



2024-28 AZCSP Application Training

Arizona Charter Schools Program

August 16, 2022

Registration

You are registered with the following entities:

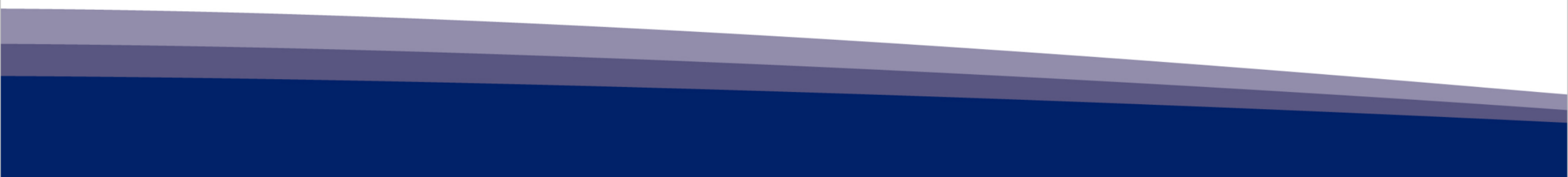
- The Arizona Corporation Commission as an AZ Not for Profit Corporation,
- System for Award Management (SAM.gov, US contractor registration)

AZCSP Website

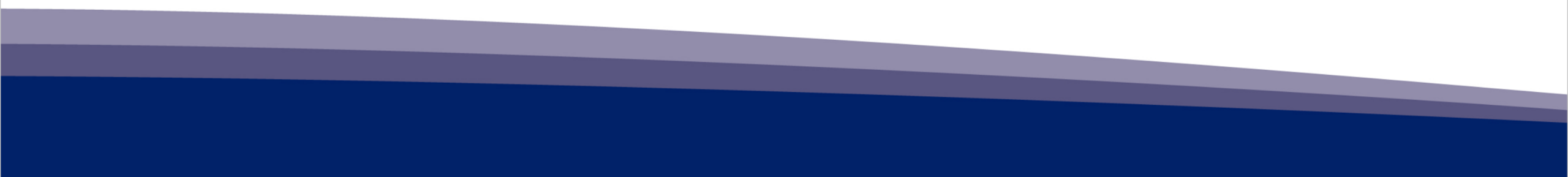
- A walk-through of the [Arizona Charter Schools Program Website](https://www.azed.gov/charter-school-program)

<https://www.azed.gov/charter-school-program>

First Step

- To receive the official application, you must complete the Registration Form and Eligibility Form
 - Registration and Eligibility forms: AZCSP needs to have a clear idea what the corporate structure of the applicant is for ADE School Finance and Grants Management to register you into their respective systems.
 - Registration & Eligibility Forms are posted on the AZCSP website.
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Second Step

- Following submission and approval of your AZCSP Registration Form and AZCSP Eligibility Form, you MUST register with ADE School Finance to gain access to its Education Organization System (EOS). However, do not call School Finance until you receive confirmation from AZCSP that your forms were approved.
 - You must use your Entity Name, that is, the name you used for the Arizona Corporation Commission and the Arizona State Board for Charter Schools.
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Second Step (continued)

- You must have the following in writing from ASBCS:
 - **New schools:** confirmation that you submitted your charter application and that it was administratively reviewed by AZCSP staff.
 - **Replication schools:** approval to replicate.
 - **Expansion Schools** with existing Entity and CTDS identification numbers:
 - ✓ approval to expand your school's grades,
 - ✓ what grades you are expanding, or,
 - ✓ if this is a new school site, what grades will you serve.
- School Finance will walk you through the EOS process.
- Contact Number: 602.542.8797

Grant Application Timeline 2024-2028



Application Budget Training: *2-4 PM, August 23, 2022*

Application Deadline: *11:59 PM, October 11, 2022*

Capacity Interview: *November 14-18, 2022*

Arizona State Board of Education Award: *January 23, 2023*

Awardees GME Funding Application Training: *TBA*

Conflict of Interest

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

- The charter holder contract with its charter management organization does not cede charter school control of funds and operations to the management organization.
- 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).

The charter holder must write Conflict of Interest policies published in either its Articles of Incorporation, its bylaws, and its internal operational policies of the school.

A Note About the Award

If the evaluation committee recommends your application for approval, you will receive notice following the December 12 & 13, 2022 ASBCS meeting.

If your corporate structure is not clearly defined at that point and entered into your Registration Form, your application will be rejected and AZCSP will recommend the next candidate on the list – assuming the evaluators deem the next school is sufficiently qualified.

