

**FREQUENTLY ASKED QUESTIONS**  
**Nevada Charter School Program Grant (NCSP)**  
**Planning/Implementation Subgrant**

- 1. I am interested in applying for the NCSP Planning/Implementation Subgrant. I am currently in the process of submitting an application to form a charter school. If I have submitted a letter of intent to apply for a charter contract with the charter school authorizer, am I eligible to apply for the NCSP Subgrant?**

Yes. A committee to form that has submitted a letter of intent to apply but has not yet submitted the full charter school application to the authorizer is eligible to apply for a NCSP Planning/Implementation Subgrant. However, if the NCSP application is selected for this funding cycle, the school would not be able to access the funds until the school entered into a charter contract with the authorizer, which would be October or November at the earliest depending on the authorizer. As a note, during the current funding cycle, the NDE plans on awarding 2 schools that are not yet open a NCSP Planning/Implementation subgrants. During the next funding cycle, there will be awards for 5 schools that are not yet open. The next RFA for the next funding cycle will be released in October 2016, with grantees receiving awards in January 2017.

- 2. I submitted and had provisional approval on a charter school application in Nevada four years ago, but we were not able to open and the provisional approval has expired. We do not currently have an application or letter of intent submitted to an authorizer; can I still apply for Planning/Implementation subgrant funds?**

No. In order to receive NCSP funds, a charter school must meet the definition in Section 5210 (1) of the Elementary and Secondary Education Act (ESEA). Therefore, eligible applicants for the NCSP Planning/Implementation Subgrant must have either (1) an approved charter school application, with a fully executed charter contract with performance framework; or (2) have submitted an application (or letter of intent) that is pending approval to an authorizer. Although developers (committees to form) with pending charters can apply, only those charter schools who demonstrate they have been approved by its sponsor/authorizer and have a written performance contract with the sponsor that includes a description of how student performance will be measured will be eligible to receive funds under this subgrant. (See [Non-Regulatory Guidance](#), Sections A-2, and B-1).

- 3. I am interested in applying for the NCSP Subgrants to expand the number of schools under our current charter. Can the NCSP funds be used in this way?**

No. The Nevada Department of Education (NDE) through the NCSP may not award start-up subgrants to multiple charter schools established under a single charter where the charter schools are merely extensions of each other (i.e., one charter school with multiple campuses). This is also true for charter schools established under separate charters if, in fact, they are operated as one charter school. However, the NDE may award the NCSP start-up subgrants to multiple charter schools established under a single charter if each of the charter schools meets the federal definition of a “charter school” and the schools truly are separate and

distinct from each other. Several factors are considered when determining whether multiples charter schools created under a single charter are separate schools or parts of the same charter school. You may wish to review these factors by reading the CSP [Non-Regulatory Guidance](#) document, Section C-1.

**4. I have a question about the Charter School Enrollment Policy, with Lottery Protocol information that is to be included with the NCSP Subgrant application. Would my charter school be able to enroll at-risk students to the charter school prior to conducting a lottery for available seats?**

No. A charter school receiving NCSP funds must use a lottery if more students apply for admission to the charter school than can be admitted. A charter school with fewer applicants than spaces available does not need to conduct a lottery. While all eligible applicants for admission to the school generally must be included in the lottery, a school may exempt certain categories of applicants from their lottery within its Enrollment Policy:

- Students who are enrolled in a public school at the time it is converted into a public charter school;
- Students who are eligible to attend, and are living in the attendance area of, a public school at the time it is converted into a public charter school;
- Siblings of students already admitted to or attending the same charter school;
- Children of a charter schools founders, teachers, and staff (so long as the total number of students allowed under this exemption constitutes only a small percentage of the schools total enrollment); and
- Children of employees in a work-site charter school, (so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment).

A school would not be able to enroll certain populations of “at-risk” students prior to holding a lottery and would also not be able to hold any type of preference lottery prior to conducting a full lottery. The Non-Regulatory Guidance does say that schools can include additional recruitment efforts towards groups that might otherwise have limited opportunities to participate in a charter school.

**5. We currently do not have anyone on our board with grant writing experience. If we hire a professional grant writer to assist us in writing the subgrant application, would we be reimbursed for the costs associated with writing the application?**

No. Pursuant to Section 5204(4)(3) of the ESEA, charter schools may use NCSP start-up subgrant funds only for post-award planning and design of the educational program, and initial implementation of a charter school. Any costs incurred prior to the subgrant award are not reimbursable. [20 U.S.C. 7221c(f)(3)]

**6. We are a charter school who opened for students during the 2014-15 school year. What type of expenses would we be eligible for? For example, could we use CSP grant funding to pay off debts we incurred at the initial implementations stage?**

No. Pursuant to Section 5204(4)(3) of the ESEA, charter schools may use NCSP start-up subgrant funds ***only for post-award planning and design of the educational program, and initial implementation of a charter school.*** Any costs incurred prior to the subgrant award are not reimbursable. [20 U.S.C. 7221c(f)(3)]

Initial implementation activities may include: (a) informing the community about the school; (b) acquiring necessary equipment and educational materials and supplies; (c) acquiring or developing curriculum materials; and (d) other operational costs that cannot be met from state or local sources. Types of costs that qualify as other operational costs that cannot be met from state or local sources may include, but are not necessarily limited to, the following:

- (a) Costs associated with creating and implementing office functions, such as accounting systems, attendance and registration systems, and human resources policies;
- (b) Costs associated with the installation of computers, data systems, networks, and telephones;
- (c) Personnel expense incurred either before or after the school's opening, provided that these expenses are associated with initial operating activities (i.e., as opposed to ongoing operations), such as program and curriculum development and integration, and teacher and staff recruiting; and
- (d) Rental or occupancy costs for the school facility for a reasonable period of time in preparation for the school's opening.

You may wish to review these factors by reading the [CSP Non-Regulatory Guidance](#) document, Sections D-2 through D-5.

**FREQUENTLY ASKED QUESTIONS**  
**Nevada Charter School Program Grant (NCSP)**  
**Dissemination Subgrant**

- 1. Can the NCSP Dissemination Subgrant funds be used to hire employees for a year as part of a training program to learn the overall administrative, fiscal, and academic program of our charter school with the goal of these individuals opening another charter school with our program in another location?**

Yes. Under the federal CSP [Non-Regulatory Guidance](#), dissemination activities may include such activities as “assisting other individuals with the planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and its developers and that agree to be held to at least as high a level of accountability as the assisting charter school” (Section B-5). However, the subgrant applicant would have to do a good job of demonstrating that it is a dissemination project that is designed to help other schools open. The application would need to specifically spell out the proposed training program, and provide sufficiently clear descriptions of exactly what the school was offering as training to make sure it wasn’t just using subgrant funds to hire new staff.