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| **Name of Grant Program:** Charter School Significant Expansion Program | **Fund Code:** 532 |

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| PART II – REQUIRED PROGRAM INFORMATION |

***For All Eligible Charter Schools***

1. Indirect Costs (line 9) may **not** be charged to this grant.
2. Any construction costs associated with a facility may **not** be charged to this grant.
3. Recipients of the Charter School Program grant must have an *Agreed Upon Procedure (AUP)* performed as part of their annual financial audit. For details, please see the [*http://www.doe.mass.edu/charter/finance/auditing/fy2020-audit-guide.docx*](http://www.doe.mass.edu/charter/finance/auditing/fy2020-audit-guide.docx)  *section 303.*
4. Please provide an explanation/justification for the budget by line item on separate page and include with electronic signature page submission.

**Additional Reporting Requirements:**

If a grant is awarded, there will be additional components in the charter school accountability site visits to monitor implementation of the significant expansion. Further, grant recipients will be required to report to the Department as described below, in addition to the standard financial reporting required to draw down funds throughout the project duration.

At the conclusion of each year of the project, recipients must submit a final narrative project report. This final report will include the school’s own evaluation of the status of certain key elements of the amendment application such as enrollment and fundraising projections, new programs to be initiated and changes assured to any applicable policies such as enrollment or transportation. The Department will provide more detail of the criteria as well as a template to help with the final report.

***Verification of Expenditures.*** Please note that as part of the final reporting process, the school may be required to submit invoices verifying that expenditures were made for the particular spending requirements detailed above and in accordance with the approved grant budget.

***Additional Information.***

**Unallowable costs include:**

* **Construction**
* **Capitalized costs part of construction (architect, survey, legal fees etc)**
* **Food**

The grant cannot be awarded for more than 24 months in total.There are no other explicit restrictions; however, keep in mind that this grant is intended to support *expanding activities* and is not intended to support general operating expenses.  **Note:** If an employee is part of the Massachusetts Teachers Retirement System (MTRS) and is funded by a federal grant (such as this one), Massachusetts general laws require that an amount equal to 9 percent of employee salaries must be budgeted for MTRS. This 9 percent is separate from the employees’ mandatory payroll contribution. (See <https://www.doe.mass.edu/grants/procedure/forms/j.doc>.)

***Examples of permissible expansion activities that can be funded by the grant***:

1. Acquiring necessary equipment and educational materials and supplies for the expansion.
2. Acquiring or developing curriculum materials for additional grade levels.
3. Costs associated with the installation of computers, data systems, networks, and telephones needed for the expansion.
4. Professional development for the purposes of implementing increased enrollment or additional grade levels.
5. Services of vendor/consultant for external review/evaluation of expansion implementation.
6. Rental or occupancy costs associated with an increase in facility use associated with the expansion during the planning period.