****

**New Mexico Public Education Department**

**New Mexico Charter School Program Competitive Subgrant Phase II Application - 2018**

**New Schools**

**![MP900439327[1]]()**

**\*\*Only complete this application if you have been notified by the NMCSP program manager that you are eligible for the Phase II application. \*\*School Information:**

Name of Proposed Charter School: Click here to enter text.

School Address (if known): Click here to enter text.

School Location (City/Town): Click here to enter text.

School District within which the proposed school will be located: Click here to enter text.

Grades to be served: Click here to enter text.

Requested Enrollment Cap: Click here to enter text.

**Contact Information:**

Primary Contact Person: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Daytime Tel: Click here to enter text. Fax: Click here to enter text.

Alternate Tel: Click here to enter text. E-Mail: Click here to enter text.

Secondary Contact Person: Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Daytime Tel: Click here to enter text. Fax: Click here to enter text.

Alternate Tel: Click here to enter text. E-Mail: Click here to enter text.

Founder (if different from above): Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Daytime Tel: Click here to enter text. Fax: Click here to enter text.

Alternate Tel: Click here to enter text. E-Mail: Click here to enter text.

Founder (if different from above): Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip: Click here to enter text.

Daytime Tel: Click here to enter text. Fax: Click here to enter text.

Alternate Tel: Click here to enter text. E-Mail: Click here to enter text.

[**Directions** 3](#_Toc506455309)

[**Scoring** 3](#_Toc506455310)

[I. Program Requirements 4](#_Toc506455311)

[II. Assurances 7](#_Toc506455312)

[III. Planned Activities 10](#_Toc506455313)

[A. Purpose of the Subgrant Request. 10](#_Toc506455314)

[B. Calendar of Activities. 11](#_Toc506455315)

[C. Transportation – Only for schools that did not include that information in new application. 19](#_Toc506455316)

[IV. Budget and Financial Information 21](#_Toc506455317)

[A. School size and grant award amount. 21](#_Toc506455318)

[B. Budgets. 22](#_Toc506455319)

[C. Financial Sustainability. 24](#_Toc506455320)

[V. Competitive Priority Preferences 25](#_Toc506455321)

[A. District Partnerships to Turnaround Failing Schools. 25](#_Toc506455322)

[B. Diverse Models and Models that Serve Rural Communities. 26](#_Toc506455323)

# Directions

Only complete this application if you have been notified by the NMCSP program manager that you are eligible for the Phase II application. Initial after each assurance. Applications will not be accepted without completed assurances. Please answer each and every prompt, if applicable where indicated below. Use the rubrics following the prompts to guide your responses.

# Scoring

Along with each prompt, the application identifies the elements that must be present for a response to be evaluated as “Meets the Criteria.” The rubrics below govern general scoring practices.

|  |  |
| --- | --- |
| **Meets the Criteria****100% of total points** | * All required elements present
* Sufficient detail present, enabling the proposal to be implemented without requiring further proposal development
* The proposal is reasonable and realistic
* Fully consistent with Phase I application
* Fully consistent with all requirements of law
* Coherent and easily understood
 |
| **Approaches the Criteria****50% of total points** | * Does not clearly meet all criteria identified above to be rated “Meets the Criteria”
* The majority of required elements are present, but not all
* Insufficient detail; further proposal development will be required before the applicant can begin to implement the concept
* Minor inconsistencies with other sections
* May raise questions about legal compliance, but does not demonstrate non-compliance
* May raise questions about reasonableness or viability of the proposal
 |
| **Falls Far Below the Criteria****0 points** | * None or less than a majority of the required elements are present
* Contradicts other sections, or substantially inconsistent with other sections or Phase I application
* Insufficient detail to understand the proposal, which includes:
	+ Copying responses from a prior applicant’s application
	+ Copying statutory, regulatory, or policy/guidance language
	+ Plagiarizing information from other publicly available material
* Includes statements that violate or conflict with the requirements of law
* Incoherent or cannot be understood
* The proposal is patently unreasonable or unrealistic
* Does not clearly meet criteria identified above to be rated “Approaches the Criteria”
 |

Minimum Scoring Expectations –

* No response is evaluated as “Falls Far Below the Criteria”;
* No more than 3 responses may be evaluated as “Approaches the Criteria” in any one section of the application; and
* The applicant must earn 95% of the available points or more.

