

Frank Edelblut
Commissioner



FIS 19 301

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL (603) 271-3495
FAX (603)-271-1953
Citizens Services Line 1-800-339-9900

October 16, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, NH 03301

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Education, Bureau of Educational Opportunities to accept and expend NH School Charter School Grant funds in the amount of \$10,114,548 from the United States Department of Education, effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. The budgets for Fiscal Years 2020 and 2021 are listed below. The balance of the grant, which is in the amount of \$35,885,452, will be incorporated into the next two biennial budgets. 100% Federal Funds.

2. Pursuant to RSA 124:15, authorize the Department of Education, Bureau of Educational Opportunities to establish the following temporary full time positions effective upon Fiscal Committee and Governor and Council approval through June 30, 2021. 100% Federal Funds.

<u>No.</u>	<u>Title</u>	<u>Labor Grade</u>	<u>Salary Range</u>
1	Program Specialist III (1.0 FTE)	23	\$46,761.00-65,949.00
2	Administrator I (1.0 FTE)	27	\$55,555.50-\$79,170.00

Funds to be budgeted as follows:

Charter School Grant

Account: 06-56-56-567010-24500000

Revenue Source Code: 400374

Class/Object	Description	FY 2020	FY 2021
020/500200	Current Expenses	\$ 6,606	\$ 6,512
026/500251	Organizational Dues	\$ 10,000	\$ 10,000
027/582803	Transfers to DoIT	\$ 5,500	\$ 5,700
028/582814	Transfers to General Services	\$ 5,070	\$ 5,200
029/500290	Intr-Agency Transfers	\$ 25,000	\$ 50,000
030/500301	Equipment	\$ 5,000	\$ 100
037/500173	Technology Hardware	\$ 5,500	\$ 100
038/500174	Technology Software	\$ 1,000	\$ 1,000
039/500177	Telecommunications	\$ 1,752	\$ 1,850
040/500800	Indirect Costs	\$ 11,062	\$ 19,730
041/500801	Audit Fund Set Aside	\$ 5,072	\$ 5,072
042/500620	Post-Retirement Benefits	\$ 6,404	\$ 15,136
050/500109	Part Time Salaries	\$ 2,659	\$ 2,659
059/500117	Personal Service Temp	\$ 61,397	\$ 145,119
060/500601	Benefits	\$ 46,200	\$ 91,000
070/500704	In-State Travel	\$ 15,000	\$ 15,000
072/500577	Grants - Federal	\$ 4,551,546	\$ 4,551,547
080/500710	Out of State Travel	\$ 15,000	\$ 15,000
102/500731	Contracts for Program Services	\$ 198,526	\$ 195,529
		\$ 4,978,294	\$ 5,136,254

EXPLANATION

The New Hampshire Department of Education applied for and received a Charter School Program grant through the Federal Expanding Opportunity Through Quality Charter Schools Program (CSP) Grants to State Entities. This program expands opportunities for all students, particularly traditionally underserved students, to (1) attend charter schools and meet challenging State academic standards; (2) provide financial assistance for the planning, program design, and initial implementation of public charter schools; (3) increase the number of high quality charter schools available to students; (4) evaluate the impact of charter schools on student achievement, families, communities; (5) share best practices between charter schools and other public schools; and (6) support efforts to strengthen the charter school authorizing process.

New Hampshire's national recognition as a state that supports innovative practices of competency-based, personalized teaching and learning, as well as home to a coherent system of innovative assessment and accountability, makes it a true testing ground for new school development, particularly for at-risk students. Currently the state is home to 28 public charter schools. Seven of these schools meet the federal definition for high-quality charter school replication.

