



New Hampshire  
**Charter School Office**

Request for Applications  
Charter School Program (CSP) Grants for  
**New Schools, Expansions and Replications**

Release Date: April 15, 2024  
Submission Due Date: May 31, 2024



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Request for Applications

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The New Hampshire Charter School Program (CSP) grant provides funds to eligible sub-recipients for the purpose of starting a new charter school, expanding a high-quality charter school, or replicating a high-quality charter school in the state of New Hampshire.

### Section 1: General Program Information

#### Background

The New Hampshire Department of Education (NHED) is the recipient of a 2019 Federal Charter School Program Grant from the US Department of Education authorized by Title V, Part B of the Elementary and Secondary Education Act (ESEA) [P.L. 107-110]. The Federal Charter Schools Program (CSP) awards funding to state educational agencies (SEAs) which, in turn, provide sub-recipient grants to charter schools within their state. These grants are focused on expanding access to high-quality charter school opportunities for all students, especially at-risk students. NHED's grant was awarded in 2019 and NHED was given approval to begin issuing sub-grants in 2021.

NHED has established the following goals with respect to the CSP Grant it received:

1. Expand opportunities and access to charter schools throughout the state of New Hampshire,
2. Ensure at-risk students are given access to educational solutions that help them succeed, and
3. Create a center of excellence for charter schools through sharing best practices and educational innovations.

Through our competitive application process, we are seeking to identify and provide funding to charter schools who will work to meet challenging state academic standards; increase the number of high-quality charter schools available throughout New Hampshire to students (especially those at-risk); share best practices between charter schools and other public schools; and manage their funds and projects responsibly.

Funds are available for **project planning and implementation**. Under this funding program, a sub-grant awarded under the CSP program may be for no more than 3 years, of which, no more than 18 months may be used for planning and program design (project planning). See ESEA §4303(d)(1)(B) and §4303(h)(1)(B) for reference.

#### Eligibility

Applicants must meet specific eligibility criteria in order to apply for a grant under the CSP program. This includes the applicant:

1. Being organized as a nonprofit corporation in accordance with the provisions of RSA 292. Such corporation shall first establish a prospective board of trustees and prescribe the board's duties in a set of proposed bylaws which shall be consistent with the prospective board duties under RSA 194-B: 5.
2. Meeting the federal definition of a charter school as defined by ESEA §4310(2)).
3. Meet the definition of "developer" as defined by ESEA §4310(5).
4. Provides a program of elementary or secondary education, or both.





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5. Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution.
6. Does not charge tuition.
7. Complies with 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, Title II of the Americans with Disabilities Act of 1990, and Part B of the Individuals with Disabilities Education Act.
8. The school is one where parents choose to send their children and admits students on the basis of a lottery, if more students apply for admission than can be accommodated.
9. Agrees to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program.
10. Meets all applicable Federal, State, and local health and safety requirements.
11. Operates in accordance with State and Federal law.
12. Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school. In the state of New Hampshire, this is an approved charter.
13. Applicants that apply for an expansion or replication grant must meet the federal definition of a high-quality charter school, as defined by ESEA §4310(8).
14. For expansion and replication candidates, their existing school must have a favorable risk profile per NHED Office of Federal Compliance.

To be funded under this program, the school must have an approved charter with the state of New Hampshire by September 1, 2024, be registered as a non-profit, and be registered in SAM.gov (the federal government's System for Award Management).

### Guidance and Regulations

This is a federally funded grant program subject to 2 CFR 200. As such, sub-grantees must understand the requirements, limitations, and expectations as a result of receiving funding under this program. The New Hampshire Department of Education's Bureau of Federal Compliance has published a number of helpful information sheets to assist sub-grantees. These documents can be found here: [Federal Fund Fact Sheets | Department of Education \(nh.gov\)](#).

Applicants are advised to review the following relevant provisions, requirements and guidance that govern CSP grants and sub-grants. These documents outline critical elements of compliance for which sub-grantees will be responsible.

- [January 2014 CSP Nonregulatory Guidance;](#)
- [2 CFR Part 180, Non-procurement Debarment and Suspension;](#)
- [2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards;](#)





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- [Education Department General Administrative Regulations \(EDGAR\), 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, 99.](#)

In addition, applicants should review information found with on resources listed below which outline funding program requirements, school requirements, and allowable costs under the CSP program:

- ➔ [Elementary and Secondary Education Act \(ESEA\) 5204\(f\)\(3\)](#)
- ➔ [Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - U.S. Department of Education](#)
- ➔ [Office of Management and Budget \(OMB\) Circular A-21, Cost Principles for Educational Institutions](#)
- ➔ [OMB Circular A-122, Cost Principles for Non-Profit Organizations](#)
- ➔ [U.S. Department of Education \(ED\) Charter Schools Program \(CSP\) Nonregulatory Guidance](#)

The Office of Charter Schools has also developed FAQ and Cost Allowance tools to guide and assist applicants. Those resources can be found here: [Federal Charter School Program Grant | Department of Education \(nh.gov\)](#).