# I. Program Requirements

**Description of Quality Controls**

In order to be eligible for NMCSP subgrant funding, a school must complete an application that describes the quality controls agreed to between the eligible applicant and the authorized public chartering agency.

Pursuant to state program requirements and the New Mexico Charter School Act the following is a description of those quality controls that shall be agreed to:

* execution of a contract that meets the requirements of Section 22-8B-9 NMSA 1978 by the school and the authorized public chartering agency,
* participation by the school in all required annual state assessments,
* participation by the school in the state A-f letter grading system which measures a school’s performance and the school’s impact on student achievement and will be used as one of the most important factors for renewal or revocation of a school’s charter, and
* participation by the school in the state teacher evaluation processes,
* completion of annual site visits to evaluate legal and contractual compliance by the authorized public chartering agency and/or the PED on behalf of or in conjunction with the authorized public chartering agency,
* evaluation of the school by the authorized public chartering agency on an annual basis pursuant to a performance framework that that clearly sets forth the academic, operational, and fiscal performance expectations and meets the requirements of Section 22-8B-9.1 NMSA 1978,
* completion by the school of an annual external financial audit as required by the Audit Act and Section 22-8B-4 NMSA 1978,
* completion by authorized public chartering agency of appropriate inquiries and investigations, and
* compliance with appropriate corrective actions or sanctions exercised by the public chartering agency upon a determination that the school’s performance or legal compliance appears unsatisfactory.

Pursuant to these quality controls and the New Mexico Charter School Act (Section 22-8B-12 NMSA 1978) the authorized public chartering agency reserves the right to revoke or not renew the school’s charter based on financial, structural, or operational factors involving the management of the school.

NMCSP program monitoring will ensure there is a copy of the quality controls in each awardee’s file.

**Description of Autonomy and Flexibility**

In order to be eligible for NMCSP subgrant funding, a school must complete an application that describes how the autonomy and flexibility granted to a charter school is consistent with the definition of a charter school in section 4310 of the ESEA.

Pursuant to state program requirements and the New Mexico Charter School Act the following is a description of those the autonomy and flexibility granted to a charter school and how that is consistent with the definition of a charter school in section 4310 of the ESEA:

In accordance with the New Mexico Charter School Act, charter schools are exempted from locally imposed school district requirements and are exempted from rules and provisions of the Public School Code pertaining to individual class load, teaching load, length of the school day, staffing patterns, subject areas, purchase of instructional material, evaluation standards for school personnel, school principal duties and driver education, and may be exempted from rules and provisions of the Public School Code pertaining to graduation requirements. High-quality charter schools are also eligible to request additional flexibilities from the secretary.

While charters schools are, or may be, exempted from state or local rules that inhibit the flexible operation and management of public schools, charter schools are not exempt from the following requirements:

* be developed as a public school and be operated under public supervision and direction;
* operate in pursuit of a specific set of educational objectives determined by the school’s developer and agreed to by the authorized public chartering agency;
* provide a program of elementary or secondary education, or both;
* be nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
* do not charge tuition;
* comply with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*), section 444 of GEPA (20 U.S.C. 1232g) (commonly referred to as the ‘‘Family Educational Rights and Privacy Act of 1974’’) and part B of the IDEA;
* operate as a school to which parents choose to send their children, and admit students on the basis of a lottery, consistent with section 4303(c)(3)(A) of the ESEA, if more students apply for admission than can be accommodated;
* comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State;
* meet all applicable Federal, State, and local health and safety requirements;
* operate in accordance with State law;
* have a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school; and
* serve students in early childhood educational programs, primary educational programs, secondary educational programs and/or secondary students participating in postsecondary educational programs.

**Program Eligibility**

Entities eligible to apply for the New School NMCSP Subgrant are those entities who:

* have applied to an authorized public chartering authority in New Mexico to operate a charter school and provided adequate and timely notice to that authorized public chartering authority.

An eligible applicant may *not* receive more than one subgrant under this program for each individual charter school for a 5-year period, *unless* the eligible applicant demonstrates to the Department that such individual charter school has at least 3 years of improved educational results for students enrolled in the charter school.