The five primary objectives of NH's CSP grant are: (1) Increase, expand, or replicate the number of high-quality charter schools, especially those aiding at-risk, educationally disadvantaged students in rural and urban settings; (2) use grant funds to improve student growth and achievement among charter school students, increasing student graduation for college and career readiness; (3) broadly disseminate charter school best practices to other NH public schools and LEAs to increase quality educational options statewide; (4) empower current and new public charter schools to become fiscally strong, independent, laboratories of innovation; (5) strengthen and support authorizer quality and promote adoption of best practices for authorizers.

In support of the objectives noted above, the Department commits to: adequately monitoring the eligible applicants receiving sub-grants under the State entity's program; working with the authorized public chartering agencies involved to avoid duplication of work for the charter schools and authorized public chartering agencies; and provide technical assistance and support for eligible applicants receiving sub-grants under the State entity's program as well as quality authorizing efforts in the State.

The CSP program has set reasonable expansion goals of 20 new public charter schools, 7 replications of existing public charter schools, and 5 expansions of high quality charter schools over the 5 year grant period. These expansion goals enable the State to target sub-grantee awards to existing charter schools that have demonstrated success and to expand or replicate the work they are doing, in addition to setting a foundation for success for new public charter schools. To assist in these efforts, the CSP program includes two staff positions; a program administrator and a program specialist.

The majority of the federal grant funds (90%) will be awarded to sub-recipients in the state of New Hampshire to accomplish the program priorities of creating, expanding, and replicating high quality charter schools. Specifically, sub-recipients have the ability to utilize the grant funds in the following ways:

- Preparing teachers, school leaders, and specialized instructional support personnel, including through paying the costs associated with
 - Providing professional development, and
 - Hiring and compensating, during eligible planning periods, teachers, school leaders, and instructional support personnel
- Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials)
- Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction)
- Providing one-time, startup costs associated with providing transportation to students to and from the charter school
- Carrying out community engagement activities, which may include paying the cost of student and staff recruitment
- Providing for other appropriate, non-sustainable costs related to the program objectives when such costs cannot be met from other sources.

In addition to the completion of the program objectives and local uses of funds by sub-recipients, stated above, the CSP grant includes two state set-aside funding amounts, one that supports state-wide technical assistance and the

other that supports the administrative functions of operating the grant. These two set-asides represent 10% of the total grant funding, with 7% reserved for state-level activities and 3% reserved for administrative capacity. In general, both set-asides will be used for ensuring that technical assistance is provided to eligible applicants and authorized public chartering bodies (LEAs and Department of Education) in carrying out the program objectives, improving the authorization process for charter schools within the state, and developing capacity for, and conducting, fiscal oversight and auditing of charter schools statewide.

APPROPRIATION EXPLANATION

<u>Class</u>	<u>Class Description</u>	<u>Explanation</u>
020	Current Expenses	Appropriation to cover materials and supplies that will be used by staff.
026	Organizational Dues	Appropriation to cover state and/or national organizational dues for staff
027	Transfers to DoIT	Appropriation to cover required IT support
028	Transfers to General Services	Appropriation for staff work areas.
029	Intra-Agency Transfers	Appropriation to internal program support.
030	Equipment	Appropriation to provide new equipment to staff hired under the grant.
037	Technology Hardware	Appropriation to provide new computer hardware to staff under the grant.
038	Technology Software	Appropriation to provide new computer software to staff under the grant.
039	Telecommunications	Appropriation to provide VOIP and other telecommunications services.
040	Indirect Costs	Appropriation to meet the State of NH Statewide Cost Allocation Plan obligations.
041	Audit Fund Set Aside	Appropriation is based on .01 percent of the grant.
042	Post-Retirement Benefits	Appropriation to cover post retirement costs at the current rate of 10.43 percent.
050	Part Time Salaries	Appropriation to cover cost allocation of salary.
059	Personal Service Temp	Appropriation to fund requested positions in support of the grant activities.
060	Benefits	Appropriation to cover Health, Dental, Life, Medicare, FICA and Retirement Contributions for full time and cost allocated positions.
070	In-State Travel	Appropriation to cover travel for in state meetings, presentations and technical assistance.
072	Grants - Federal	Appropriation for the distribution of funds to grant sub-recipients.
080	Out of State Travel	Appropriation to cover staff travel to attend out of state meetings and presentations.
102	Contracts for Program Services	Appropriation to contract with providers of evaluation services, Technical Assistance and Trainings.

