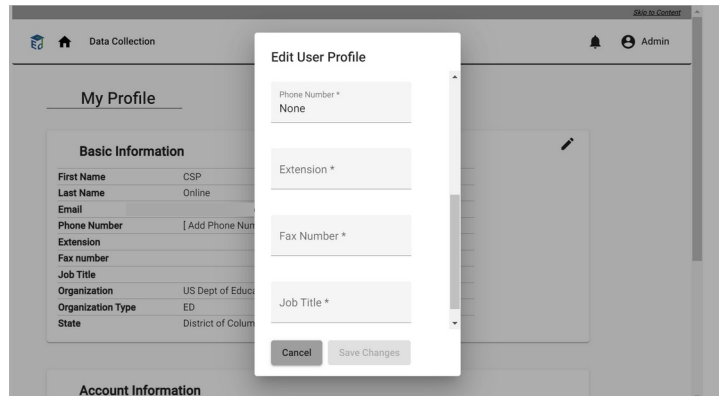
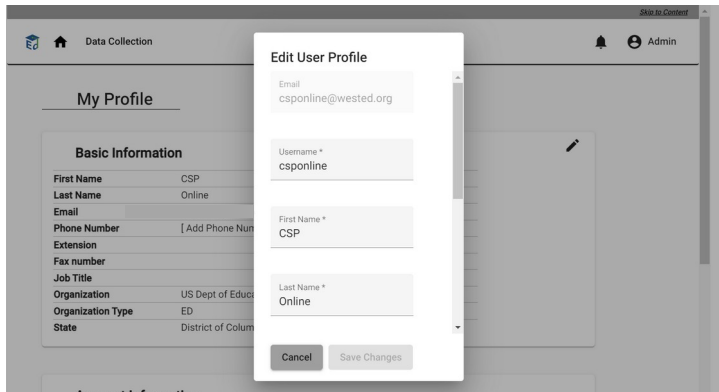
The User Access and Management module allows access, through an authentication process, to the system's landing page for approved users. The system will provide a central web portal that delivers information, based on role, to SE organizations. The portal permits users to see only the information that 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 displays a user profile management interface with two main sections: 'Basic Information' and 'Account Information'. The 'Basic Information' section includes fields for First Name, Last Name, Email, Phone Number (with an 'Add Phone Number' link), Extension, Fax number, Job Title, Organization (US Dept of Education), Organization Type (ED), and State (District of Columbia). The 'Account Information' section includes fields for Username, Password (with a 'Change Your Password' link), and Assigned Role (Project Director). A pencil icon in the top right corner of the 'Basic Information' section indicates an edit function.

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 SE Grantees to enter baseline Grantee organization and grant award information. This information is submitted by SE 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 SE 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 Grantees for corrections.
7. If reactivated, Grantees 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 on Ed.gov. The page header includes the Ed.gov logo and the text 'Grant Profile' on the left, and a notification bell icon and the word 'Grantee' on the right. The main content area is divided into two columns: 'General Information' and 'Staff Information'. Below these is a table of project records.

Project Title	Award Number	Program	Fiscal Year Awarded	Status	Action
Project Title	817362	SE	YYYY	In Progress	...



### 4.3.2 Assurance entry

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

The screenshot displays the 'Grant Profile' interface. On the left is a dark blue sidebar with a white 'Ed.gov' logo at the top. The sidebar contains a list of menu items: 'Assurances', 'Competition Priorities', 'Key Program Activities', 'Grant Objectives', 'Approved Budget', and 'Waiver Requests'. The 'Assurances' menu item is highlighted. The main content area is titled 'Grant Profile' and features a notification bell icon and the text 'Grantee'. Below the title is a section titled 'Assurances'. This section contains a paragraph of introductory text: 'Recipients of funds under the CSP State Entity Grants program must provide the assurances described below. These assurances are from sections 4303(f)(2) and 4305(b)(3)(C) of the ESEA and the 2022 NFP. The source of each assurance is provided in parentheses following each assurance. As the duly authorized representative of the grantee, I certify to the following:'. Below this text is a list of seven assurance items, each preceded by an unchecked checkbox. The items 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-': followed by three sub-items: '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;', 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))', 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));', and 7. '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.

### 4.3.3 Competition priorities entry

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

The screenshot displays the 'Grant Profile' interface for a grantee. On the left is a navigation menu with options: Assurances, Competition Priorities (highlighted), Key Program Activities, Grant Objectives, Approved Budget, and Waiver Requests. The main content area is titled 'Competition Priorities' and contains the following sections:

Select the competition priorities the grantee included in its application.

