

# Arizona Charter Schools Program Grant

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**2024-28 AZCSP Application (Budget) Training**  
**August 23, 2022**



# AZCSP Website

2

A walk through the  
[Charter Schools Program](#)  
website.



# Definitions

- Arizona Department of Education Grants Management Unit:
  - ADE Grants Management manages federal, state, and private foundation awards.
  - Grants Management supervises and monitors Funding Applications, Reimbursement Requests, Completion Reports, monitoring and auditing of all grants including AZCSP grants.
  - Grants Management is a totally separate unit from the Arizona Charter Schools Program (AZCSP).



# Definitions (continued)

- Grants Management Enterprise (GME) is the digital software program through which subrecipients interface with Grants Management.
- Funding Applications, Reimbursement Requests, and Completion Reports are submitted through GME.



# Definitions (continued)

5

- Funding Application is the Grants Management term for the budget.
- Application Revision is the Grants management term for an amendment to the application.
- Funding applications may be revised multiple times during a project year



# Definitions (continued)

- Supplant: US Department of Education funds cannot be used to support daily school operations. This restriction was placed in the original 1965 ESEA law to prevent school districts from cutting funds to instructional program and replacing them with federal funds. This regulation will play out in AZCSP Planning and Implementation.
- Support: The purpose of US Department of Education ESEA funds is to provide additional support for instruction for underserved students over and above what the school district provides. Supports takes place in many forms identified in ESEA's Title programs. This regulation will play out in AZCSP Planning and Implementation.



# 7

## Definitions (continued)

### Charter entity roles:

- The Authorized Representative is the primary contact person with authority to submit and revise Funding applications.
- The LEA Business Representative prepares and submits the Funding application to the Authorized Representative who then submits it through Grants Management Enterprise.
- The charter entity may contract with an independent financial contractor. It is imperative that contractors understand and follow federal and state charter school law and regulation. Final responsibility and accountability reside with the charter entity.



# Critically Important

8

The charter holder must write Conflict of Interest policies published in either its Articles of Incorporation, its By-Laws, and its internal operational policies of the school that are approved by its governing body annually.





# Critically Important

9

The charter holder, if part of a network of schools, will abide by the following:

1. The charter holder contract with its charter management organization does not cede charter school control of funds and operations to the management organization.
2. The charter holder has appropriate internal controls between the two entities to prevent waste, fraud, and abuse of CSP dollars (for example, preventing related-party transactions, preventing conflict of interest, ensuring appropriate segregation of duties between schools and management organizations)



# Budget Funding Application

10

- Pre-award costs related to project outcomes incurred between the time of the grant training and the grant award are ineligible and cannot be reimbursed.
- Grant Award is defined as the date the Grants Management Funding Application is deemed Substantively Complete.



# Budget Funding Application

11

- Substantively Complete is the date to submit your Funding Application in GME. It is important to get this correct for timely Reimbursement Requests.

# Planning & Implementation

- Planning
  - Planning Duration:
    - 6 months (February 1, 2023 – July 31, 2023)
    - 18 months (February 1, 2023 – July 31, 2024)
- Because the education of students has not started during the Planning period, all AZCSP funds are considered support and not supplant.
- Implementation:
  - Starts when school opens and receives funding from the state.
  - Supplant regulations start



# Section G

## **Budget Form and Narrative – Total points possible: 5 points**

A description of the eligible applicant's planned activities and expenditures of subgrant funds to support the activities of opening and preparing for the operation of new charter schools, or replicated high-quality charter schools, or expanding high-quality charter schools.

If the applicant plans to open its school on August 1, 2023 (6 months), Planning and Implementation expenditures must be identified as such in the Budget Narrative. If the applicant plans to open its school on August 1, 2024 (18 months), all expenditures are Planning and need not be identified as such. *ESEA Title IV, Part C, Sec. 4303(f)(1)(C)(i)(V)*



# Budget

## Activities supported by the grant during Planning:

Preparing teachers, school leaders, and specialized instructional support personnel, including through paying the costs associated with:

- providing professional development; and
- hiring and compensating, during the eligible applicant's planning period specified in the application for subgrant funds that is required under this section, one or more of the following:
  - Teachers.
  - School leaders.
  - Specialized operational support personnel.



# Budget (continued)

## Activities:

- Acquiring office supplies, training, equipment (including technology), and initial educational materials for curriculum and instruction planning.
- Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).



# Budget (continued)

16

## Activities:

- Carrying out community engagement activities, which may include paying the cost of student and staff recruitment.
- Providing for other appropriate, non-sustained costs related to the activities described in subsection (b)(1) when such costs cannot be met from other sources.





# Budget Form

17

Application Section G:  
Budget Narrative and Budget Form



# Budget Form

## Indirect Costs

- All AZCSP costs incurred during Planning and Implementation are direct costs charged to the grant.
- There are no Indirect Costs charged to AZCSP Funding Applications.
- Enter \$0.00 in Budget Line 6910, Indirect Costs Recovery, even though grants created has a pre-populated formula.



# Budget Form

19

## Capital Expenditures

- Capital expenditures are those items more than \$5,000 per unit cost.
- They are entered on Line 1906.



# Allowable Costs

- Funding Application and Allowable Costs



# Contact Information

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## Grants Hotline

Technology Support

Fiscal & Processing Support

602.542.3019

<https://helpdesk.azed.gov>