**CMOs and EMOs:** Schools choosing to engage a Charter Management Organization (CMO) or an Education Management Organization (EMO) must disclose this arrangement and demonstrate that they and their governing authorities are independent of the provider; and that all fees and agreements are fair and reasonable as outlined in statute. ESEA Section 4310 (3) defines a “charter management organization” as a nonprofit organization that operates or manages a network of charter schools linked by centralized support, operations, and oversight.

**A CMO or EMO does not qualify as an eligible applicant, nor may it hold or manage a CSP subgrant awarded to a school under New Hampshire’s grant program.** The governing authority of the school must maintain oversight of the CSP grant. Schools must exercise special care to ensure that a direct representative of the applicant school, independent of the CMO or EMO, is identified to administer the subgrant [34 CFR 75.700-75.702 and 76.701]. The Department will require an assurance that the involvement of any Educational Service Provider (ESP), whether for-profit or non-profit, remains at "arms-length" and has no involvement with the administration of the subgrant.

In determining whether a subgrant recipient is independent from the CMO or EMO hired to manage the day-to-day operations of the school, the Department will consider the following factors outlined in the federal CSP Nonregulatory Guidance dated January 2014:

- a) Whether the school’s governing board is selected by, or includes members who are employees of, the CMO or EMO,
- b) Whether the school has an independent attorney, accountant, and audit firm that works for the school and not for the CMO or EMO,





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- c) Whether the contract between the school and the CMO or EMO was negotiated at "arms-length," clearly describes each party's rights and responsibilities, and specifies reasonable and feasible terms under which either party may terminate the contract (e.g., the school does not lose the right to use facilities),
- d) Whether the fee paid by the school to the CMO or EMO is reasonable for the type of management services provided, and
- e) Whether any other agreements (e.g., loans, leases, etc.) between the charter school and the CMO or EMO are fair and reasonable, documented appropriately, align with market rates, and include terms that will not change if the management contract is terminated [Section B-13, Nonregulatory Guidance].

As a general matter, subgrantees must avoid direct or indirect conflicts of interest when administering grants. For additional information on conflicts of interest, please see [2 CFR 200.317-326, Procurement Standards](#) and [Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

**Lottery & Enrollment:** The enrollment policy of a charter school receiving CSP grant funds must include a lottery process if more students apply for admission to the school than can be admitted [20 USC 7221i(1)(H)]. The policy and/or procedures should clearly describe how the lottery will be administered, how families will be informed of the opportunity to submit an application to the lottery and how families will be informed about the outcomes of the lottery. Please note that weighted lotteries are NOT permitted in the state of New Hampshire.

**Financial Management:** Under the Uniform Guidance at 2 CFR 200.302, every recipient of Federal funds is required to have a financial management system that permits the preparation of reports required by general and program-specific terms and conditions and enables the recording and reporting of grant expenditures in a manner that provides adequate evidence to establish that grant funds have been used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award. Recipients of Federal funds must maintain records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award as part of an effective internal control system.

**Performance Agreement and Impact on Renewal:** As noted in student achievement as outlined in the performance agreement contained in your approved charter will be one of the most important factors used for renewal or revocation of the school's charter, and NHED reserves the right to revoke or not renew a school's charter based on financial, structural, or operational factors involving the management of the school.





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## Section 2: Grant & Fund Information

### Award Information

The sub-grant funds will be awarded to applicants seeking Start-up, Replication and Expansion grants. Applications are scored against a rubric (see appendix) with weighted scoring applied to schools that prioritize at-risk students in their model, have a well-defined process for establishing and sharing best practices, and those schools that are innovative in their model or aspects of their operation. After scoring is complete for all applications, the applications will be ranked from highest total score to lowest. Awards will then be issued beginning with the highest scoring application and proceeding down the list, through applications scoring at least 75%, until all available funds are awarded. ONLY applications scoring 75% or better will be considered for funding.

As NHED’s grant is set to expire in September 2024, all project durations, funding, and awards are dependent upon USED granting NHED a no-cost extension.

### Funding Information

CSP Grant applicants must complete a budget to show how the grant funds will be spent and to justify the amount of grant funding requested. Maximum funding levels are based on the type of grant, the proposed project, and the stage of development of the school. The table below illustrates the maximums for awards.

|                    | Potential Project Award (planning and implementation) | Potential Innovative Funds | Potential At-Risk Funds | Maximum Potential Award |
|--------------------|---|----------------------------|-------------------------|-------------------------|
| <b>Start-Up</b>    | up to \$1,100,000                                     | up to \$200,000            | up to \$200,000         | <b>\$1,500,000</b>      |
| <b>Expansion</b>   | up to \$500,000                                       | up to \$50,000             | up to \$50,000          | <b>\$600,000</b>        |
| <b>Replication</b> | up to \$900,000                                       | up to \$150,000            | up to \$150,000         | <b>\$1,200,000</b>      |

Carryover funding from year to year may be allowable, provided the plan for those funds is reasonable, necessary, and applied to allowable activities. Following the initial award year, the subsequent year of funding is subject to a review for continued funding and approval from USED of a no-cost extension for New Hampshire’s grant.

