

2018-20 Florida Public Charter Schools Program (CSP) Grant – Implementation ONLY
Supplemental Request For Proposals (RFP) Questions & Answers

Q1:

If a charter has been approved and a contract has been negotiated, but due to the internal processes of the district the contract cannot go before the district's school board for a final vote and signature until the beginning of April can the school still apply (it is opening in Aug. 2019). We would obviously not receive any funds until the school has a charter, but I don't know if we need the executed charter at the time of submission or if we can submit it in April. Please confirm.

A1:

If the school is opening this August 2019, they are eligible to submit an application for the 2018-20 CSP Implementation Only Supplemental RFP. As stated, the final budget approval and release of CSP funds will not happen until confirmation of the charter contract (and the other Required Documents).

Q2:

What does mean when it states to submit district application with letter of intent?

A2:

It means to submit the name of the district the charter application was submitted to.

Q3:

Are Network Switches to build the computer network infrastructure of the school an allowable expense in the grant?

A3:

Yes, network switches may be an allowable expense. However, installation of such item cannot be permanent in any nature as Capital Improvements are not allowable in the CSP grant. In addition, the applicant school will need to sign the CSP Budget Assurance of Non-Permanent Installation form prior to budget approval.

See Page 11 in the CSP Allowable Cost Guide:

		FURNITURE, FIXTURES, AND EQUIPMENT	
Professional and Technical Services	Costs associated with the technology installation of instructional networks and hardware. EXAMPLES: Installation of classroom interactive systems, wiring computer lab, installation and wiring of school-wide wireless network.	⇒ Scope of services/deliverables, including cost breakdown. • <u>Capital improvements are not allowable.</u>	FUNCTION: 6500—Instruction-Related Technology OBJECT: 319- Technology-Related Professional and Technical Services 399- Other Technology-Related Purchase Services

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Q4:

Network switches are capital assets that can be replaced and not a permanent capital improvement to the building. Can I include those assets in addition to the installation?

A4:

Please do not confuse capital assets with capital improvements (See #Q4 above). As long as the switches will not be permanently affixed to the structure of the school building, the network switches are not considered a capital improvement, therefore an allowable item in the CSP budget.

Q5:

Questions regarding the CSP process—On the Instructions for Submitting a Proposal page 17 ...

- under number 1. (b) it says to enter the same email address used in the Registration process. Is this left over from the online submittals or is there a Registration process I am missing? I am aware of the Notice of Intent to Apply.
- under number 2. (b) it says we should copy and paste into forms the responses to the RFP Questions. Is there a specific form we are supposed to fill out or are we supposed to just draft the response in a word program?

A5:

- Please ignore 1.b. –language not deleted from the online application instructions.
- In regards to 2.b. – there is not a specific form for the RFP questions. Once again, language not deleted from online application instructions. Please respond to RFP question in a Word program.

Q6:

How do we verify the charter school's CSP-ID?

A6:

The CSP ID number will be assigned once the Department receives the proposal that has responded to the RFP.

Q7:

On p.6 of the RFP-Administrative Costs including Indirect Costs section, Document Attachment II-E states that indirect costs are limited to the FLDOE approved rate for the Sponsor.

- a) How do we identify the FLDOE approved rate for the 2019/2020 school year? There is a link within this section directing us to the www.fldoe.org/finance/comptroller/ for more information, however the most recent approved rates are for 2018/2019.
- b) How do we know whether or not the voluntary agreement for indirect costs is even applicable?

A7:

- a) The rate will be verified by the Department's grants management office. The rate is dependent on the **Start Date** of the CSP grant cohort. Most likely, if the applications for the

2018-2020 CSP Grant Implementation Only Supplemental Competition are approved before the end of May 2019, the Indirect Cost rate will be reflective of the current *Approved FY 2018-19 rates*.

- b) This question is not clear. As explained in the RFP, the fiscal agent (school district) may not deduct funds for administrative fees or expenses, including indirect costs, from a sub-grant awarded to an eligible applicant (charter school), unless the eligible applicant enters voluntarily into a mutually agreed upon arrangement for administrative services with the relevant local education agency. If the applicant school voluntarily elects to allow their sponsor (school district) to withhold indirect costs related to the CSP grant award, Attachment II-E must be completed and submitted with the CSP grant application.

Q8:

What is the purpose of Appendix A – is the sole purpose of this form to simply identify neighboring schools near the charter school’s intended physical location?

A8:

Appendix A must include at least three schools that will be in the area of the proposed charter school. The necessary information can be copied from the FDOE's School Grades File at <http://www.fldoe.org/accountability/accountability-reporting/school-grades/>. The required appendix assists with formulating the need of a new charter school in the planned area the school will be opened.

2.	Project Need	0-15 points
	<i>NOTE: 1200 WORD COUNT MAXIMUM</i>	
	Instructions	
	Describe the need for the charter school in the community it will serve and provide supporting data as evidence. Describe how the school's mission and goals address the learning needs of the students it will serve.	
	Criteria	
	<ul style="list-style-type: none"> • The proposal clearly describes the need for this charter school, including: <ul style="list-style-type: none"> ➢ Performance data for surrounding public schools in the area that the school expects to be located (Appendix A); <ul style="list-style-type: none"> ▪ <i>If the applicant is unsure of where the charter school will be located, it should be noted in this section.</i> 	

Q9:

Do you recommend creating a budget for an amount greater than \$550k, just in case items listed within the budget are not approved?