Technical Assistance

- The 2015 version of the Elementary and Secondary Education Act (ESEA), known as Every Student Succeeds Act (ESSA), requires the Arizona Department of Education to set aside 7% of its aggregate award to provide “Technical Assistance” to each school for the life of the grant (up to five years).
- ESEA Part C 4303 (c) (B)

Technical Assistance

Instructional Rounds

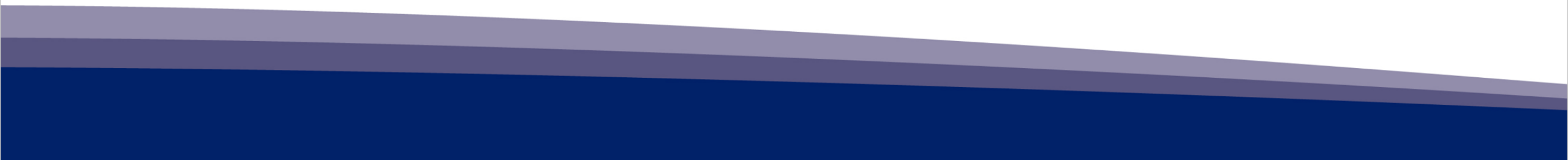
Starting September in the first year of the grant award, AZCSP staff will conduct the first of seven (7) trainings in the Harvard Instructional Rounds process.

These trainings are mandatory for the school leader(s).

By June 1 of the first award year, AZCSP staff will announce the training dates so the school can clear the leader's calendar for full-day participation.

Technical Assistance

Formative Assessment

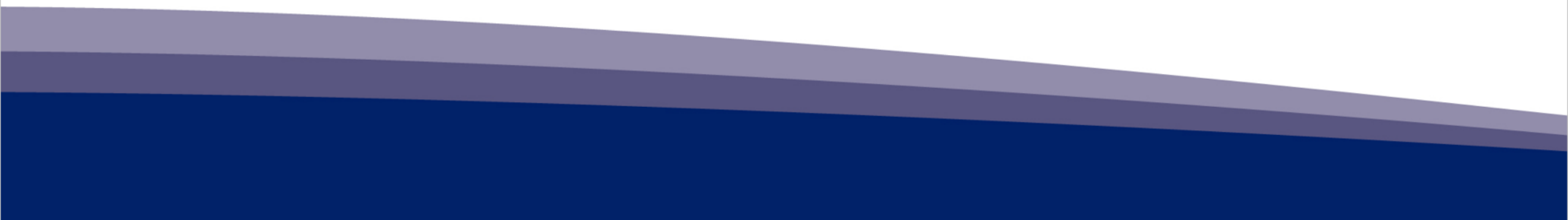
- Teachers from the awarded schools will participate in eight trainings per year in Formative Assessment using the Learning Science International platform.
 - By the end of June of the first award year, AZCSP staff will meet with school leaders to develop a training calendar.
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Technical Assistance

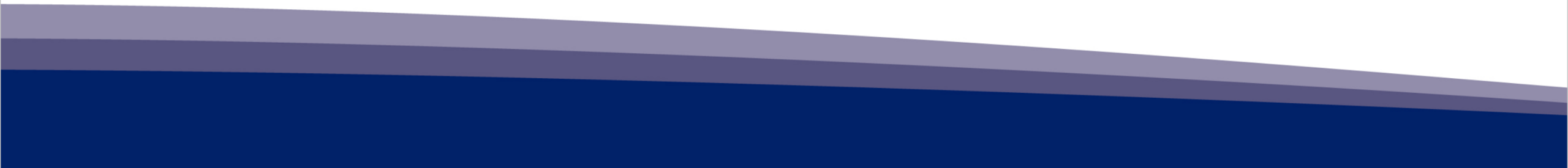
For the five years of your award, which will commence February 1, 2023, you will be working very closely with AZCSP technical assistance staff and its approved contractors in the areas of operation and academic achievement.

If Awarded

Upon notification of the award approval, there are still many steps to the process.

- The AZCSP Funding Application will be available in Grants Management by December 19, 2022, but you will not be able to access it.
 - ADE School Finance and Grants Management will provide training on how to register in both platforms, Date and time TBA.
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If Awarded

- Once all registration has been completed in School Finance and Grants management, you will be able to access the Funding Application.
 - You will not be able to submit your Funding Application until after the State Board of Education(SBE) gives final approval on Monday, January 23, 2023.
 - Following SBE approval, you can submit your Funding Application to GME.
 - You should submit immediately after your SBE approval for review and Substantial Approval.
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Award Maximum

The maximum amount for funding in one Project Year shall not exceed \$250,000.

Requests for awards in excess of \$250,000 will not be considered.

Grant Terms and Conditions

Terms and conditions of the award will be described in the Grant Award Notification.

Awarded schools will participate in AZCSP led Arizona Instructional Rounds (AIR) and Formative Assessment trainings throughout the life of the grant, and leadership training.

Awarded schools shall meet and confer with AZCSP Director and Business and Grants Management Specialist throughout the life of the grant.



Grant Terms and Conditions

School leaders and key staff are required to attend a day-long annual AZCSP retreat in conjunction with ADE's Teacher Institute/Leading Change Conference in June of each Project Year. AZCSP funds will support participation by you. Exact date will be provided soon.

Grant Monitoring

The operations/financial component will be monitored by federal grant auditors from the ADE Grants Management unit to ensure that you have sufficient Internal Controls to mitigate risk to the grant operation.

2 CFR §200.303



Program Periods

Planning and Program Design (6 or 18 months) occurs prior to opening of the charter school.