Continued funding is not competitive but is subject to the availability of federal funds and contingent upon performance, compliance, financial and operational obligations, as evaluated by Department staff. Continued funding may also be terminated if substantial progress is not being made to accomplish the grant project goals articulated in the initial CSP grant application or if the charter school fails to make satisfactory student academic progress. Failure to draw down funds in a regular and timely manner, fulfill requirements, or meet enrollment projections by a significant amount may potentially impact continued funding. Regular communication with NHED CSO staff regarding changes in plans, administration, or ability to fulfill obligations of the grant is encouraged to identify early solutions.







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Schools that have been awarded the CSP grant but experience changes to their projects including timeline, grades served, or fail to open fail to open may not be eligible for continued funding or extension. If justification is found to be inadequate, there is a change to the scope of the original plan or a loss of charter contract, the school will not receive continued funding.

Regardless of extensions awarded, no sub-grant project's planning period may exceed 18 months per federal statute. Per NHED program requirements, no project may exceed 3 years in total regardless of no-cost extensions issued by USED.

### **Project Planning Funds vs Implementation Funds**

Project planning funds can be used for activities associated with planning and design of the school. This includes curriculum design and school development including salaries. Planning periods including any extensions granted cannot exceed 18 months per federal statute and cannot overlap the implementation period.

Implementation funds are more restrictive than planning funds. Items like salaries and building expenses are not allowable in implementation. Implementation funds can still be used for professional development, supplies, equipment, and curriculum development.

Schools should plan their project and expenses accordingly to ensure they have adequate planning and implementation time without exceeding any project duration maximum.

### **Innovation and At-Risk Funds**

NHED is providing additional funding to schools that can demonstrate their innovation and/or focused support of at-risk student. Innovation covers a broad range of categories including model, populations served, location, operation, access to technology, community partnerships, and more. It is up to the school to convince the reviewers through their application narratives and submitted plan that they should be granted the additional funding. Applicants seeking this funding should provide a clear description of how their school compares to the charter and wider public school community using data and a comprehensive plan that includes goals/activities to be delivered, how the grant funds will support this plan, and how the school will track and monitor progress on the goals. Please see Part 4: Required Attachments for more information on the plan requirements.

### **Use of Funds**

The CSP grant is a reimbursement program, which means recipients will be reimbursed following proof of expenditures on allowable, approved activities. Allowable activities are described in the ESEA § 4303 (h), and include the following activities:

- Preparing teachers, school leaders, and specialized instructional support personnel, including through paying costs associated with –
  - Providing research-based professional development for teachers and other staff that includes national staff development standards (including travel costs for school leaders, staff, and school board to attend conferences and training, or visiting other charter schools); and





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- Hiring and compensating, during the eligible applicant's planning period specified in the application for funds, one or more of the following: (i) Teachers. (ii) School Leaders. (iii) Specialized instructional support personnel.
- Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials or aligning curriculum).
- Under ESEA § 4303(h)(4), 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 and informing the community about the school.
- Providing for other appropriate, non-sustained costs related to opening, replicating, or expanding high-quality charter schools when such costs cannot be met from other sources, providing support requests are reasonable and appropriate.
- Under ESEA § 4303(h)(3), grantees may use CSP funds to carry out "necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction)."

CSP Grant funds, in general, are not allowed for the following activities:

- recurring costs
- before and after school programs
- salary and benefits for staff once the school has opened
- major capital costs
- food costs for staff, students, or parents
- promotional/novelty items for advertising, events, or recruiting
- student activities
- professional memberships

Expenses must be necessary, reasonable, and allocable to the grant in order to be allowable under the CSP (2 CFR 200.403(a)). Funds used in the CSP Grant Program cannot support ongoing operational expenses. Certain expenses are allowable in only planning or implementation. It is important for applicants to review the provided guidance on allowable expenses to ensure that your project expenses are approved for the appropriate activity to avoid negative scoring and/or rejection of expenses. Please refer to the budget template where you will detail your expenses and why these expenses are included in the project.

Further details on allowable use of funds can be found in the Grant Budget Instructions section of this document. Additional resources for budget development can be found at the Bureau of Federal Compliance webpage and in the State's Accounting Handbook, links provided below.

[Bureau of Federal Compliance | Department of Education \(nh.gov\)](#)

[Microsoft Word - Handbook 1999 Edition Updated August 2001.doc \(nh.gov\)](#)

### Monitoring and Reporting Requirements

Applicants that are awarded a sub-grant will be required to undergo monitoring of their approved project and submit reports as to the progress of their projects. In addition, NHED expects the





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cooperation of sub-grantees in assisting the Department in meeting the goals set for the state with respect to the grant program. This includes participating in events, requests for information, training sessions, and other activities that will support the state's initiatives.

The New Hampshire Department of Education Charter School Office (NHED CSO) has developed a comprehensive process to both ensure compliance of sub-grantees to the federal program and to support the successful outcomes of their individual projects. The process involves fiscal compliance reviews, "light-touch" reviews known as check-ins, and in-depth surveys done through an on-site monitoring visit. The purpose of each of these assessments is to identify areas where the sub-grantee may require additional support, corrective action, or project revisions to ensure their start-up, expansion, or replication meets the spirit of the approved grant application.

