



**FLORIDA DEPARTMENT OF EDUCATION  
Request for Proposal (RFP Discretionary)**

**SECTION 1: GENERAL INFORMATION**

**Bureau / Office**

Office of Independent Education and Parental Choice (IEPC)

**TAPS Number**

24C091

**Program Name**

Public Charter School Program Grant (CSP) Planning, Program Design and Implementation (2023-2026)  
(Established Operators)

**Specific Funding Authority**

Federal Funds: CFDA # 84.282 P.L. 114-95, Elementary and Secondary Education Act of 1965 (ESEA)  
as amended by the Every Student Succeeds Act (ESSA), Title IV, Part C, Section 4303.

**Funding Purpose / Priorities**

The general purpose of the Charter School Grant Program (CSP) is to:

- Provide financial assistance for the planning, program design, and initial implementation of high-quality charter schools; and,
- Expand the number of high-quality charter schools in Florida.

**Total Funding Amount**

Approximately \$8,750,000 is available for project awards. All funding is dependent on availability of funds. Based upon availability of funds and the number and type of applications received the following is an example of how funds may be awarded to schools selected for funding. The Department reserves the right to make final determination of all grant awards and funding.

Established Operators:

- Approximately 12 awards
- Approximately \$729,000 per grant award

**Type of Award**

Discretionary Competitive

### **Budget / Program Performance Period**

The project effective date will be the date that the prioritized funding list (PFL) is approved by the Commissioner of the Florida Department of Education (Department). The Department anticipates a project effective date during the month of December 2023. The Department may approve, or allow reimbursement for, expenses on allowable items incurred no more than 90 days before the start of the project effective date. Such costs are defined as pre-award costs and are allowable only to the extent that they would have been allowable if incurred after the project effective date and are allowable only with the written approval of the Department. The Department's approval does not guarantee reimbursement; the sub-grant recipient should incur costs at their own risk, should the item later be determined to be unallowable, unreasonable, or unnecessary.

### **Multi-Year Planning, Program Design, and Implementation Project**

For charter schools that will open during the 2023-24 or 2024-25 school years, this is a multi-year project with a maximum combined program performance period for all project phases of 36 months.

The maximum allowable program performance period for each funding phase:

- Planning and Program Design (18 months) - occurs prior to the opening of the charter school
- Implementation (24 months) - may begin three months prior to school opening

The maximum Implementation program period **will be reduced on a month for month basis** for schools that remain in Planning and Program Design more than 12 and less than 18 months.

A charter school that reports fewer than 50 FTE in the October survey is subject to sub-grant termination. An ESE center charter school that reports less than 25 FTE in the October survey is subject to sub-grant termination.

The Department reserves the right to make final determination of all grant awards and funding. The award amounts above, and the types of grants awarded are examples and are not guaranteed. Individual school awards may vary based on projected or actual enrollment. The number of grants available to eligible Hope operators or to eligible applicants who locate in an Opportunity Zone may increase depending on the number of applications received, and on the amount of funds available. All sub-grant budgets must be justified in terms of projected and actual enrollment.

### **Target Population(s)**

Charter schools, students, families.

### **Eligible Applicant(s)**

To be eligible to apply to and receive this grant, an applicant must meet the following conditions:

- Submitted a charter school application to a Local Educational Agency (LEA) using the Department's model charter school application (Form IEPC-M1, effective February 2016 or later) as adopted in State Board of Education Rule 6A-6.0786, Florida Administrative Code (F.A.C.); and
  - Charter application has been approved by the LEA;
  - Charter application is denied and pending an appeal.

Only those charter schools that are approved by their Sponsor will be eligible to receive funds under this grant. Prior to approving the initial Project Award Notification (DOE 200) for each school selected for funding, the Department's Charter Schools Office will verify:

1. The CSP sub-recipient has *not* withdrawn its approved charter school application, and;
2. The CSP sub-recipient will open charter school no later than August 2024.

An eligible applicant that does not intend to open a charter school by August 2024 should not apply for funding under this competition but should instead apply for future competitions. While Florida law allows for up to three years of planning, an eligible applicant applying for funding under this competition can spend no longer than 18 months in planning and program design.

