



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Indiana Charter School Program Grant

### REQUEST FOR PROPOSAL 84.282D

2023-2024

### Final Approved Version

**Final Due Date: Monday, July 31, 2023 at 11:59 p.m. ET**

<b>Federal Program Title:</b>	Keys to Quality: Charter School Facilities Incentive Grant
<b>Federal Agency:</b>	U.S. Department of Education
<b>State Agency:</b>	Indiana Department of Education
<b>CFDA Number:</b>	84.282D
<b>Award Name:</b>	Keys to Quality
<b>Award Number:</b>	S282D190002
<b>Performance Period</b>	8/15/2023 - 9/30/2024
<b>Submission:</b>	<a href="#">Cohort 4 JotForm</a>

## Grant Information

### Purpose:

Keys to Quality: Charter School Facilities Incentive Grant is a federally funded program that provides charter schools with per-pupil facilities aid. The federal funds are used to match programs funded with non-federal dollars that make payments, on a per-pupil basis, to provide charter schools with facilities financing.

### Eligible:

- Charter schools that have been open and operating with students for at least one academic school year



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

- Charter schools that have not previously received the Indiana Charter School Facilities Incentive Grant (CFIG)

## **Ineligible:**

- Adult high schools
- Virtual schools
- Charter schools receiving a pro rata share of local property taxes

## **Availability of Funds:**

For Cohort 4, there is approximately \$3,500,00 available. Please note this is not a final calculation and is subject to change upon multiple variables. Allocations are determined based on the following formula:

July ADM estimates x Per-Pupil Allocation

Final allocations will be sent with award notifications. For the purpose of estimating the total amount requested and creating a Grant Application Budget, use July ADM estimates x \$500. Awarded applicants will receive funding for no more than one year. Funding will be distributed on a reimbursement basis.

## **Allowable Use of Funds:**

Funding may be used on the following allowable activities for charter school facilities:

- 1) Rent
- 2) Purchase of a building or land
  - a. Charter schools may not use these grant funds for purchasing land when they have no immediate plans to construct a building on that land. Immediate is defined as within 12 months.
- 3) Construction
- 4) Renovation of an existing school facility
- 5) Leasehold improvements
- 6) Debt service on a school facility; or
- 7) Administrative expenses
  - a. Administrative expenses are capped at five percent (5%) of the total award

The funds must be allocated within a proposed budget and be considered reasonable and necessary in light of the goals and objectives of the proposed project, grant guidelines, and allowable costs under the grant. Any funds not considered reasonable, allocable, and necessary will need to be re-allocated within the budget or removed from the final approved budget.

Spending is done at the applicant's own risk until the budget is formally approved by IDOE. Actual award amounts are contingent upon the receipt of federal funding, availability of current funding levels, and the costs that are budgeted being reasonable, allowable, and allocable.



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## **Monitoring and Grantee Expectations:**

Subgrantees will be expected to participate in all technical assistance, monitoring, and reporting elements as a condition of receiving the funds. Toward the end of the grant lifecycle, grantees will participate in a desktop monitoring and submit a final expenditure report (FER).

Participating charter schools shall agree to comply with the same federal and state audit requirements as other elementary and secondary schools in the state. Schools shall meet all applicable federal, state, and local health and safety requirements while operating in accordance with Indiana state law.

Each charter school grant manager and board president shall sign further assurances stipulated within the grant in order to participate in the CFGI project.

## **Grant Assurances**

Each participating subgrant recipient does hereby agree to comply with the following assurances (please check each box by clicking inside the box).

- 1. Subgrant funds will be expended during the specified grant period; standard accounting procedures will be utilized by subgrant recipients and records of all subgrant expenditures will be maintained in an accurate, thorough, and complete manner and in accordance with the approved application.
- 2. Subgrant recipients will participate in all data reporting and evaluation activities as requested or required by the U.S. Department of Education, the Indiana Department of Education (IDOE), and Indiana Code, including on-site and desktop monitoring conducted by IDOE, annual, independent audits required by the State Board of Accounts that are publicly reported and include financial statements prepared with generally accepted accounting principles, annual reports, and a final expenditure report for the use of subgrant funds. This section includes participation in any federal or state funded charter school research or evaluations. Failure to submit required information may result in a withholding of grant funds or a non-renewal of subsequent year funding within the project period.
- 3. Subgrant recipients will expend facilities implementation funds only for the purpose of implementation activities in a charter school which is nonsectarian in its programs, admissions, policies, employment practices, and all other operations, and which will be in compliance with all Indiana laws and administrative rules regarding staff certification and licensure.



