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| **Name of Grant Program:** Charter School Program Grant (CSP) COVID-19 Relief | **Fund Code:** 534 |

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| PART IV – REQUIRED PROGRAM INFORMATION |

***For All Eligible Charter Schools***

1. Massachusetts will award subgrants to charter schools for the specific and limited purpose of meeting the immediate educational needs of charter school students impacted by the COVID-19 national emergency and limit the project period to 12 months.
2. DESE may reimburse subgrant recipients for pre-award costs incurred from up to of 90 days before the submission date of the approved grant.

1. Indirect Costs (line 9) may **not** be charged to this grant.
2. 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 [*Charter School Audit Guide*](http://www.doe.mass.edu/charter/finance/auditing/) *section 303.*
3. Part IV outlines requirements, if applicable, for the recent ESSA waiver received by Massachusetts. Please submit Part IV on a separate sheet if you intend to use CSP funds for the following activities and purchases:

* Minor Facilities Repairs (excluding construction)
* Necessary Renovations to Ensure Compliance with Applicable Statute and Regulation, provided the school provide citations for the specific statutes and regulations they must follow to justify the renovations.
* One-time cost to purchase a vehicle for transporting students to and from school provided the school is prepared to offer assurances that they will continue to meet the transportation needs of such students after the subgrant ends and provides an explanation regarding why the cost is a one-time cost.

***As with all grant expenditures, minor repairs, renovation and transportation costs, must be necessary, reasonable, and allocable to the grant in accordance with the cost principles in*** [2 C.F.R. part 200, subpart E;](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=ee4cc10f11140076f7017b96dcc6a171&mc=true&n=pt2.1.200&r=PART&ty=HTML)***;***

***Additional Information.***

**Unallowable costs include:**

* **Construction**
* **Capitalized Costs part of construction (architect, survey, legal fees etc)**
* **Food**
* **Regular Administration and Teacher Salaries**

The grant cannot be awarded for more than 12 months in total.The purpose is to allow sub-grantees the ability to purchase computers, software, internet access, and other learning materials and services for their teachers and students, particularly for low-income students who do not have access to these materials at home.

**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 activities that **can** be paid for out of grant funds include:

1. Providing students with the software and internet access necessary to access educational programs from their homes.
2. Enabling schools to replace damaged computers due to FY20 COVID-19 required remote learning programs.
3. Providing academic, social-emotional, and compensatory services as well as technologies to students in order to remediate learning gaps resulting from mandated school closures in FY20.
4. Supporting all professional development and planning costs associated with implementing and overseeing remote instruction.
5. Informing the community about the school’s COVID-19 related reopening plans and other relevant information.
6. Acquiring Personal Protective Equipment and Supplies for students, staff, and common areas and classrooms.
7. Minor Facility Repair to accommodate COVID-19 related distancing guidelines.
8. Necessary Renovations for COVID-19 related state or federal requirements.
9. One-time transportation purchase (such as a school bus) to transport student to and from school.