Fiscal Monitoring: Upon award, sub-grantees must agree to elements of fiscal monitoring in the Program Assurances including performing a program specific financial audit by a licensed CPA and an expenditure review for at least their first three submitted requests for reimbursement. The expenditure review is completed by NHED staff and involves reviewing the expenses and documentation of the expense. This is to both ensure that sub-grantees understand the expectations of the grant and also provides the NHED staff with critical information with regard to the level of compliance to be used in Risk Assessments. Feedback is provided and sub-grantees must address certain items before the expenses are approved for release. Sub-grantees that struggle with this step are asked to continue this practice until reports with no findings are consistent. Once sub-grantees are released from this process, their expenses are still reviewed each time for adherence to the approved project budget and to ensure they are reasonable, allowable, and necessary.

Check-In: The check-in is a "light-touch" programmatic review of the sub-grantee designed to ensure continued compliance with the state and federal requirements. While each check-in will differ slightly, depending on the project the school is undergoing, the format is essentially the same.

These reviews can be done via phone, virtual meeting, or in-person. In preparation for the check-in, NHED staff reviews available information including: GMS entries, the school's website, record of reporting to the NHED, attendance records and participation tracking, and other NHED records to verify continued compliance with state and federal requirements, participation in State priority initiatives, and adherence to program plans. NHED uses the information gathered from the check-in to determine if the project's funding will be continued.

On-Site Monitoring: This is an in-depth review of the school's programmatic and fiscal compliance. This meeting is typically held at the school's facility but can be virtual. The process that NHED's CSO has established for on-site monitoring is designed to establish the extent to which:

- Progress has been made toward established project goals
- Compliance with state and federal charter school regulations
- Compliance with grant requirements
- Level of participation in assisting the NHED to meet established goals and priorities
- Fiscal monitoring of expenditures.

Each sub-recipient school must have at least one on-site visit during the course of their project.

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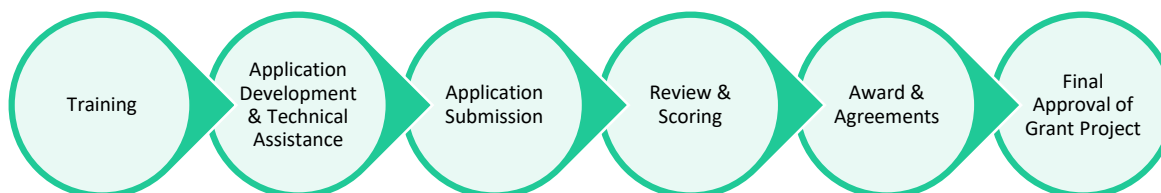
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## Section 3: Application Process and Components

### Overview

NHED's application process for CSP Grant funds is detailed in the sections below. All applicants are required to attend a training session and submit an application package. In general, the steps to receiving an award are:



### Training and Technical Assistance

NHED provides training and technical assistance for all charter schools interested in applying for CSP sub-grants. Sessions provided for applicants are noted below. **To register for any of these sessions, [CLICK HERE.](#)**

#### CSP Grant Informational Session (required session)

This session is **required for all potential applicants** and focuses on the requirements for eligibility for funding for all grant types and highlights components of post award requirements.

- April 25, 2024: 11:00 am - 12:00 pm
- May 8, 2024: 2:30 - 3:30 pm

#### Preparing a Quality Application (recommended session)

This session focuses on preparing a quality application and reviews requirements for submittal.

- May 10, 2024: 11:00 am - 12:00 pm
- May 16, 2024: 2:30 – 3:30 pm

#### Q&A Forum (recommended session)

This is an open forum session where applicants can ask questions as they are working through the application process.

- May 15, 2024: 2:00 – 3:00 pm
- May 23, 2024: 12:00pm – 1:00 pm

Additionally, NHED offers on-call technical assistance to applicants. Applicants needing clarification or assistance on the grant application can submit their question or request to: [doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov).

NHED has published additional resources including Frequently Asked Questions, Cost Allowance Guidance, and more on the CSP webpage located here: [Federal Charter School Program Grant | Department of Education \(nh.gov\)](#).





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### Schedule

NHED has set the schedule below for the May 2024 competition round. The following dates are critical for your submission planning. Late submissions will not be accepted or considered for funding. Any changes to this schedule will be sent to all applicants that submit an intent to submit and posted on the NHED website.

|                                |  |
|--------------------------------|--|
| Release Date                   | April 15, 2024                                 |
| Deadline for Intent to Submit  | May 1, 2024, by 12:00 pm                       |
| Submissions Due                | May 31, 2024, by 4:00 pm                       |
| Anticipated Award Notification | TBD, <i>dependent on completion of scoring</i> |

### General Requirements

All applicants are required to complete the following to consider their application complete and eligible for review. Forms are available in google format; please contact [doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov) to request access to the google drive containing the files.

