



# CSP Start-Up Grant Overview



# TEA CSP Grant Contacts

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# CSP Start-Up Grant Session Goals

- Purpose
- Grant Timelines
- Allowable Use of Funds
- Goal Setting

## Purpose of the Charter Schools Program (CSP)

- A \$100 million grant was awarded to TEA by the USDE in the fall of 2020.
- The grant period runs from October 1, 2020, through September 30, 2025.
- TEA awards up to \$900,000 to LEAs as subgrantees to open and prepare new charter schools and replicate/expand high quality charter schools.



# Purpose of the Texas Charter Schools Program



The **purpose** of the Texas Charter Schools Program is to support the **growth of high-quality charter schools** in Texas, especially those focused on **improving academic outcomes for educationally disadvantaged students.**

## Grant Timelines

**Grant Start Date** – The date that an LEA can start incurring costs related to the grant.

**NOGA Date** – The date that the NOGA is approved, and the LEA can start entering expenditures for reimbursement.

**Grant End Date** – The date by which the LEA must expend funds and utilize items/services purchased with grant funds.



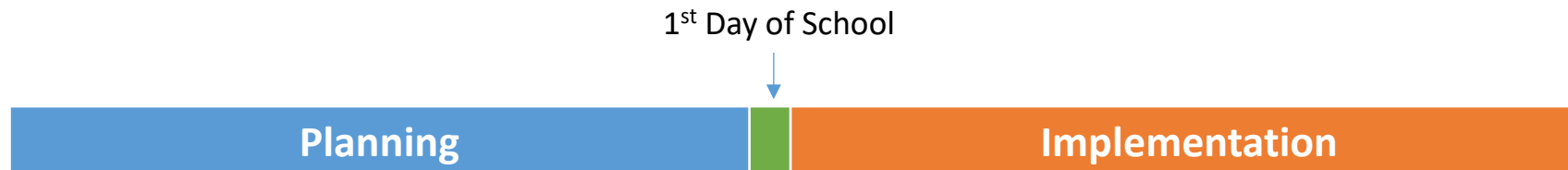
# Grant Management Basics

- The grant start date will depend on when the funding memo is released to the public.
- All expenditures and services must take place within the grant period.
- Subgrantees will have access to their NOGA and be able to submit requests for reimbursement after negotiations are complete.
- Requests for reimbursement are entered through the Expenditure Reporting system and require proper source documentation for approval.
- Amendment requests must be submitted and approved before the proposed activity or budget change takes place.

## Planning vs. Implementation

**Planning** – Activities related to the planning and program design of the charter’s educational program. These activities usually take place during the period from the grant start date to the first day the campus starts serving students. Planning activities cannot occur for more than 18 months.

**Implementation** – Activities related to the implementation of the charter’s educational program. These activities usually occur between the first day the campus begins serving students and the grant end date.



# Planning vs. Implementation

Budgeted expenditures are tied to the TYPE of ACTIVITY not when the expenditure occurs.

## Planning Activity

Activities or expenditures that are tied to the planning and design of the educational program.

## Implementation Activity

Activities or expenditures that are tied to the implementation of the charter school and the educational program.

# Planning vs. Implementation

Some activities are only allowable in the planning phase, some are only allowable in the implementation phase, and some are allowable in both.

Certain purchases that are allowable during the implementation phase may be purchased during the planning period. These will still be budgeted as part of implementation. The phase in which a purchase is allowable is determined by the type of activity and not necessarily when the purchase is made.

# Planning vs. Implementation

Planning	Both	Implementation
Salaries for Allowable Positions	Staff Training	Classroom Equipment/Furniture
Contracted Services	Administrative Furniture	Equipment Installation
Rent	Outreach Materials	Textbooks
		Playground Equipment
		Bus or Van

The phase in which an expenditure is allowable is dependent upon the type of activity it is aligned to.