Further, an eligible applicant must meet the federal definition of a charter school, as defined in section 4310(2), ESEA as amended by ESSA, and must meet the federal definition of a charter developer (section 4310 (5), ESEA as amended by ESSA).

Schools of Hope charter schools that have submitted a Notice of Intent to their LEA, are also eligible to apply to and receive this grant.

**Definitions:** The following definitions apply to this RFP.

- Operator: An entity that operates a public charter school in Florida. For the purposes of this RFP, an operator may be the governing board of the charter school, or an education services provider as defined in the model charter school application.
- Developer: A term described in ESEA that means an individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which a charter school project will be carried out.
- New Operator: An applicant that has opened less than five public charter schools in Florida. This includes all charter schools opened, including those that subsequently closed.
- Established Operator: An applicant that has opened five or more public charter schools in Florida. This includes all charter school opened, including those that subsequently closed. If the applicant will work with a management company/education services provider that has operated five or more charter schools in Florida, the applicant is considered an Established Operator.
- Charter School Application: The full and complete charter school application submitted to the LEA, including all attachments and addenda.
- Schools of Hope: Charter school applicants that are identified as Hope operators by the Florida State Board of Education, pursuant to section 1002.333, Florida Statutes (F.S.).
- Opportunity Zones: An economically distressed zone identified by individual census tract.

### **Application Due Date**

**Stage I proposal is due by September 20, 2023, at 5:00 p.m. Eastern Standard Time (EST).** The due date refers to the date and time the proposal must be fully submitted through the Florida Survey Monkey Apply online application system at [https://flcsp-apply.smapply.io/prog/2023CSP\\_established\\_operators/](https://flcsp-apply.smapply.io/prog/2023CSP_established_operators/).

**Stage II proposal (Invitation Only) is due November 17, 2023 at 5:00 p.m. EST.** Applicants that are invited to submit a Stage II proposal will be notified via e-mail. The Department will use the e-mail address that is provided by the applicant in the Charter School Overview Form. The due date refers to the date the Stage II proposal must be received in the Department's Office of Grants Management in approvable form.

**The due date for Stage II refers to the date of receipt in the Office of Grants Management. The project effective date will be the date that the application is received within the Office of Grants Management, meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.**

## **Matching Requirement**

None.

## **Contact Persons**

### **Program Contact**

Nicolle Leider  
CSP Grant Director  
850-245-5129  
[Nicolle.Leider1@fldoe.org](mailto:Nicolle.Leider1@fldoe.org)

### **Grants Management Contact**

Felicia A. Williams-Taylor  
Director of Grants Management Services  
850-245-0496  
[Felicia.Williams-Taylor@fldoe.org](mailto:Felicia.Williams-Taylor@fldoe.org)

## **Assurances**

The Department has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 C.F.R. 200 Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, **applicants must have on file with the Department's Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

### **LEAs, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the Department's Comptroller Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

### **Private Colleges, Community-Based Organizations and Other Agencies**

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

**Note:** The Uniform Grants Guidance (UGG) combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the Department this means that the requirements in the Education Department of General Administrative Regulations (EDGAR) Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

### **Risk Analysis**

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**LEAs, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fl DOE .org/core/fileparse.php/5625/urlt/ doe610.xls>

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found at <https://www.fl DOE .org/core/fileparse.php/5625/urlt/ doe620.xlsx>

### **Grants Management Training**

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link: <https://portal.fl doesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Non-participation in the training program may result in termination of payment(s) until training is completed.

### **Funding Method**

Federal Cash Advances (Public Entities only as authorized by the Department) will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally-funded programs, requests for federal cash advance must be made through Department's Florida Grants System (FLAGS). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

## **SECTION 2: FISCAL AND ADMINISTRATIVE REQUIREMENTS**

### **Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable Department reviewers to understand the nature and reason for the line item cost.

All Funded programs and any amendments are subject to the procedures outlined in the Department Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the

General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

**Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

**Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the Department program office with questions regarding allowable costs.