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council

October 16, 2019
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The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1. List All Personnel involved:

New Positions:

- Program Specialist III
- Administrator I

The Department is requesting authorization to use a portion of additional grant funds to support an existing position. This existing position will provide leadership and support for the grant:

- Business Administrator II

2. Nature, Need, and Duration:

As stated above, the primary goals of the Charter School Program grant are to support new public charter schools, expand existing public charter schools, and replicate existing high-quality charter schools. The Bureau of Educational Opportunities will provide program oversight, training, and technical assistance to sub-grantees. The positions in this request will provide leadership and support for the grant. The CSP grant is a five-year program ending September 29, 2024 with the potential for extensions beyond the final year.

3. Relationship to Existing Agency Programs:

This grant will increase and expand upon the existing work of the Bureau of Educational Opportunities. The work afforded by this grant will be conducted in conjunction with current initiatives within the Office of Charter Schools as well as other initiatives in the Bureau of Instructional Support that provide support through current Federal Title programs to existing charter schools.

4. Has a Similar Program been Requested of the Legislature and Denied?

No.

5. Why wasn't this Funding Included in the Agency's Budget Request?

At the time that the State's Biennial Budget was being prepared, the Grant Award Letter had not been received. The Department was not awarded the funds until August 22, 2019.

6. Can any Portion of the Grant Funds Be Utilized?

No. The positions requested are necessary to fulfill the intent of the grant that was accepted by the Granting Authority.

7. Estimate the Funds Required to Continue the Position:

Salary and benefits for the two full-time temporary positions are expected to be \$107,597 for FY20.

In the event Federal Funds become no longer available, General Funds will not be requested to support this program. Attached are copies of the grant awards.

Respectfully submitted,



Frank Edelblut
Commissioner of Education



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

LORRIE A. RUDIS
Director of Personnel
(603) 271-3261

October 9, 2019

Tammy Vaillancourt
Executive Project Manager, Office of the Commissioner
New Hampshire Department of Education
101 Pleasant Street
Concord, NH 03301-3860

Regarding: Request to establish a full-time temporary Administrator I, labor grade 27 and full-time temporary Program Specialist III, LG 23

Dear Ms. Vaillancourt:

The Division of Personnel approves The New Hampshire Department of Education's request received on 9/30/19 to establish a full-time temporary Administrator I, labor grade 27, and full-time temporary Program Specialist III, LG 23. These positions are being established in response to the Department's receipt of a Federal Charter School Grant and Funding.

The full-time temporary positions have been assigned the following temporary position numbers:

- 9T2979 Administrator I, labor grade 27
- 9T2980 Program Specialist III, LG 23

These position numbers will remain inactive until your Department receives funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently approved by the Department of Administrative Services Budget Office for funding.

It will be your Department's responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify Heidi Acevedo at Heidi.Acevedo@das.nh.gov in the Classification Section Office with all relevant approval documentation so that we may proceed with the Work Unit approval and processing in NH First.

Sincerely,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Lorrie A. Rudis, Director of Personnel

SUPPLEMENTAL JOB DESCRIPTION

Classification: Administrator I

Function Code: 0069-056

Position Title: Administrator for Federal Charter School Grant

Date Established: 10-9-19

Position Number: 9T2979

Date of Last Amendment:

SCOPE OF WORK: To administer the New Hampshire Department of Education's Federal Charter School Grant and provide assistance to charter school stakeholders opportunities by planning short and long term organizational goals, reviewing recommendations and developing or revising school choice policies.