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

- 4. Subgrant recipients will comply with all federal laws including, but not limited to, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Part B of the Individuals with Disabilities Education Act, and Uniform Grants Guidance (2 CFR § 200). This section requires each charter school to recruit, enroll, retain, and meet the needs of all enrolled students, including children with disabilities and English learners.
- 5. Subgrant recipients will comply with all state and local laws and health and safety requirements applicable to Charter Schools, including but not limited to all laws related to student admissions and enrollment, non-discrimination, data reporting, compulsory student attendance, and accountability.
- 6. Subgrant recipients ensure that the Charter School will receive funds through programs administered by the U.S. Department of Education under which funds are allocated on a formulary basis.
- 7. It is the responsibility of each Charter School that receives funds under this grant to comply with all required federal assurances. Any Charter School that is deemed to be in noncompliance with federal or state statute and fails to address areas of noncompliance will not be funded. Funded schools will be expected to cooperate with the Indiana Department of Education in the development of certain reports to meet state and federal guidelines and requirements. Funded projects will be required to maintain appropriate fiscal and program records. Funded schools will be required to participate in desktop and on-site monitoring activities. If any findings of misuse of funds are discovered, project funds must be returned to the Indiana Department of Education. IDOE may terminate a grant award upon thirty days' notice if it is deemed by the Indiana Department of Education the school is not fulfilling the funded program as specified in the approved project or has not complied with the signed assurances.

I have read the above and agree to all terms and assurances.

\_\_\_\_\_  
Signature of Project Contact or Charter School Leader

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date Signed



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Grant Application

<b>Charter School Information</b>	
Corporation Number and Name	
Charter School Address	
Charter School DUNs Number	
Charter School Bidder Number	
Current Grade Configuration	
Current Student Enrollment	
<b>Charter School Point of Contact</b>	
Name	
Phone Number	
Email Address	
<b>Charter School Fiscal Contact</b>	
Name	
Phone Number	
Email Address	
<b>Charter School Board Information</b>	
Board President Name	
Email Address	
<b>Management Organization Information</b>	
Management Organization Name	
<b>Authorizer Contact Information</b>	
Authorizing Agency	
Authorizing Agency Point of Contact Name	
Phone Number	
Email Address	
<p><b>20 U.S.C. § 5203(d)(3)</b> requires all Keys to Quality: Charter School Facilities Incentive Grant applications must be provided to the charter school authorizer and the authorizer must verify that the Charter School Program (CSP) applicant has notified them of application submission. Signature by the designated authorizer official indicates that the CSP grant application is supported by the proposed charter school authorizer.</p> <p>If the applicant is currently in the process for authorizer approval, the signature below does not indicate that the prospective charter school's application to the authorizer will be granted.</p> <p>Charter school applicants without an approved charter at the time of submission will not be able to access funds until the IDOE receives authorizer notification of an approved charter. Deviation from the timeline or the activities in the approved grant is grounds for forfeiture of</p>	



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

the CSP funds.

\_\_\_\_\_  
\_\_\_\_\_  
Authorizer Official Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

**Instructions:** In order to streamline the application process and to ensure the application does not duplicate efforts from the charter application to the charter school authorizer, applicants may use adapted or direct content from their charter application submitted to an Indiana authorizer. However, all answer content must be included in the answer to the question. Applicants may not reference pages in their charter application or other appendices as a substitute for answers. Appendices may be referred to for additional context as appropriate.

Thirty-page limit for required element responses. Page limit does not include appendices or budget. Clearly label your responses by section and question number for scoring purposes.

## Required Elements

1. Provide an overview of the community need for the school's facilities funding or improvement.
2. Provide an overview of the community support for facilities funding or improvements.
3. Provide an overview of the expertise of key facilities and key finance personnel. Identify the key personnel and describe their previous relevant experience.
4. Provide an overview of the school's processes for facility maintenance prevention, repair, and emergency maintenance.
5. Provide an overview of the fiscal management plan, including internal controls over expenditures and process for managing this particular grant.



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

6. Facilities quality is based on the six components below. For each component, explain how the school is ensuring these are high-quality or how this grant will help the facility be high-quality in the applicable components.
  - a. Acoustics and Noise
  - b. Ventilation and Air Quality
  - c. Lighting
  - d. Proper Temperature and Temperature Control
  - e. Space and Size of Classrooms
  - f. 21<sup>st</sup> Century Learning Environment and Technology Access
  
7. Provide an overview of how the school is practicing environmental consciousness through facilities management: i.e., reducing or eliminating greenhouse gas emissions, reducing or eliminating energy use, improvement of water quality, water conservation, reduced production of waste, most environmentally friendly use of land/space, etc.
  
8. Provide a budget narrative to address the grant's anticipated spending plan and provide an explanation for how the grant activities will provide a positive impact on student academic achievement.

<b>Required Appendices</b>	
Appendix A	Evidence of property insurance coverage
Appendix B	Certification of E occupancy from the Fire Prevention and Building Safety Commission
Appendix C	School Safety Plan
Appendix D	Written procedures of accommodations and ADA compliance
Appendix E	Budget Sheet