A9:

The proposed budget cannot exceed the RFP intended funding amount. NOTE: the program office CSP Team must complete a programmatic review of the proposed budget before final approval. If items on the budget are not unallowable or unapproved, the applicant will have the chance to revise the proposed budget line items under the direction of the CSP Team.

Q10:

What is the difference between the information to be provided on the DOE 101S tab within the CSP 2-Year Budget Development Tool.xls file and the DOE 101S tab within the Attachment II-B__DOE 101S Budget Narrative Form.xls file?

A10:

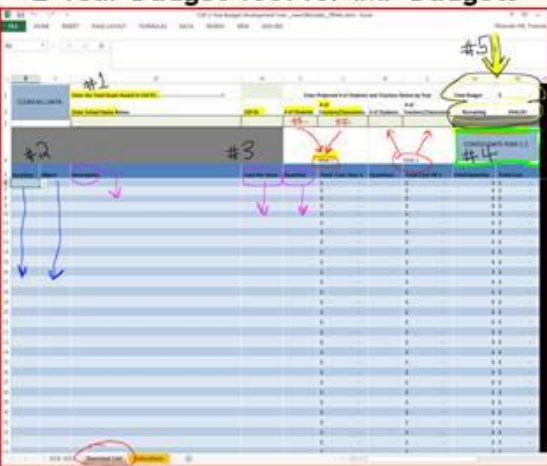
The CSP 2-Yr Budget Development Tool was created with formulas that automatically consolidate the itemized budget for year-one and year-two. The CSP Team must determine all budget items are Allowable, Necessary, Reasonable, and Allocable. The programmatic review of the proposed budget includes the review of all itemized budget items. Therefore, it is recommended the CSP applicant begin generating their budget by using the CSP 2-Yr Budget Development Tool. Refer to the [CSP Grant RFP Technical Assistance \(TA\) Webinar](#) for additional information regarding the difference between the CSP 2-Year Budget Development Tool.xls file and the DOE 101S tab within the Attachment II-B.

Budget Development	
Budget Narrative Form (DOE-101S)	CSP 2-Year Budget Development Tool
<ul style="list-style-type: none"> Department required form Budget amounts are consolidated per Function and Object codes Account Titles should coincide the RED BOOK Narrative Descriptions provide broad details to identify what goods or service(s) are needed Submits DOE-101S with RFP application 	<ul style="list-style-type: none"> Program Office formula-based worksheet Itemized list of Year-1 and Year-2 budget needs Budget line items must include Costs and Quantities Narrative Descriptions provide specific details to assess what is being requested and for what purpose Submits worksheet after receipt of email confirmation from the program office's initial review of CSP application

Completing 2-Yr Budget:

- Required data highlighted in yellow: school name, CSP-ID, num# of students/teachers/classrooms, grant total anticipated funding
- From Drop-down list, select appropriate Function and Object codes
- Enter Description, Cost Per Item, and Quantity for all proposed budget items
 - Note: quantities must reflect Year-1 and Year-2 budget needs
 - Descriptions should provide specific details to assess what is being requested and for what purpose
- After ALL proposed items entered, click on **CONSOLIDATE Year 1-2** button
 - Worksheet will automatically combine Function and Object codes "like" items and calculate grant totals for entire 2-Year budget
- 2-Year budget tool tracks: Total Budget vs. Remaining funds
 - Schools can request remaining funds at later date in a budget amendment

2-Year Budget Tool for IMP Budgets



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Q11:

Within the January 10, 2019, e-mail from Mr. Emerson, Instructions for Submitting a Proposal 1.b states that we are to use the same e-mail address as used in Registration process. Is this the email address that was provided when submitting the Charter's Intent to Apply notification?

A11:

RFP language not deleted from online application instructions. Please ignore 1.b. instructions.

Q12:

Please confirm that the fiscal agency to be listed in the Charter School Assurances is the charter sponsor.

A12:

Yes. The charter Sponsor/Fiscal Agent/School district are all one in the same.

Q13:

Is there any particular order the requested forms/documents need to be compiled for the RFP application? The reason I ask is that the forms required to be submitted in the Instructions for Submitting a Proposal section included in Mr. Emerson's January 10, 2019 email are not completely identical to document on the 2018-20 Charter Schools Program Grant for Implementation Only page in this link <http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/1820-CSP-RFP.stml>. For example, item 7. General Education Provisions Act (GEPA) Plan is listed as a required document in Mr. Emerson's email but is not listed on the email link previously mentioned. And, Attachments C-Charter School Assurances and Attachment F-Funding Distribution Agreement are listed forms on the link but not listed in Mr. Emerson's email.

A13:

Please follow the order in the RFP page 17 Instructions for Submitting a Proposal.