- Proposal preparation including the costs to develop, prepare or write the proposal
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without Department pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Promotional or marketing items (e.g., flags, banners)
- Land acquisition
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition

- Capital improvements and permanent renovations (e.g. buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items or services already covered by indirect costs allocation
- Costs not allowable for federal programs per EDGAR, which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

### **Equipment Purchases**

Any equipment purchased under this program must follow the UGG found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) or the Reference Guide for State Expenditures, [https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555\\_2](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2)

Any equipment purchases not listed on the original budget approved by the Department require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

### **Administrative Costs including Indirect Costs**

#### **LEAs**

The Department has been given the authority by the USED to negotiate indirect cost proposals and to approve indirect cost rates for LEAs. LEAs are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by the Department's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at [www.fldoe.org/finance/comptroller/](http://www.fldoe.org/finance/comptroller/).

#### **State Agencies, Public Universities and State Colleges**

The Department will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 8 percent or the recipient's rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of \$25,000 and for items of equipment, alterations, renovations and flow-through funds ("pass through" to another entity) on programs issued by the department. This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, the department will approve an indirect cost rate of 8 percent plus the direct charges for typical administrative and overhead costs such as office space rental when such costs can be directly and appropriately allocated to the program.

**Indirect costs shall only apply to federal programs.**

Chapter 1010.06 F.S. Indirect cost limitation - State funds appropriated by the Legislature to the Division of Public Schools within the Department may not be used to pay indirect costs to a university, Florida College System institution, LEA, or any other entity.

### **State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)**

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at:

<http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

### **State of Florida, Executive Order 20-44**

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link:

[https://www.flgov.com/wp-content/uploads/orders/2020/EO\\_20-44.pdf](https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf)

### **For Federal Programs - General Education Provisions Act (GEPA)**

Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details, refer to: <http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

### **Additional Information for CSP Sub-recipients**

An applicant that has a charter school student and/or parent contract that will be used for continued enrollment at the school shall be ineligible to receive CSP funds. CSP sub-recipient schools must meet the federal definition of a charter school as one to which parents choose to send their children and that admits students on the basis of a lottery when oversubscribed. Continued enrollment may not be contingent upon academic performance or parent volunteer requirements.

## **SECTION 3: COMPETITION PROCESS**

### **Multi-Stage Competition Process**

This RFP will be administered in two separate stages (Stage I and Stage II). The first stage (Stage I) is open to all applicants that meet the definition of eligible applicant on Page 2 and 3 of this RFP. Eligible applicants must submit an electronic Stage I proposal through the Department's Florida online application system ([https://flcsp-apply.smapply.io/prog/2023CSP\\_established\\_operators/](https://flcsp-apply.smapply.io/prog/2023CSP_established_operators/)). Note that Stage I proposals do not require an original signature. The deadline for submitting the Stage I application is 5:00 p.m. EST on September 20, 2023.

The second stage (Stage II) will be by invitation only. At the conclusion of the Stage I application review process, the Department will invite the highest scoring applicants to submit a Stage II proposal. Using the e-mail address that the applicant provided in Stage I's Overview Form, the Department will notify applicants that they are invited to submit a Stage II proposal.

Stage II proposals must be submitted electronically the Department's Office of Grants Management ShareFile system. Stage II proposals require signatures, but electronic signatures are acceptable. Please review the Stage II Required Documents for additional details. Note: An invitation to submit a Stage II proposal does not guarantee funding and **the Department reserves the right to make a final determination on awards and funding.**

The Deadline for submitting a Stage II proposal is November 17, 2023. This refers to the date of receipt in the Department's Office of Grants Management.

## **SECTION 4: PROCESS AND METHOD OF REVIEW**

### **Proposal Components**

As established in Florida's 2020 CSP Grant proposal submitted to the USED, the Department's CSP grant will serve as the core component of the state's strategy for increasing the number of high-quality charter schools and improving academic achievement. As such, the Department is requesting proposals from applicants that possess and can demonstrate the vision, plan and capacity to establish and operate a high-quality charter school.