# II. Assurances

1. I agree that the school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I/we will abide by the quality controls agreed to between the school and the authorized public chartering agency with which the school contracts to operate. I agree that the school will ensure those quality controls include:
* execution of a contract that meets the requirements of Section 22-8B-9 NMSA 1978 by the school and the authorized public chartering agency,
* participation by the school in all required annual state assessments,
* participation by the school in the state A-f letter grading system which measures a school’s performance and the school’s impact on student achievement and will be used as one of the most important factors for renewal or revocation of a school’s charter, and
* participation by the school in the state teacher evaluation processes,
* completion of annual site visits to evaluate legal and contractual compliance by the authorized public chartering agency and/or the PED on behalf of or in conjunction with the authorized public chartering agency,
* evaluation of the school by the authorized public chartering agency on an annual basis pursuant to a performance framework that that clearly sets forth the academic, operational, and fiscal performance expectations and meets the requirements of Section 22-8B-9.1 NMSA 1978,
* completion by the school of an annual external financial audit as required by the Audit Act and Section 22-8B-4 NMSA 1978,
* completion by authorized public chartering agency of appropriate inquiries and investigations, and
* compliance with appropriate corrective actions or sanctions exercised by the public chartering agency upon a determination that the school’s performance or legal compliance appears unsatisfactory.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I understand and agree that the school’s performance on the State’s accountability system, which is the A – F letter grading system, will be one of the most important factors for renewal or revocation of the school’s charter.
	* I understand that the state’s A – F letter grading system measures the school’s impact on student achievement through its student academic growth measures and these measures, as well as the letter grade overall, will be one of the most important factors for renewal or revocation of the school’s charter.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I understand that PED and the authorized chartering agency with which the school contracts to operate reserve the right to revoke or not renew the school’s charter based on financial, structural, or operational factors involving the management of the school.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I acknowledge the definition of a charter school and agree to abide by the requirements of that definition which are laid out below:
* be developed as a public school and be operated under public supervision and direction;
* operate in pursuit of a specific set of educational objectives determined by the school’s developer and agreed to by the authorized public chartering agency;
* provide a program of elementary or secondary education, or both;
* be nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
* do not charge tuition;
* comply with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*), section 444 of GEPA (20 U.S.C. 1232g) (commonly referred to as the ‘‘Family Educational Rights and Privacy Act of 1974’’) and part B of the IDEA;
* operate as a school to which parents choose to send their children, and admit students on the basis of a lottery, consistent with section 4303(c)(3)(A) of the ESEA, if more students apply for admission than can be accommodated;
* comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State;
* meet all applicable Federal, State, and local health and safety requirements;
* operate in accordance with State law;
* have a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school; and
* serve students in early childhood educational programs, primary educational programs, secondary educational programs and/or secondary students participating in postsecondary educational programs.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I agree to participate in best practices and technical assistance activities and comply with all monitoring and corrective action requirements as required by the grant terms.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I assure that I meet the eligibility requirements for subgrant funding, which include:
* Entities eligible to apply for the New School NMCSP Subgrant are those entities who:
	+ have applied to an authorized public chartering authority in New Mexico to operate a charter school and provided adequate and timely notice to that authorized public chartering authority.
* An eligible applicant may *not* receive more than one subgrant under this program for each individual charter school for a 5-year period, *unless* the eligible applicant demonstrates to the Department that such individual charter school has at least 3 years of improved educational results for students enrolled in the charter school.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I understand the following allowable uses of subgrant funding and agree to comply with these requirements:
* An eligible applicant receiving a subgrant under this section shall use such funds to support the activities described in subsection (b)(1), which shall include one or more of the following activities:
1. Preparing teachers, school leaders, and specialized instructional support personnel, including through paying the costs associated with—
2. providing professional development; and
3. hiring and compensating, during the eligible applicant’s planning period specified in the application for subgrant funds that is required under this section, one or more of the following:
	1. Teachers.
	2. School leaders.
	3. Specialized instructional support personnel.
4. Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials).
5. Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).
6. Providing one-time, startup costs associated with providing transportation to students to and from the charter school.
7. Carrying out community engagement activities, which may include paying the cost of student and staff recruitment.
8. When such costs cannot be met from other sources, providing for other appropriate, non-sustained costs related to:
	1. opening and preparing for the operation of a new charter school;
	2. opening and preparing for the operation of replicated high-quality charter schools; or
	3. expanding high-quality charter schools.

Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# III. Planned Activities

A. Purpose of the Subgrant Request.

|  |
| --- |
| A. Detail the purposes of the subgrant request from this applicant. Include a clear identification of theoverarching purpose of the request (indicate only one of the activities allowed under section 4303 (b)(1)of the ESEA) and the reasons the school is pursuing this purpose |

|  |
| --- |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify one of the activities allowed under section 4303 (b)(1) of the ESEA as the purpose of the subgrant request
* Articulate an understandable and justified rationale for seeking to engage in the identified activity that includes:
	+ A clear need within the local community for the proposed school or school expansion
	+ A commitment to improve student achievement as measured by the PARCC assessment and A-F school letter grading system
	+ A commitment to improve the overall public education system in New Mexico and the outcomes of public education in New Mexico
 |
| **CSD EVALUATION:** Click here to enter text. |

B. Calendar of Activities.

|  |
| --- |
| B.(1) Provide a detailed calendar of all the activities to be carried out under the subgrant throughout theterm of the grant term. If the applicant has requested a Planning and Program Development Period,identify specific activities to be carried out only during that time period. In the calendar identifyexpected work product from each activity, specific action steps to be carried out, responsible parties,and deadlines. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 15 | A complete response must:* Provide a calendar for the entire term of the subgrant
* Include only activities that are allowed under section 4303(h) of the ESEA
* Identify specific action steps with responsible parties for each activity
* Identify the work product that is to be created through each activity and the deadline associated with that work product
* Specifically denote activities that are to be carried out only during the planning and program development term
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B. (2) Describe the recruitment and selection process that will be utilized to hire any teachers, schoolleaders, or specialized instructional support personnel during the planning period. (Not applicable forapplicants not seeing a Planning and Program Development term).  |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify a recruitment and selection process for hiring allowable and necessary staff during the planning term of the subgrant include action steps, timelines, responsible parties
* Describe how the staffing plan and process will ensure the school is able to hire *qualified, high-quality* staff that are aligned with the response in Question III.A. to implement the proposed program within the grant term
* Describe how the recruitment and selection process is aligned with the subgrant budget
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(3) Identify all the supplies, equipment and educational materials the school plans to acquire ordevelop with the subgrant funds. Explain why each of these is necessary for the successfulimplementation of the proposed program. Explain the process the school will use to procure and purchase items—including any vetting processes that will be used to evaluate the quality of potential educational materials; the process must demonstrate proper stewardship of public funds. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify all the supplies, equipment and educational materials the school plans to acquire or develop with the subgrant funds; and include only allowable expenses
* Provide a sufficient justification for why those supplies, equipment and educational materials are necessary for the successful implementation of the proposed program
* Explain the process the school will use to procure and purchase items—including any vetting processes that will be used to evaluate the quality and alignment of potential educational materials
* Demonstrate proper stewardship of public funds and comply with state procurement code requirements
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(4) Describe all professional development activities that will be carried out under the subgrant for thepurposes of preparing teachers, school leaders, and specialized instructional support personnel. Identifythe costs that will be paid out of subgrant funds for these purposes. Explain why these are differentfrom other professional development activities and costs that will not be paid out of subgrant funds andare included in the primary new charter application. Explain the process the school will use to procure and purchase professional services—including any vetting processes that will be used to evaluate the quality of potential service providers; the process must demonstrate proper stewardship of public funds. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Describe professional development activities that will be carried out under the subgrant for the purposes of preparing teachers, school leaders, and specialized instructional support personnel
* Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program
* Identify only reasonable costs that will be paid out of subgrant funds for these purposes
* Explain how these activities are different from other professional development activities and costs that will not be paid out of subgrant funds during the same time
* Explain the process the school will use to procure and purchase professional services—including any vetting processes that will be used to evaluate the quality of potential service providers
* Demonstrate proper stewardship of public funds and comply with state procurement code requirements
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(5) Identify whether the school plans to use grant funding to carry out renovations and/or minor repairs to ensure a new school building complies with applicable statutes and regulations. If the school plans to use grant funds in this way, describe the renovations and/or minor facility repairs that will be carried out. Explain the justification for these activities. Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers; the process must demonstrate proper stewardship of public funds. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify if the school plans to use grant funding to carry out renovations and/or minor repairs to ensure a new school building complies with applicable statutes and regulations.
* Describe renovations that will be carried out to ensure a new school building complies with applicable statutes and regulations
* Describe minor facility repairs that will be carried out
* Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program
* Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers
* Demonstrate proper stewardship of public funds and comply with state procurement code requirements
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(6) Identify whether the school intends on using grant funds to cover one-time, startup costs associated with providing transportation to students to and from the charter school. If the school plans to use grant funds in this way, describe how funds will be used to provide one-time, startup costs associated with providing transportation to students to and from the charter school. Explain the justification for these activities. Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers; the process must demonstrate proper stewardship of public funds. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify If the school intends on using grant funds to cover one-time, startup costs associated with providing transportation to students to and from the charter school
* Describe how funds will be used to provide one-time, startup costs associated with providing transportation to students to and from the charter school.
* Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program
* Identify only reasonable costs that will be paid out of subgrant funds for these purposes
* Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers
* Demonstrate proper stewardship of public funds and comply with state procurement code requirements
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(7) Identify whether the school intends on using grant funds to carry out community engagement activities. If the school plans to use grant funds in this way, describe how funds will be used to carry out community engagement activities. Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers; the process must demonstrate proper stewardship of public funds. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify whether the school intends on using grant funds to carry out community engagement activities
* Describe how funds will be used to carry out community engagement activities, which may include paying the cost of student and staff recruitment
* Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program
* Identify only reasonable costs that will be paid out of subgrant funds for these purposes
* Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers
* Demonstrate proper stewardship of public funds and comply with state procurement code requirements
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(8) Identify whether the school intends on using grant funds to carry out other appropriate, non-sustained costs related to opening and preparing for the operation of a new charter school. If the school intends on using grant funds in this way, describe how the funds will be used for providing other appropriate, non-sustained costs related to the activities described in Question III.A. Explain why such costs cannot be met from other sources. Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers; the process must demonstrate proper stewardship of public funds. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
|  **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Identify whether the school intends on using grant funds to carry out other appropriate, non-sustained costs related to opening and preparing for the operation of a new charter school
* Describe how the funds will be used for providing other appropriate, non-sustained costs related to the activities described in Question III.A
* Provide a sufficient justification for why these activities are necessary for the successful implementation of the proposed program
* Identify only reasonable costs that will be paid out of subgrant funds for these purposes
* Identify all other sources of funds during the term of the planned activities
* Explain why those other funds cannot be used to meet the identified costs
* Explain the process the school will use to procure and purchase services and/or materials—including any vetting processes that will be used to evaluate the quality of potential service providers
* Demonstrate proper stewardship of public funds and comply with state procurement code requirements
 |
| **CSD EVALUATION:** Click here to enter text. |