- **File an Intent to Submit:** the intent to submit form is located in the appendix of this document and must be submitted by the date listed in the schedule. This document will be used by NHED CSO to verify eligibility and to understand the potential demand for funding during this round of applications.
- **Attend Required Training Session:** a member of the application team **MUST** attend the **CSP Grant Informational Session** (marked as required above) and provide the date of attendance in the application form.
- **Submit a Complete Application Package:** the application package consists of multiple parts. Detail on these items is provided below and in Section VI.
  - Completed application form (Part 1)
  - Complete project narratives (Part 2)
  - Completed CSP Budget Form(s) (Part 3)
  - Additional funding plans if requesting this funding (Part 4)
  - Include required attachments (Part 5)

### Intent to Submit Form

Schools intending to submit an application for a CSP Grant **MUST RETURN AN INTENT TO SUBMIT FORM** by the date noted in the schedule above. The information requested in this form is critical to ensuring a speedy review and award of grant funds as it is used to develop the peer review team that will score the applications. There is no penalty for returning the intent to submit form and then deciding not to apply.

### Application Form and Project Narratives

Detailed instructions on the application package are provided in Section VI of this Request for Applications.

The application form should be completed in its entirety as this form is used to ensure eligibility for the program. Please do not leave sections or questions blank. Please also note that the amount of your request on the final portion of this form should be for at least the amount in your project budget.





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For responses to the project narratives, applicants may create their own document, use their preferred software and include their own branding. It is not required to use a form or format from NHED.

Successful applicants will answer the project narrative questions completely and thoroughly, citing examples and details of their project plan. Avoid vague answers. Refer to the provided rubric to further understand scoring and items being weighted more heavily. **To aid evaluators in scoring, please keep your responses in the exact order of the questions presented.**

**All responses are subject to Freedom of Information Act (FOIA) legislation requests on federal and state levels. DO NOT INCLUDE any student specific data or data that could easily identify any individual within your response.**

### Budget Form

Applicants must provide a budget for the project that outlines how CSP funds will be spent. For applications requesting a both a planning and implementation period, a separate budget for each MUST be submitted.

Please use the provided budget template to outline how your school proposes to expend the grant funds, should you be awarded a grant. The budget must be separated into your planning and implementation phases. Review the Instructions Tab to complete your CSP Budget. All items included in your budget must be necessary, reasonable, and allocable.

- **Necessary:** Expenditures that are required for the effective delivery of your educational program as described in your application and charter. Existing funding resources are unable to meet the cost needs.
- **Reasonable:** The budgeted items and amounts are practical and sensible for the plan outlined in the application.
- **Allocable/Allowable:** The expense is properly tied to the activity, project outcome, and expense accounts. The CSP is subject to limitations on the expensed that will be covered. These limitations are dependent on the activity and the timeframe. Certain costs are only allowed in certain project phases. Additional guidance on what is allowable is provided on our website and below.

### Operational Budget

Please include a copy of your school's operational budget. This operational budget should reflect your school's entire revenue and spending plans without the grant funds and will serve as a tool in assessing the need of the school for the requested grant funding amount. The format for this budget is at the discretion of the applicant.

### Additional Funding Plans

NHED is providing additional funding to schools that demonstrate innovation and/or are targeting at-risk students. To access this funding, NHED is requiring applicants to submit a plan that outlines the goals/activities to be delivered with this additional funding, how the grant funds will support this plan, and how the school will track and monitor progress on the goals. A separate plan for each additional funding opportunity needs to be provided and these plans will be scored separately from the grant





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application. An applicant will need to first qualify for a sub-grant to be eligible to receive this additional funding.

### Required Attachments

The following items will be required at the time of application submission. For schools applying for a start-up grant, funding priority will be given to schools that have the following items in place for their school.

- Copy of Applicant's Non-Profit Certification
  - This includes a 501(c)(3) designation by the IRS or a statement from the State taxing body or State Attorney General certifying registration as a nonprofit, or a certified copy of incorporation documents showing established as a nonprofit)
- Copy of SAM.gov registration status
- Organization Chart Organization Chart that demonstrates the relationship between leadership and key roles for the school
- School's Operational Budget

### Additional Information/Appendices

Additional information and attachments are permissible in an appendix to the extent that they support the application, a particular question, or provide additional detail required to answer the questions in the application. These attachments could include: resumes, sample plans, charts, reports, etc. Each attachment should be clearly labeled so the evaluators can see the applicability of its inclusion. Please do not include materials that do not directly support the responses you have provided in your answers. These attachments will not count towards the page count limit.

### Submitting an Application

Your submission should be packaged into a single pdf document in the following order:

1. Cover letter or cover sheet (optional)
2. Application Form
3. Application Narrative Responses
4. Grant Fund Budget Form (excel template)
5. Operational Budget
6. Plan for At-Risk Funding (if requesting the additional funding)
7. Plan for Innovation Funding (if requesting the additional funding)
8. Required Attachments
9. Appendix (if applicable)

This application package should be emailed to the NHED at: [doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov) no later than 4:00 pm on May 31, 2024.