## Allowable Uses of Funds

All costs associated with the CSP grant must meet the minimum threshold of being:

- **Necessary** – is the item needed for the start-up of the charter school?
- **Reasonable** – would a reasonable person spend that amount on that item? Would it withstand public scrutiny?
- **Allocable** – is the cost being incurred specifically for start-up and is the cost proportional to the benefit provided?
- **Allowable** – is the item allowed under this grant program?

# Allowable Costs – Planning Activities

Planning and design of the charter school's educational program

Professional development/training for teachers and staff

Special Education support





# Allowable Costs for Planning Activities

Salaries are allowed for the following positions only:  
Teachers, school leaders, and specialized instructional support personnel.

**But certain conditions apply!**



# Conditions for Allowable Payroll Costs

Salaries cannot be paid for activities related to ongoing operations.

Payroll expenditures paid with CSP funds are only allowable for activities that support the planning or program design of the charter campus.

No payroll expenditures are allowed beyond the 30<sup>th</sup> calendar day after the campus begins serving students.



# Allowable Costs for Planning Activities



- Contracted personnel may be paid from the grant start date up to 30 days after the campus begins serving students

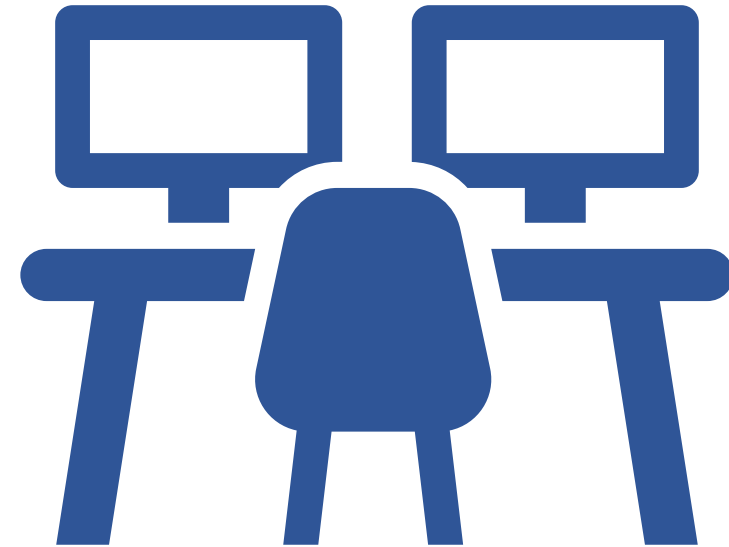


- Rental or occupancy costs for the school facility, up to 30 days after the campus begins serving students

# Allowable Costs – Implementation Activities

One time start-up equipment purchases necessary to implement a charter school, which may include:

- Desks, chairs, computers;
- Equipment related to technology, physical education and art; and
- Playground equipment.



# Allowable Costs for Implementation Activities



## *Non-consumable*

supplies and materials for start-up activities, including the following:

- Textbooks;
- Library books;
- Reading materials; and
- Teaching materials.

Installation costs associated with the following:

- Computers;
- Data systems;
- Networks; and
- Telephone systems.



# Allowable Costs for Implementation Activities



- One-time, startup costs associated with providing transportation to students



- Costs associated with carrying out necessary renovations and minor facilities repairs (\*Minor repairs neither add permanent value to the property nor appreciably prolong its intended life.)

# Allowable Costs for Implementation Activities



- Financial management software and training



- Property insurance to cover equipment purchased with grant funds
- Other appropriate, non-sustained costs that cannot be supported from other sources



# Budgeting Allowable Costs

The CSP Grant funds will be allocated into Planning Costs and Implementation Costs. Keep in mind the phase in which the expenditure or activity is allowed when creating the budget.