ACCOUNTABILITIES:

- Analyzes agency policies to monitor relevancy of specific program objectives, assess policy effectiveness, and develop or modify operation procedures as they relate to the Charter School Program (CSP) grant.
- Prepares and provides ongoing technical assistance, and professional development to schools, parents and the community in implementing laws and regulations related to charter schools, evaluates state and federal regulations to ensure ongoing adherence to standards and needs of startup charter schools.
- Directs and evaluates the development of long-range plans, goals and objectives related to charter school options in New Hampshire.
- Makes preliminary recommendations for the development of proposed legislation, budgets or programs to meet the goals and objectives of the Charter School Program grant.
- Works with existing groups, such as professional associations, advisory groups and charter school organizations, to identify charter school startups.
- Prepares grants and contracts with other agencies by identifying program needs and researching supporting documentation, including state and federal statutes, rules, regulations, and policies.
- Collaborates with other administrators in the Department to effectively monitor and coordinate activities associated with federal accountability relative to expectations for new charter schools.
- Supervises CSP program specialist in oversight of federal charter school grant including all management functions of the federal CSP grant flow-through including, reviews, evaluates and monitors progress grant sub-recipients and contractors toward fulfillment of requirements of federal charter school grants.
- Participates in development of agency budget and prepares periodic statistical and narrative reports on programs.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in Public Policy, Public Administration Management, Business Administration Management, Education, or Educational Administration, Political Science or related field.

Experience: Five years' experience in education, project management, or program management, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in Public Policy, Public Administration/Management,, Business Administration/Management, Education, or Political Science or related field.

Experience: Six years' experience in education, project management or program management, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

PREFERRED QUALIFICATION: Certificate in Project Management.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Signature

Date Reviewed

Supervisor's Title & Position #: Administrator, Position #43257

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

Division Director's Title & Position #: Division of Education Analytics & Resources, Position #9U298

Director's Signature

Date Reviewed

Department Approval Title & Position #: Human Resources Coordinator, Position #13166

Department Approval

Date Approved

Division of Personnel

Date Approved

SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Specialist III

Function Code: 7125-056

Position Title: Charter School Specialist

Date Established: 10-9-19

Position Number: 9T2980

Date of Last Amendment:

SCOPE OF WORK: Provides program support and technical assistance relative to the Federal Charter School Program Grant.

ACCOUNTABILITIES:

- Researches, develops and drafts program policy to comply with state and federal law with respect to the Charter School Program (CSP) grant.
- Analyzes and interprets information in order to assist the CSP Grant Administrator and other Department staff in developing program policy and procedures.
- Provides support to CSP Grant Administrator in the fulfillment of all project deliverables, including sub-grantee monitoring, program evaluation and data collection, direct support and technical assistance, and communication development.
- Consults and coordinates with sub-recipients, contractors, Department staff, and other stakeholders in the development and scheduling of in-person and remote technical assistance including trainings, events, and other professional development opportunities.
- Compiles and analyzes data from monthly project reports for cumulative report preparation on grant activities, including annual federal grant performance reports.
- Manages the collection of data from NH approved charter schools, including facilitating training as needed to comply with federal grant requirements.
- Makes formal state and federal presentations regarding the grant activities and program outcomes to stakeholders as directed by the CSP Grant Administrator.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in Business Administration/Management, Education, Public Policy, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional or paraprofessional experience in business, education, project management or a related field or occupation, with responsibilities in program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of a valid drivers' license and/or have access to transportation for statewide travel.

PREFERRED QUALIFICATION: Certificate in Project Management.

SPECIAL REQUIREMENTS: For appointment consideration, Program Specialist IV applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Signature

Date Reviewed

Supervisor's Title & Position #: Administrator IV, Position #43257

The above job description accurately measures this employee's job duties.