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


Below the selection list, there are three text entry boxes for describing the grantee's plan to address the selected priorities. The first box is for 'Absolute Priority - Best Practices for Charter School Authorizers', the second for 'Competitive Preference Priority 2 – Equitable Financing', and the third for 'Competitive Preference Priority 3 – Best Practices to Improve Struggling Schools and LEAs'. At the bottom of the page, there is a '< Exit' button on the left and a 'Save & Continue' button on the right.

### 4.3.4 Notification of Subgrant Funds Availability

1. Grantees will then enter their notification of subgrant funds available and upload their latest RFA.
2. If no competition has been announced, grantees are prompted to explain and provide a completion date.

### 4.3.5 Key Program Activities Entry

1. Next, Grantees will enter their key program activities.
2. SE grantees will include their approved subgrant pipeline by budget period across start-up, expansion and replication activities.
3. Grantees will also include the number of competitions they plan to run by budget period.
4. Please note that some of the fields will auto calculate.


Grant Profile
Grantee

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

#### Key Program Activities

SE: Approved Subgrant Pipeline by Budget Period

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

How many competitions do you plan to run by each Budget Period?

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

< Back
Save & Continue

### 4.3.6 Grant Objectives

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

Grant Profile Grantee

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

Grant Objectives

Project Objective 1

Performance Measure 1

Performance Measure 1

Add Measure

Project Objective 2

Performance Measure 1

Add Measure

Add Objective

< Back Save & Continue

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.

### 4.3.7 Grant Objectives – Document Uploads

1. On the next grant objectives page, Grantees will upload their logic, management and closure plans.
2. Grantees will also describe any State or local lottery requirements.


The screenshot displays the 'Grant Profile' interface on Ed.gov. A dark blue sidebar on the left contains a menu with the following items: Assurances, Competition Priorities, Key Program Activities, Grant Objectives (highlighted), Approved Budget, and Waiver Requests. The main content area is titled 'Grant Objectives' and features three distinct upload sections:

- Upload Logic Model:** Includes the text 'Upload file below:' and a dashed rectangular box with an upward arrow icon and the text 'Drop files here to upload or click to choose file'.
- Upload Management Plan:** Includes the text 'Upload file below:' and a dashed rectangular box with an upward arrow icon and the text 'Drop files here to upload or click to choose file'.
- Upload Closure Plan:** Includes 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 is a dashed rectangular box with an upward 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 are not yet developed, they are prompted to explain and provide a date of closure availability.

### Upload Closure Plan

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




Drop files here to upload or click to choose file

Closure plan not yet developed

Please Explain

Anticipated Date of Closure Plan Availability

MM/DD/YYYY 

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

Assurances

Competition Priorities

Key Program Activities

Grant Objectives

Approved Budget

Waiver Requests

#### Grant Objectives

Uploaded File(s):

- [Logic\\_Model.docx \(50MB\)](#) ×
- [Management\\_Plan.docx \(75MB\)](#) ×
- [Closure\\_Plan.docx \(71MB\)](#) ×



### 4.3.8 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

### 4.3.9 Approved Budget – Indirect Cost Information

1. Next, grantees will enter information related to their indirect costs.
2. If they claim indirect costs, grantees are required to select which items apply to the grant.
3. There are various questions/fields that populated depending on their selection, as outlined below.

The screenshot shows the 'Grant Profile' page on Ed.gov. The left sidebar contains a navigation menu with the following items: Assurances, Competition Priorities, Key Program Activities, Grant Objectives, **Approved Budget** (highlighted), and Waiver Requests. The main content area is titled 'Approved Budget' and contains the 'Indirect Cost Information' section. The form asks: 'Tell us about your indirect costs: Is the grantee claiming indirect costs under this grant?' with radio buttons for 'Yes' (selected) and 'No'. Below this, it asks: 'If yes, indicate which of the following applies to the grant?' with four radio button options: 1. 'The grantee has an Indirect cost Rate Agreement approved by the Federal Government' (selected), 2. '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)', 3. 'The grantee is funded under a Restricted Rate Program and is you using a restricted indirect cost rate that either:', and 4. 'The grantee is funded under a Training Rate Program and:'.