An eligible applicant (as defined in page 2 and 3 of this RFP) may apply for a CSP sub-grant by submitting a CSP proposal in response to this RFP, which must include the entire and complete charter school application which was submitted to the LEA, including all attachments, appendices and addendums. Failure to submit the entire and complete charter school application may result in disqualification. Please note, applicants may not make any changes to the charter school application that was submitted to and reviewed by the LEA. The charter school application submitted as part of this CSP proposal must be the exact application submitted to the LEA for its review and approval.

In addition to the full and complete charter school application, the CSP applicant must complete an eligibility form, overview form and attestation. Each of these forms is completed and submitted within the Department's online application system.

### **Proposal Submission**

The CSP proposal required for Stage I must be submitted through the Department's online application system, which may be accessed at [https://flcsp-apply.smapply.io/prog/2023CSP\\_established\\_operators/](https://flcsp-apply.smapply.io/prog/2023CSP_established_operators/).

### **Stage I Method of Review**

As described in the Department's 2020 CSP Grant proposal to the USED, the Department will utilize separate and distinct review processes.

Established Operators must submit a full and complete CSP Proposal, including the entire charter school application that was submitted to the local school district. The review process for established operators will be based upon the past academic and financial performance of the Applicant. Using the Applicant History Worksheet (Addendum DD) to identify the schools currently or previously operated by the Applicant, the Department will calculate a Pre-Final score using the formula below. If the applicant has an established governing board (operated at least five schools) and an established management

company/education service provider, the score will be based upon the schools operated by the governing board. If the applicant's governing board has not operated at least five charter schools in Florida, but will contract with a management company/education service provider that has, the score will be based upon the schools managed by the management company/education service provider. The Department reserves the right to consider established operator status for those operators that are eligible for high-performing charter school system status pursuant to section 1002.332, F.S.

### **Evaluation Formula**

TEACHER EFFECTIVENESS INDEX + SCHOOL GRADE SCORE + HIGH NEED SCORE - STABILITY SCORE – FINANCIAL PERFORMANCE SCORE = PREFINAL SCORE

Teacher Effectiveness Index (TEI): The TEI score is derived by awarding or deducting points based on the difference between the percentage of teachers receiving VAM scores (at the applicant's schools) whose scores were rated as Highly Effective and the percentage of teachers receiving VAM scores whose scores were rated as Unsatisfactory according to the methodology outlined in SBE Rule 6A-5.0411. Schools where this difference is greater than 0, meaning the percentage of teachers with Highly Effective VAM scores is greater than the percentage of teachers with an Unsatisfactory VAM scores will receive points equal to the difference. Schools where this difference is 0 will not receive any points on this measure. Schools where this difference is negative, meaning the percentage of teachers with Unsatisfactory VAM scores is greater than the percentage of teachers with Highly Effective VAM scores will have points equal to the difference deducted from their score.

Example:

- 18% Highly Effective and 12% Unsatisfactory
- VAM Score: 6

SCHOOL GRADE SCORE: The school grade score is derived by subtracting the percentage of schools operated by the applicant that received a grade of D or F from the percentage of schools operated by the Applicant that received a grade of A or B, over the last four years, not including the 2014-15 school year. The denominator is the sum of the total number of schools operated each of the last five years, as reported on the applicant history worksheet, for which a school grade or school improvement rating is available. For example, if the applicant operated 10, 9, 7, 4 and 3 schools each of the last five years, the denominator would be 33. The numerator is the sum of the total number of schools operated each of the last five years that received a grade of A or B or D or F. If the applicant is an alternative school that receives a school improvement rating (SIR), the score will be derived by subtracting the percentage of schools operated by the applicant that received the lowest SIR rating from the percentage of schools operated by the applicant that received the highest SIR rating, over the last five years.

Example:

- 65% of schools received a grade of A or B
- 3% of schools received a grade of D or F
- $65 - 3 = 62$
- School grade score = 62

HIGH NEED SCORE: The high-need score is derived by calculating the percentage of the schools operated by the applicant that were Title I schools in the previous school year, calculating the percentage of schools operated by the applicant that served a student population that was at least ten (10) percent students with disabilities (as reported in the prior year survey II), adding those percentages together and dividing by 10.