Supervisor's Signature

Date Reviewed

Division Director's Title & Position #: Director, Division of Education Analytics & Resources, Position #91298

Director's Signature

Date Reviewed

Department Approval Title & Position #: Human Resources Coordinator, Position #13166

Department Approval

Date Approved

Division of Personnel

Date Approved



US Department of Education
Washington, D.C. 20202

U282A190001

GRANT AWARD NOTIFICATION

1	RECIPIENT NAME The New Hampshire Department of Education Ed., Analytics & Resources 101 Pleasant Street Concord, NH 03301 - 3860	2	AWARD INFORMATION PR/AWARD NUMBER U282A190001 ACTION NUMBER 1 ACTION TYPE New AWARD TYPE Discretionary																
3	PROJECT STAFF RECIPIENT PROJECT DIRECTOR Frank Edelblut (603) 271-3144 Frank.Edelblut@doe.nh.gov EDUCATION PROGRAM CONTACT Ashley D Gardner (202) 453-6787 ashley.gardner@ed.gov EDUCATION PAYMENT HOTLINE G5 PAYEE HELPDESK 888-336-8930 edcaps.user@ed.gov	4	PROJECT TITLE 84.282A NH 2019 Charter Schools Program Grant Application																
5	KEY PERSONNEL <table><thead><tr><th><u>NAME</u></th><th><u>TITLE</u></th><th><u>LEVEL OF EFFORT</u></th></tr></thead><tbody><tr><td>Frank Edelblut</td><td>Project Director</td><td>0 %</td></tr></tbody></table>			<u>NAME</u>	<u>TITLE</u>	<u>LEVEL OF EFFORT</u>	Frank Edelblut	Project Director	0 %										
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8	ADMINISTRATIVE INFORMATION DUNS/SSN 808590277 REGULATIONS EDGAR AS APPLICABLE 2 CFR AS APPLICABLE ATTACHMENTS 1, 2, 3, 6, 8, 9, 10, 11, 12, 13, 14, E-3, E1, E2, E4, E5																		
9	LEGISLATIVE AND FISCAL DATA AUTHORITY: PL P.L. 114-95 V ESEA SECTION 4301 OR {20 U.S.C. 7221} PROGRAM TITLE: CHARTER SCHOOLS CFDA/SUBPROGRAM NO: 84.282A																		



US Department of Education
Washington, D.C. 20202

U282A190001

GRANT AWARD NOTIFICATION

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0204A	2019	2019	ES000000	B	U30	000	282	4101C	\$10,114,548.00

10

PR/AWARD NUMBER: U282A190001
RECIPIENT NAME: The New Hampshire Department of Education
Ed., Analytics & Resources
GRANTEE NAME: EDUCATION, NEW HAMPSHIRE DEPARTMENT OF
101 PLEASANT ST,
CONCORD, NH 03301 - 3852
PROGRAM INDIRECT COST TYPE: Unrestricted
PROJECT INDIRECT COST RATE: 6.3%

TERMS AND CONDITIONS

(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS, 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485, 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99, AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM;
- 2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT;
- 3) THE GRANTEE HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE GOALS AND OBJECTIVES OF THE PROJECT;
- 4) THE SECRETARY ESTABLISHED PERFORMANCE MEASUREMENT REQUIREMENTS FOR THE GRANT IN THE APPLICATION NOTICE, THE PERFORMANCE TARGETS IN THE GRANTEE'S APPROVED APPLICATION;
- 5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.327 AND 200.328, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY;
- 6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.