### Submitting Questions

Any questions associated with this Request for Applications should be submitted to:

[doe.nhcsp@doe.nh.gov](mailto:doe.nhcsp@doe.nh.gov)





# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant

Request for Applications

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## Section 4: Selection Process

### Eligibility Check

All applicants are required to submit an Intent to Submit form. This form will be used to verify eligibility of the applicants. The check will verify elements outlined in the eligibility section of this document. Applicants being found ineligible will be notified and given a timeframe to correct the deficiency. Any deficiencies must be addressed prior to submission of the application for funding, or the application will be deemed ineligible. To submit documentation of addressing the deficiency, submit the Eligibility Deficiency Response form included in this document and email it to [doe.nhosp@doe.nh.gov](mailto:doe.nhosp@doe.nh.gov). Applicants will receive a response to the submission noting that the deficiency is addressed and closed; or not addressed and open.

### Evaluation Process

NHED will use a team of peer reviewers to evaluate applications received by the prescribed date and time in the Schedule section of this document. Using the Scoring Rubric provided in the attachments section for your review, peer reviewers will review and score applications independently. NHED will convene the evaluators at least once to review scoring progress and/or discuss any outlying scores in an effort to reduce scoring gaps and normalize scores.

Once all scores are complete and returned to the NHED, peer review scores for each applicant will be totaled and used to rank applicants (high to low scores). The NHED will award grants to applicants scoring at least 75%, starting with the top score and moving down the ranked list with the goal of expending available grant funds made available by the US Department of Education and NHED for each round. Ultimate awards will depend on grant dollars available, quantity of quality applications, amounts requested by applicants, and types of applications. Since NHED is in its final grant year, awards will also be dependent on NHED receiving its no-cost extension.

Refer to the attached rubric to see scoring criteria.

### Notice of Selection

NHED will notify all applicants of their application outcome. Those schools that receive notification tentative selection, will be required to sign assurances, establish standardized measures, develop a project plan for input into the GMS, and comply with the program specific requirements including, but not limited to:

1. Develop project plan for State's Grant Management System (GMS)
2. Have a Unique Entity Identification number and SAM registration (see [sam.gov](http://sam.gov))
3. Obtain a vendor code from the New Hampshire DAS ([State of New Hampshire - Online Vendor Registration \(nh.gov\)](http://State of New Hampshire - Online Vendor Registration (nh.gov)))
4. Maintain registration as a non-profit with the State of New Hampshire
5. Obtain a Federal Tax ID number
6. Agree to the General and Program Specific Assurances
7. Submit to routine reporting, monitoring, and an Program Specific Audit
8. Attend workshops and training







# New Hampshire Charter School Office

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9. Develop understanding of EDGAR and 2CFR
10. Comply with Division B, Title V, Section 505 of Public Law 115-245

The measures and program specific assurances are included within the attachments of this document for your review.

### **Notice of Award**

NHED will issue the sub-grantee an official Grant Award Notification (GAN) for signature once all required forms and assurances are received. Once this GAN is received and signed, schools may begin submitting reports in the state's GMS for review, approval and reimbursement. All reports must be accompanied by acceptable documentation for each expense requested for at least the first three reports. The expenses submitted in the report will be reviewed against the approved budget and for documentation compliance. The report will either be returned with comments for editing, denied, or approved for reimbursement. Additional training on this process will be provided after notice of award.

Schools that receive awards will be required to develop and maintain policies and procedures around management of the funds, compliance with state and federal requirements, provide reporting on progress, submit to monitoring, participate in state program initiative, establish systems and maintain sustainability plans.





# New Hampshire Charter School Office

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## Section V: Project Requirements & Final Approval

Sub-grantees will be required to sign agreements and assurances regarding implementation of compliance measures attached to the CSP grant. These agreements are outlined below. Every applicant should review the required agreements and fully understand the requirements for creating policies, procedures, infrastructure, and reporting attached to this funding opportunity.

### General Assurances

General Assurances are required by any school seeking any federal grants under Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA). Charter Schools in the state of New Hampshire are required to sign a General Assurance Agreement annually in order to access any federal funding.

General Assurances change annually and the most recent copy can be found on the NHED website here: [General Assurances | Department of Education \(nh.gov\)](#). These assurances are required prior to a sub-grantee receiving “final approval” by NHED CSO. Final Approval is required prior to any sub-grantee being given access to their grant award in the state’s grant management system (GMS).

As part of your project monitoring, NHED CSO and Bureau of Federal Compliance will review your compliance with the contents of this document. Deficiencies in compliance that are discovered (findings) could result in:

- Creation of a corrective action plan to bring the sub-recipient into compliance,
- Designation as an elevate risk, which would factor into future awards,
- Addition requirements for monitoring, reporting, and/or compliance checks, and/or
- Impact continued funding decisions for certain programs.

### Program Assurances

Program Assurances are specific to the CSP grant fund and only apply to that federal funding. These assurances are also required prior to a sub-grantee receiving “final approval” by NHED CSO. Final Approval is required prior to any sub-grantee being given access to their grant award in the state’s grant management system (GMS).