Program Budget Summary					
Description and Purpose		Source of Funds			
		Class/ Object Code	Planning Cost	Implementation Cost	Total Budgeted Cost
1	Payroll Costs	6100	\$ 114,910	\$ -	\$ 114,910
2	Professional and Contracted Services	6200	\$ 125,000	\$ 41,340	\$ 166,340
3	Supplies and Materials	6300	\$ 5,000	\$ 18,750	\$ 23,750
4	Other Operating Costs	6400	\$ 10,000	\$ 5,000	\$ 15,000
5	Capital Outlay	6600	\$ -	\$ 580,000	\$ 580,000
6	<b>Grand Total of Budgeted Costs :</b>		<b>\$ 254,910</b>	<b>\$ 645,090</b>	<b>\$ 900,000</b>

**CSP grants support the planning, program design, and initial implementation of public charter schools.**

**One-time costs!**

## Common Budget Mistakes

# Budget Pitfalls

- Budgeting salaries for personnel other than teachers, school leaders, or specialized instructional support staff
- Including costs for construction or cosmetic renovations
- Including expenditures related to Charter Management Organization fees
- Budgeting for expenditures related to ongoing accounting/bookkeeping services



## Example Unallowable Costs

- Religious instruction, materials, or insignia
- Ongoing costs associated with transportation for students
- Construction
- Consumable instructional or other supplies and materials
- Fields trips
- Any expenditure in which the charter cedes fiscal authority to a Charter Management Organization

**Review the Program Guidelines for the complete list of Unallowable Costs.**

# Program Guidelines

## Funding Information

Expected Number of Awards: 17

Minimum Allowable per Award: N/A

Cost Sharing or Match Requirement: None

Maximum Allowable per Award: 900,000.00

Grant ID	Grant Description	Grant Start Date	Grant End Date	Fund Type	CF
23590102	2023-2025 CSP (Sub C & D)	04/01/2023	07/31/2025	Federal	84
Total Funding Available					

## Application and Support Information

**\*\*Please note\*\*** - This is ONLY a viewing copy of the application. If instruction above indicate that the application must be submitted electronically, the application will not be accepted by TE

[Errata 1](#)

[FAQs](#)

[Notice of Intent to Apply](#)

[Program Guidelines](#)

[Application Part 1 \(PDF\)](#)

[Attachment 1](#)

[Attachment 5](#)

[Webinar Slides](#)

[Webinar](#)



## CSP Start-Up Grant Goal Setting

- In the CSP Grant Application, embedded within your Generation 30 Application Document, you will set three to five programmatic SMART Goals that will be achieved using CSP Start-Up Grant funds. All programmatic goals should be achievable by the beginning of Year 3 and clearly support the board's student outcome goals.
- You will also include all progress measures that will be used to track each start-up goal.
- **SMART Goals** are **Specific, Measurable, Achievable, Relevant, and Timely.**



# Example #1

SMART Goals	Progress Measure
<p>By December 2024, 100% of teachers will be trained in the ABC Method instructional strategies to support the academic model.</p>	<p>Professional development calendar, session sign-in sheets, PLC meeting agendas</p>
<p>100% of classrooms will have SMART Boards installed and ready to use by October 2024, and 100% of teachers will be training on effective instructional technology practices.</p>	<p>Professional development calendar, session sign-in sheets, PLC meeting agendas, technology inventory forms, purchase orders/invoices, asset tags</p>
<p>At least 3 recruitment activities will be held by October 2024 resulting in an increased enrollment of at least 30 students.</p>	<p>Event calendar, recruitment materials, enrollment numbers, charter enrollment forms, sing-in sheets, recruitment agendas</p>
<p>By the end of the 2024-2025 school year 50% of students in 6-8 grade will have participated in a work-based learning experience.</p>	<p>Learning logs, student attendance/PEIMS data, teacher records, student and parent feedback surveys</p>

# Example #2

SMART Goals	Progress Measure
Students will be given benchmarks in October 2024	Testing logs
50% of grant funds will be expended on learning materials and supplies	Benchmark data, student attendance
Teachers will receive SIOP training from certified instructors	Student portfolio data, student attendance, community engagement logs
Marketing and recruitment materials will be printed and distributed in the surrounding community	Advertising budget, enrollment forms, teacher feedback
Cafeteria furniture and playground equipment will be purchased and delivered to the campus	Observations, work orders, invoices, number of lunches served

# Questions?