Example:

- 50% of the applicants schools were Title I last year
- 30 % of the applicants schools served as student population that was 10% or greater students with disabilities
- $(50 + 30) / 10 = 8$
- High need score = 8

**STABILITY SCORE:** The stability score is derived by calculating the percentage of schools operated by the applicant and associated Management Company/Education Service Provider, if applicable, that have closed within the last five years.

Example:

- Applicant operated 15 schools over last five years
- 3 schools closed
- Management company/Education Service Provider operates 50 schools
- 7 schools closed
- 15.4% of the applicant's schools closed (65 schools total, with 10 closed)
- Stability score = 15.4

**FINANCIAL PERFORMANCE SCORE:** The financial performance index is derived by calculating the percentage of total annual financial audits completed for schools operated by the applicant that reported a deficit fund balance.

Example:

- Applicant operated 15 schools over last five years
- Each of the schools has 5 audits (total of 75 audits)
- 8 of the audits reported a deficit fund balance (as reported on the Applicant History Worksheet)
- 10.7 % of the audits reported a deficit fund balance (8/75)
- Financial performance score = 10.7

Using the examples above, the Pre-final score for the applicant would be:

VAM (6) + SCHOOL GRADE (62) + HIGH NEED (8) – STABILITY (15.4) – FINANCIAL (10.7) = 49.9

The Department will sum the scores to arrive at a Pre-Final Score. The Department will then evaluate the application to determine if the school is eligible for preference points (described below in Preference Points Section). After applicable preference points are added, the Department will rank order the CSP proposals from high to low and select up to the 23 highest scoring applications for established operators to be invited to Stage II. Applicants with a Pre-Final score below 25 are not eligible for funding.

### **Preference Points**

All eligible applicants may receive preference points. Preference points will be provided as follows.

**OPPORTUNITY ZONES and SCHOOLS OF HOPE:** If the applicant will open a charter school in any of Florida's 427 Opportunity Zones, or will open a Schools of Hope charter school, it will be awarded five (5) preference points.

**GROWTH FUND:** If the applicant is not a School of Hope operator but has received funding from the National Fund of the Charter School Growth Fund, it will be awarded five (5) preference points.

RURAL: If the applicant will open a charter school in any of Florida's Rural and Low-Income School districts (RLIS) the applicant will be awarded four (4) preference points.

SERVICE AREA: If the applicant applied to operate a charter school in an LEA that received a grade of "C" or lower in each of the last two years (2020-21 and 2021-22), the applicant will be awarded three (3) preference points.

STUDENT RECRUITMENT AND ENROLLMENT: If the applicants score a rating of "Exceeds Expectations" on Section 14 of the model charter school application, the applicant will be awarded three (3) preference points.

Final Score: Each applicant's final scores will be the sum of the Pre-final score and any awarded preference points. All applicants will receive written notification, via email, of their final score and whether they have been invited to Stage II. Please note, invitation to Stage II does not guarantee funding.

### **Stage I Proposal Requirements for Eligible Applicants**

A Stage I proposal includes the following required documents to be submitted through the Department's online application system:

1. Eligibility Form (including an assurance that the applicant has the autonomy and flexibility of a charter school defined by federal statute)
2. Overview Form (including whether the applicant plans to open in any of Florida's 427 Opportunity Zones)
3. Charter School Application (Uploaded)
4. Attachments A-Z from the model charter school application, as applicable (Uploaded)
5. Addenda AA-FF from the model charter school application, as applicable (Uploaded)
6. Attestation

### **Stage II Proposal Requirements for Invited Participants**

This stage of the competition is for applicants that are invited to submit a Stage II proposal based on the final score of their Stage I proposal. Invitation to submit a Stage II proposal does not guarantee funding. The Department will contact the participants that are invited to submit a Stage II proposal.

These Stage II proposals will be submitted electronically to the ShareFile system of the Department's Office of Grants Management.

A complete proposal must include all the following elements in the order listed below. The applicant must submit the original application submitted during Stage I when indicated below.