**US Department of Education
Washington, D.C. 20202**

U282A190001

GRANT AWARD NOTIFICATION

- (2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- (3) You are authorized, in carrying out this grant, to utilize the higher threshold set for micro-purchase and simplified acquisition thresholds for federal assistance under this grant or under a contract you award under this grant established by recent statutory changes. These statutory changes raise the threshold for micro-purchases under Federal financial assistance awards to \$10,000 and raise the threshold for simplified acquisitions to \$250,000 for recipients. These higher thresholds are not effective until implemented in the Federal Acquisition Regulations (FAR) at 48 CFR Subpart 2.1 (Definitions), which has not yet occurred. See 2 CFR 200.67 and 200.88. For FY 2018, OMB is granting an exception allowing recipients to use the higher thresholds in advance of changes to the FAR. Please refer to Office of Management and Budget's Memorandum 18-18 regarding the statutory changes. If you have any questions about these regulations, please contact the program officer identified in Block 3 of this GAN.
- (4) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (5) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on



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the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

- (6) 1. As outlined in the Notice Inviting Applications for New Awards, each grantee must submit an Annual Performance Report (APR) to ED by the due date established by CSP staff for each project year. In the absence of prior written approval from ED, the grantee may not draw down funds for project year 2, as outlined in the final Budget Summary form approved by ED, until after the grantee has (1) completed all project year 1 activities; (2) submitted its APR demonstrating that all project year 1 activities have been completed; and (3) obtained written approval by ED to begin project year 2 activities.
2. Year 3 continuation funding is contingent upon the grantee providing information and documentation in each Annual Performance Report demonstrating that, among other things, 1) the grantee is using the grant funds for the agreed upon uses of funds; 2) the full amount of the grant will be needed for the remainder of the grant period; and 3) the grantee is making substantial progress in achieving the goals and objectives of the project and the performance targets in the approved application. In accordance with Section 4303(d)(3)(A)(ii)(II) of the ESEA, ED will review the information and documentation to determine whether termination or reduction of the amount of the grant is appropriate.
3. The total recommended award amount is based on the estimated number of subgrants the grantee expects to award, as stated in the approved application. In accordance with 34 CFR 75.253, continuation awards are contingent upon a number of factors, including the availability of funds, whether the grantee is making substantial progress in achieving the goals and objectives of the project as well as the performance targets in the approved application, and actual need for additional funding. The grantee should consider the possibility of a reduction in continuation funding when incurring administrative and technical assistance costs under the grant to ensure compliance with the statutory requirements that no more than three percent of grant funds are used for administrative costs and at least seven percent of grant funds are used for technical assistance costs and that combined, those costs can be no more than 10 percent of grant funds.
4. By October 15, 2019, the grantee must submit a revised budget narrative and new completed ED 524 form that reflect the budget approved by ED and discussed during the post-award call. The revised budget narrative must:
 - (1) clearly demonstrate that not less than 90 percent of the grant funds will be used to award subgrants, not less than seven percent of the grant funds will be used to provide technical assistance, and not more than three percent of the grant funds will be used for administrative costs;
 - (2) provide breakdowns of subgrant costs for planning versus implementation and new, replication and expansion subgrants; and
 - (3) demonstrate that all subgrants awarded to eligible applicants will comply with the maximum funding limit of \$1,500,000 per school over the lifetime of the subgrant.The grantee shall be placed on route payment so that all payment requests are routed to ED's CSP office for approval prior to any funds being released, until the revised budget narrative is approved by ED and the CSP program officer determines route payment is no longer necessary. When a payment request is submitted in the G5 system, the grantee must provide to ED documentation of expenditures and supporting evidence to justify the allowability of all costs included in the payment request. All requests shall be submitted to ED in a timely manner and will allow for, at minimum, 48 hours turnaround time for ED's CSP office review.
- (7) 5. Prior to the grantee running its first local subgrant competition under this award, the grantee must submit to ED for review a copy of the Request for Application that addresses all requirements of Section 4303(f)(1)(C)(i) of the ESEA.
6. The grantee may not conduct activities under this grant until after the grantee has participated in a post-award conference call with its CSP program officer and submitted all required clarifying information regarding the grant project, as outlined by the CSP program officer during the post-award conference call, and the CSP program officer has provided written authorization for grant activities to begin.



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Validity unknown

Digitally signed by Kia Weems

Date: Thu Aug 22 11:38:07 EDT 2019



AUTHORIZING OFFICIAL

DATE