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

This screenshot shows the 'Indirect Cost Information' form with the first option selected. The question 'If yes, indicate which of the following applies to the grant?' has the first radio button selected: 'The grantee has an Indirect cost Rate Agreement approved by the Federal Government'. Below this, the form asks: 'The indirect cost rate is:' followed by a text input field containing a '%' symbol. Then, it asks: 'Period covered by the Indirect Cost Rate Agreement:' with 'From' and 'To' labels. Each label is followed by a date input field (MM/DD/YYYY) and a calendar icon. Finally, it asks: 'Approving Federal Agency' with radio buttons for 'ED' and 'Other (please specify)'. Below the 'Other' option is a text input field labeled 'Enter Approving Federal Agency'.

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

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

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

Please select which is applicable

▼

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

If Grantees select the 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

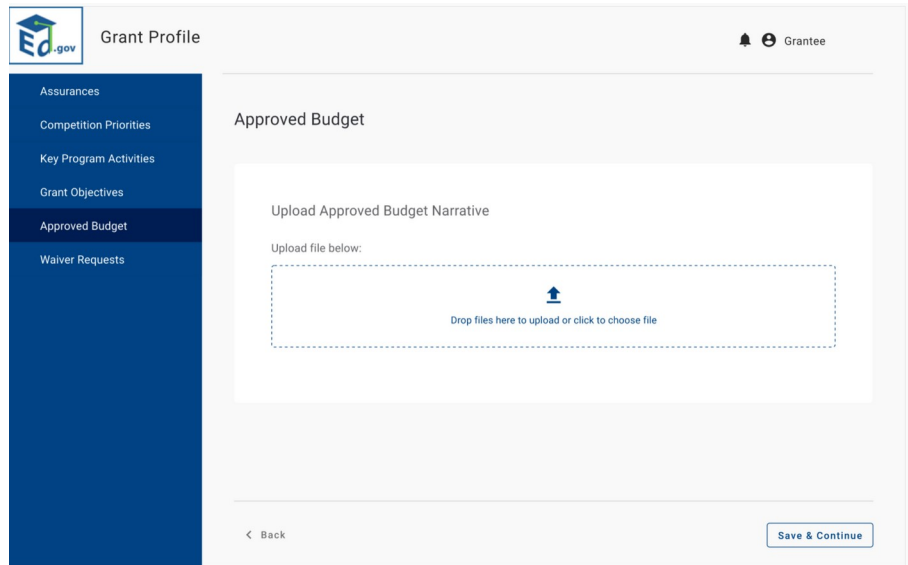
▼

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

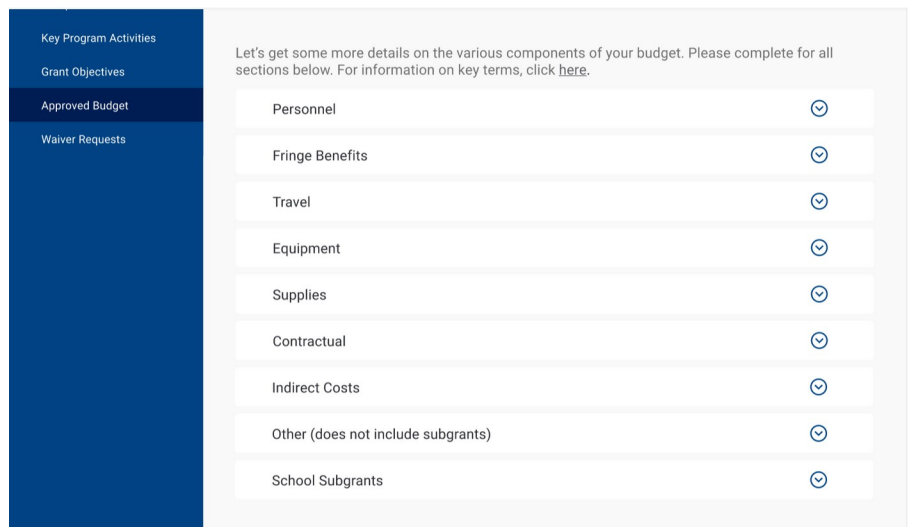
Recovering indirect costs using its actual negotiated indirect  
cost rate reflected in 9(b)

### 4.3.10 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 administrative and TA 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	Administrative	TA	Total
Budget Period 1	\$	\$	Auto generated
Budget Period 2	\$	\$	Auto generated
Budget Period 3	\$	\$	Auto generated

**Other (does not include subgrants)** ↻

**School Subgrants** ↻

	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5
School Subgrants					

### 4.3.11 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.

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

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

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

Yes  
 No

Date Approved

MM/DD/YYYY

Add Waiver

### 4.3.12 Submit

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