Program Assurances can be found here are included in the appendix of this document. As part of your project monitoring, NHED CSO will review your compliance with the contents of this document. Deficiencies in compliance that are discovered (findings) could result in:

- Creation of a corrective action plan to bring the sub-recipient into compliance,
- Designation as an elevate risk, which would factor into future awards,
- Addition requirements for monitoring, reporting, and/or compliance checks, and/or
- Impact continued funding decisions for certain programs.





# New Hampshire Charter School Office

## Charter Schools Program (CSP) Grant Request for Applications

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### **Program Measures**

Program Measures are also required prior to a sub-grantee receiving “final approval” by NHED CSO. Final Approval is required prior to any sub-grantee being given access to their grant award in the state’s grant management system (GMS). Program measures are standardized for NHED’s CSP Program and every sub-grantee is required to establish goals for each established measure.

Please refer to the Program Measure form included within this document to familiarize yourself with the goals sub-grantees must establish.



# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant  
Start-Up Application Form

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## Section VI: Detailed Application Instructions

### Part 1: Application Form

Please refer to the Application Form (separate document on the website). The application form is used to verify eligibility and serves as an overview of your proposed project. Please complete the form in its entirety as directed below.

#### Section 1: School Information

School Name: Provide the name of the school as registered with the state, or in the case of new schools, planned school name.

Location Region: Provide the town in which the school will be located. If the location is not completely known, provide at least the county and/or area in which the school will be located.

Type of Grant Application: Please note the type of grant you are applying for:

- New schools are for schools in development and that have not yet opened their doors to students.
- Expansions are for schools looking to grow their enrollment.
- Replication schools are looking to duplicate their existing program in another area of the state.

UEI: Provide your Unique Entity Identifier as given by registering with the US System of Award Management (sam.gov). Registration with SAM.GOV is required in order to be awarded grant funds.

Tax ID: Provide your tax identification number, if available.

Primary Grant Contact Information: Provide the Name, Email, Phone, and Mailing Address for person responsible for the school's grant application. This will be the person who receives the communications from the NHED and will be the coordinator during the award process.

#### Section 2: Eligibility Requirements

Please answer the questions in this section and provide additional information, as requested.

- 1) Grades: provide a range of grades for this project. For existing schools, please note if your project includes an expansion of grades served. For example: Currently serving K-4, expanding to 5-8.
- 2) Note any affiliation meeting this description
- 3) Fees: Including any information regarding fees your school requires for educational programming. Provide both what the purpose of the fee is and the amount.
- 4) Provide the non-profit status of the school.
- 5) Accountability plans are used by NHED to track progress of a school meeting its educational goals. These plans are also used in NHED's reporting to USED. Accountability plans are now a part of the authorization process, but older schools may not have developed one. This question helps us understand who needs to complete one.





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- 6) Provide the type of previous grant award and the approximate dates. Schools are prohibited from obtain two grants for the same purpose (ie. two startup grants)

### Section 3: School Status & Demographics

Charter Authorizer: Provide the New Hampshire Department of Education, if you are using the state authorization process, or the name of the local district, if you are pursuing a local authorization.

Charter Approval: Provide the current status of your charter (is it approved or not). If approved, provide the date it was approved. If no, provide a description of where you are in the process.

Planned Opening Date: Provide the month and year you are planning to open your school or new program to students.

Enrollment: Provide the anticipated enrollment at the end of the grant period (2 or 3 years from award). Please note for new schools utilizing a planning period, this may be your school's first year of enrollment.

Percent At-Risk: Provide a projected percentage of your students that will meet the at-risk definition upon opening. Students who qualify as at-risk are English language learners, special education students, and those needing free or reduced lunch.

Economic Disadvantage: These numbers are available on the i-report platform ([Workbook: iReport \(nh.gov\)](#)) by searching a school that is already operating in the district planned for your school and reviewing the "profile" tab and providing the economically disadvantaged percentage.

### Section 4: School Model & Operations

Please provide brief answers to the questions provided (approximately 2-3 paragraphs should be sufficient). These questions are meant to provide an overview of your school and the plans for the grant for reviewers that may not be familiar with your school.

### Section 5: Project Overview

Please provide brief answers to the questions provided (approximately 2-3 paragraphs should be sufficient). These questions are meant to provide an overview of planned project and how the grant funds will assist your school.

### Section 6: Grant Request Amounts

Use this section to provide the outline of grant funds being requested. Please note the individual maximums for each line.

Project Grant: This amount is the base award you are seeking for planning and implementing your project.

Innovation Funds: Provide the amount of innovation funds being requested in addition to the project grant amount. NOTE: if requesting innovation funds, you are required to submit additional documentation.

At-Risk Funds: Provide the amount of at-risk funds being requested in addition to the project grant amount. NOTE: if requesting innovation funds, you are required to submit additional documentation.





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**Total Funds:** Add up the three categories for a total amount requested.

**Signature:** An authorized representative must sign and date the application, attesting to the accuracy of the entire application.