## C. Transportation – Only for schools that did not include that information in new application.

|  |
| --- |
| C. (1) State how the proposed school or the current school has considered and planned forthe transportation needs of the school’s students. If the school does not plan on offering transportationto and from school, explain how the school came to the conclusion that the school’s student’stransportation needs do not require to and from transportation and provide evidence to support thisdetermination. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must: * Demonstrate the school seriously considered and has a plan that meets the needs of students for to and from school transportation
* Provide sufficient evidence to support a determination that students did not need transportation to and from school, if the school states that was the final determination
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| C.(2) *If the school does plan on providing transportation*, state how the proposed school plans to offertransportation to its students. Provides **a clear description** of how student transportation needs will bemet that is supported by the proposed budget in this application and the new application.For further information please see the following link: <http://ped.state.nm.us/div/fin/trans/index.html>. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A response is only required if the school plans to offer regular transportation either fordaily transportation to/from school OR for transportation to/from school specific activitiesand events that are a necessary part of the mission.These are awarded as “preference points” if the school plans to provide to and from schooltransportation to all students.All schools must be prepared to meet IEP transportation requirements.A complete response must:* Identify a plan for establishing transportation services at the school including specific action steps, timelines responsible parties, and associated costs that address:
	+ Identifying equipment purchase or contracting needs
	+ Identifying hiring and or contracting needs
	+ Hiring or contracting
	+ Establishing training needs and inspection process needs
	+ Establishing travel routes and pickup/drop off points
	+ Establishing transportation policies and practices
	+ Identifying student transportation needs
* Identify how the school will fund the transportation plan costs
* Identify all, but at least one, specific entities or organizations that have been identified as potential partners or vendors for these services and describe all steps that have been taken to create a relationship, establish a relationship, or develop a partnership to provide these services
 |
| **CSD EVALUATION:** Click here to enter text. |

