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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. You must include, as Part II of your application, an explanation/justification for the budget by line item on separate page. Please upload this with other required submissions.
2. Indirect Costs (line 9) 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. Part III outlines requirements, if applicable, for the recent ESSA waiver received by Massachusetts. Please submit Part III 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 24 months in total.There are no other explicit restrictions; however, keep in mind that this grant is intended to support *start-up 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>.)

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

1. Teacher training programs (e.g., through stipends).
2. Informing the community about the school.
3. Acquiring necessary equipment and educational materials and supplies.
4. Acquiring or developing curriculum materials.
5. Minor Facility Repair
6. Necessary Renovations for state or federal requirements.
7. One-time transportation purchase (such as a school bus) to transport student to and from school.