### Part 2: Application Narratives

For the application narratives, provide a written response to each section. The narrative responses should be formatted as noted below:

1. The total page count for the narrative must be 50 typed pages or less. A page is defined as a side of a sheet of paper.
2. The narrative sections must follow the order of sections in the application document. The title of each section of the narrative should be identified in bold, and each section should be clearly identifiable.
3. Any appendices must be clearly labeled and reference the section they support.
4. Include a header on each sheet providing the name of the school and page numbers.

NHED is seeking quality application responses. A quality response will utilize at least one of the following elements:

- a) Contextual information for your school's plan, development, model, solution with respect to the current state of the charter community.
- b) Contextual information for your school's plan, development, model, solution with respect to the population that you will target or community where you are/will be located.
- c) Demonstrates how your school has a unique or improved method, solution, qualifications or way of operating.
- d) Defines a plan that includes: definition of the actions to be taken, timeframes for completion, and methods for measuring delivery, effectiveness, and/or outcomes.
- e) Provides clearly defined problem, solution, and method for measuring effectiveness
- f) Provided statical historical data or projections.
- g) References published and publicly available research.

### Part 3: Budgets

Using the provided templates, provide a project budget that details how the grant funds will be used. A separate budget **MUST** be prepared for each phase (planning and implementation). The amount listed in the budget template must be for at least the amount requested on the application form. For example, if total grant request listed on Section 6 of the application form is \$650,000, the budget templates must also total \$650,000 or more.

If you are requesting At-Risk and/or Innovation funding, make sure those expenditures are included in the appropriate planning or implementation budgets based on where the expense is allowed. These expenditures should be referenced and explained in the budget narrative and in the respective plans required as attachments (see below) in order to provide a clear picture of how these additional funds will be utilized and necessary for the school's plan.

Please see the budget template for specific instructions on completing the template.





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### Part 4: Additional Funding Plans

Innovation Plan (required if requesting these funds)

NHED is providing additional funding to schools that can demonstrate innovation which covers a broad range of categories including model, populations served, location, operation, access to technology, community partnerships, and more. The plan provided should align to and expand on information provided in the innovation section narrative. It is up to the school to convince the reviewers with their application should be granted the additional funding. Plans should detail the goals/activities to be delivered, how the grant funds will support this plan, and how the school will track and monitor progress on the goals. Plans should be no more than 5 pages in length (one side of paper equals 1 page) and should include:

- a. Discussion of why your school should be considered for the funds (how will you be more innovative/technology focused than area public schools using available data to make your case)
- b. Details on how the additional funding would be used to accelerate or enhance your ability to deliver the plan, referring to items noted in the budget
- c. Provide milestones, timeframes, and measurable goals relative to delivery of the ideas and goals.

Plan for Development & Support of At-Risk and Struggling Students (*required if requesting these funds*)

NHED is providing additional funding to schools that can demonstrate a strong focus on recruiting, retaining and supporting at-risk students. The plan provided should align to and expand on information provided in the at-risk narrative section. It is up to the school to convince the reviewers with their application should be granted the additional funding. Plans should detail the goals/activities to be delivered, how the grant funds will support this plan, and how the school will track and monitor progress on the goals. Plans should be no more than 5 pages in length (one side of paper equals 1 page). Include:

- a. Discussion of why your school should be considered for the funds (provide data of need in the community and your ability to meet the need)
- b. Details on how the additional funding would be used to accelerate or enhance your ability to deliver the plan, referring to items noted in the budget
- c. Provide milestones, timeframes, and measurable goals relative to delivery of the ideas and goals.

### Part 5: Required Attachments

The following lists documents and additional required attachments that may or may not be required to support your application. Please refer to the guidance provided with each line item to determine if you need to submit.

1. Copy of Non-Profit Certification (501(c)(3) designation by the IRS or a statement from the State taxing body or State Attorney General certifying that it is a nonprofit, or a certified copy of incorporation documents showing established as a nonprofit)





# **New Hampshire Charter School Office**

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2. System for Award Management registration (SAM.gov). USED requires all sub-grant recipients to have an active registration in order to receive federal funding. Proof of this registration is required as an attachment.
3. Organization Chart that demonstrates the relationship between leadership and key roles for the school
4. Operational Budget







# New Hampshire Charter School Office

Charter Schools Program (CSP) Grant  
Program Assurances for CSP Program

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## Section VII: Appendices and Resources

Forms attached include:

|                           | <b>Reason to Submit</b>  | <b>When to Submit</b> |
|---------------------------|--|-----------------------|
| <b>Application Form</b>   | <i>required for all sub-grant applications</i>                   | With application form |
| <b>Intent to Submit</b>   | <i>required for all sub-grant applications</i>                   | Due by 5/1/2024       |
| <b>Program Measures</b>   | <i>if approved for sub-grant (provided for information only)</i> | Post selection        |
| <b>Program Assurances</b> | <i>if approved for sub-grant (provided for information only)</i> | Post selection        |
| <b>Scoring Rubric</b>     | <i>(provided for information only)</i>                           | N/A                   |