1. Eligibility Form (from Stage I proposal)
2. Charter School Overview Form (from Stage I proposal)
3. Signed DOE 100A Project Application Form
4. Executive Summary (from Stage I Charter School Application)
5. DOE 101S Budget Narrative Form
  - a. Applicants will be notified of the funding amount
  - b. Budgets must identify whether applicant will be requesting funds for planning or for implementation

- c. Applicants must justify activities in their budget, and provide additional justification upon request from the Charter Schools Office
6. Signed Assurances page (**2 pages**).
7. Signed ED 80-0013 - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements form (**3 pages**).
8. General Education Provisions Act (GEPA) Plan (**1 page**).
9. Voluntary Agreement for Indirect Costs, if applicable.

### **Technical Assistance Webinars**

The Department’s Charter Schools Office will conduct a technical assistance (TA) webinar on September 7, 2023, at 3 p.m. EST. A recording will be posted on the Department’s website after this date and time for those unable to attend the webinar. The purpose of the webinars is to provide information related to the technical requirements of the grant and application process.

Registration to participate in the CSP TA Webinars is required. Visit the following link to register: <https://attendee.gotowebinar.com/register/4166515084622193497>. After registering, an e-mail confirmation will be forwarded containing instructions and link on how to join the webinar.

### **Method of Answering Frequently Asked Questions**

Questions pertaining to application process should be e-mailed to [charterschoolgrant@fldoe.org](mailto:charterschoolgrant@fldoe.org) with “CSP Question” in the subject header, mailed to the Department at 325 West Gaines Street, Room 1044, Tallahassee, FL32399, or faxed to 850-245-0875. Questions must be received by close of business on September 11, 2023. Answers will be posted at <https://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/> by September 13, 2023.

### **Reporting Outcomes**

**This section only applies to schools selected for funding. Do not submit these documents with your application (with the exception of the GEPA plan). However, we recommend that all schools work on gathering these materials together so they will be readily available.**

Prior to receiving funding, in addition to the required budget forms, each CSP sub-recipient must submit the following documents to the Department for review and approval.

To receive Planning and Program Design funds:

- A. Proof of Non-profit status
- B. GEPA Plan
- C. Management Company/ Education Service Provider Contract, if applicable

To receive Implementation funds:

- A. Items A, B, and C above
- B. Final Itemized Expenditure Report for planning funds, if applicable
- C. Executed Charter Contract
- D. Signed and Executed Facility Lease
- E. Governing Board Bylaws
- F. Board-approved Policy Manual (policies must be school-specific and approved by the affiliated Governing Board, and include process for procurement, lottery/admissions, conflict of interest, segregation of financial duties, and inventory control)
- G. Planning budget (DOE101S and DOE150) -**or-** Implementation only budget (DOE100A and DOE101S)

### **For all grant periods:**

All CSP grant sub-recipients must enter their budget expenditures via the Budget Tab through the Charter Schools Project Tracking System on FLCSP.org. Timely monthly reporting of expenditures is a compliance requirement. The Department retains authority to terminate, with written notice, a project that does not demonstrate progress toward opening and operating a high-quality charter school. The Charter Office may request additional reporting requirements. Desk audits and site visits will be conducted as part of the compliance and review process.

Receipt of required expenditures reporting is one of the factors that will be used to determine whether the charter school will be awarded funding for subsequent budget periods.

As public schools, charter schools are required to report student performance achievement data, including the information required for the annual school report and the education accountability system governed by Sections 1008.31 and 1008.345, F.S. Further, it is the policy of the DOE to support and use a paperless communication system to the greatest extent possible.

### **Technical Assistance Training**

The program office provides face-to-face technical assistance training at the annual Florida Charter School Conference (FCSC). CSP grant sub-recipients that attend the conference and CSP specific instructional sessions may include funding for conference expenses (including travel) in each budget period.

### **Stage II Conditions for Acceptance**

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFP
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S - Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number and CSP ID included on each individual form
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), F.S.
  - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
  - An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
  - The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
  - The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
- 5) Application must be submitted electronically to the Office of Grants Management via ShareFile.