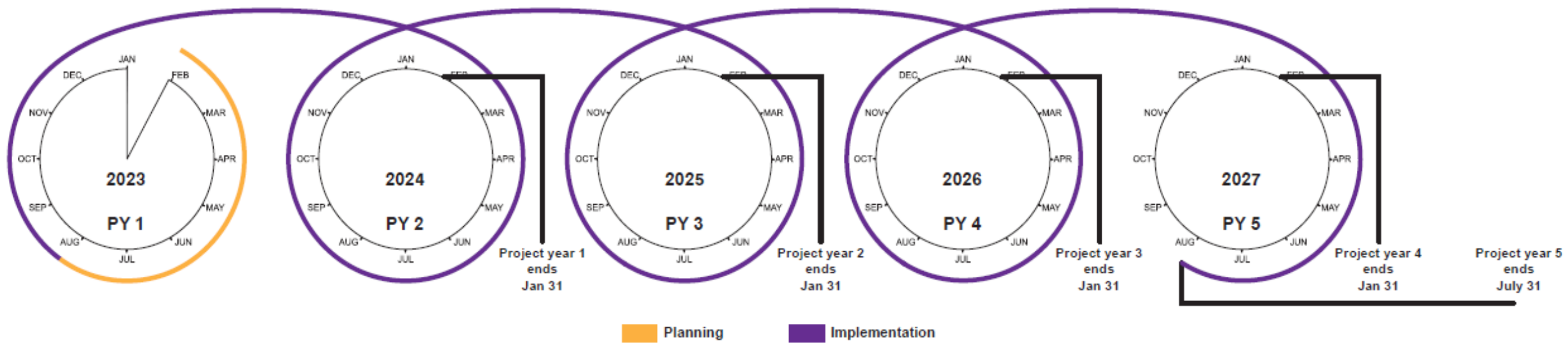
Implementation (max 54 months) occurs after the school opens for students.

ESEA Part C 4303 (d) (1) (B)



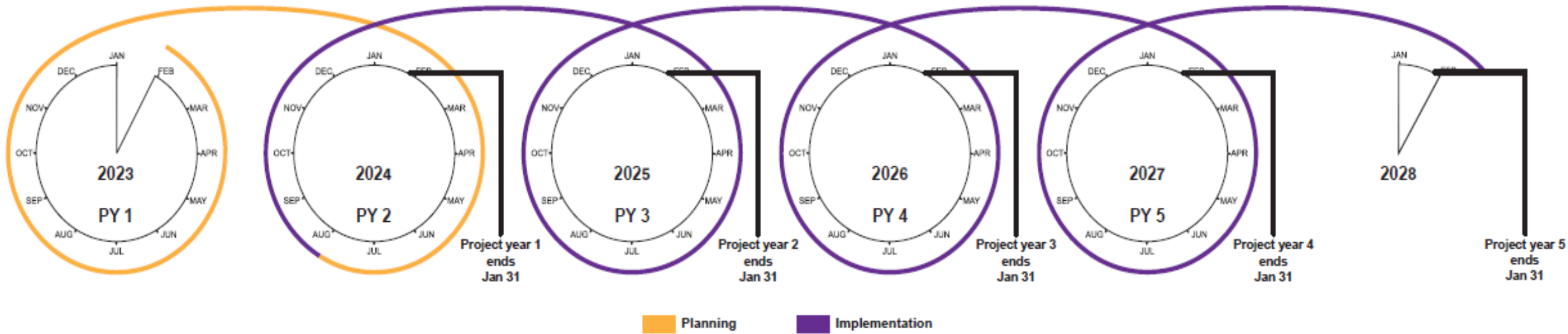
6 Months Planning

AZ CSP Funding Cycle for 6 Month Planning



18 Months Planning

AZ CSP Funding Cycle for 18 Month Planning



AZCSP Application Training

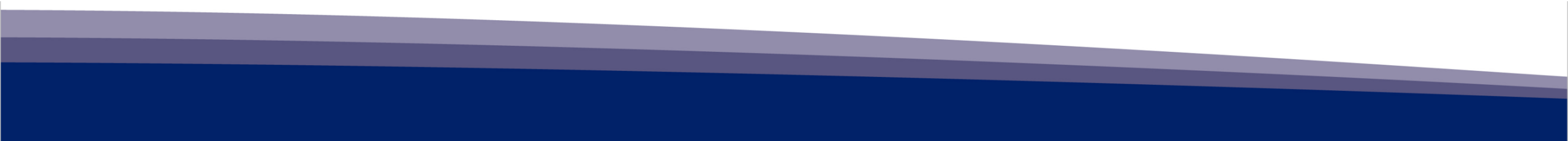
Ten Minute Break

End of Part One



Application Components

Narrative Component Section

- Section A - ESEA 4303 Compliance
 - Section B – Abstract
 - Section C - Charter Entity Founders
 - Section D – Governance
 - Section E – Preference Points
 - Section F – Leadership
 - Section G – Budget Form & Narrative (Training on August 23, 2022)
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Evaluation Criteria

- The bolded words highlight the criteria used by application reviewers to assess and score each Narrative Component.
- Note: AZCSP monitoring is directly aligned with application components.



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