# IV. Budget and Financial Information

## A. School size and grant award amount.

State the requested enrollment, grade levels to be served during the first five years of the school. Please specify the planned number of students at each grade level in each year. Use the information for the fifth year to calculate the allowable grant amount. If the applicant is requesting a grant amount that is lower than the allowable grant amount, state the requested amount.

|  |  |  |  |
| --- | --- | --- | --- |
| A.(1) |  |  |  |
| Academic Year | Number of Students | Grade Levels | Grant Fund Amount |
| Year 1 | Click here to enter text. | Click here to enter text. |  |
| Year 2 | Click here to enter text. | Click here to enter text. |  |
| Year 3 | Click here to enter text. | Click here to enter text. |  |
| Year 4 | Click here to enter text. | Click here to enter text. |  |
| Year 5 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Additional Applicant Response:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must: * Identify the anticipated number of students by grade level for each of the first five years *\*Note – meeting expected enrollment will be part of annual monitoring, a school that does not meet enrollment targets may have their grant award reduced*
* Correctly calculate the anticipated grant fund amount using anticipated enrollment data for the fifth year (which cannot exceed $900,000) using the funding following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade level** | **Elementary School – K-5** | **Middle School – 6-8** | **High School – 9-12** |
| Per pupil amount | $2,200 | $2,000 | $2,300 |

* If the school is requesting a lower grant funding amount than the allowable grant amount, please specify the requested grant fund amount.
 |
| **CSD EVALUATION:** Click here to enter text. |

## Budgets.

|  |
| --- |
| B.(1) Provide, and attach as **Appendix A**, a proposed subgrant budget plan detailing anticipatedexpenditures broken down on a quarterly basis. The budget must align with the allowed or requested awards established by the grant terms and all narratives describing subgrant priorities and activities, including the budget narrative. Use the template provided.  |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 20 | A complete response must: * Include a subgrant budget plan in Appendix A that is based on the allowable or requested grant terms
* Support the calendar of activities and application narratives
* Address expenses on a quarterly basis
 |
| **CSD EVALUATION:** Click here to enter text. |

|  |
| --- |
| B.(2) Provide a clear, comprehensive, cohesive, and reasonable budget narrative that explains basic assumptions, how those were determined based on reliable sources, and identifies all priorities that are consistent with the calendar of activities, and explains how the school will manage the subgrant funds during the term of the subgrant (including monthly or quarterly monitoring of actual versus projected expenses, adjustment expenses to address variances, and submission of regular requests forreimbursement to avoid backlogs). The budget narrative demonstrates the proposed school’s thoroughunderstanding of the budget and of budget maintenance process. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 10 | A complete response must: * Explain basic assumptions
* Identify reliable sources for each assumption
* Identify and align with all priorities that are consistent with the subgrant calendar of activities
* Explain how the school will manage the subgrant funds during the term of the subgrant
	+ Identify regular monitoring of actual versus projected expenses
	+ Identify a plan for addressing variances in a timely manner, including variances in expected enrollment
	+ Include a plan for timely and consistent RfRs
 |
| **CSD EVALUATION:** Click here to enter text. |

## Financial Sustainability.

|  |
| --- |
| C. Explain why the costs that will be funded under NMCSP are not sustained costs unrelated to the initial implementation of the new school or expansion.  |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 5 | A complete response must:* Provide a reasonable and justified explanation of why the costs that will be funded under NMCSP are not sustained costs unrelated to the initial implementation of the new school or expansion
* Demonstrate the school will be able to maintain financial sustainability after the end of the subgrant period
 |
| **CSD EVALUATION:** Click here to enter text. |

# V. Competitive Priority Preferences

## A. District Partnerships to Turnaround Failing Schools.

|  |
| --- |
| A. If the applicant has a partnership with the local district to use this proposed charter school to turnaround a failing school or implement a choice model for students from failing schools, please describe the partnership, identify the failing school(s) being addressed by this partnership. Provide an MOU or IGA that identifies the terms of the partnership and the legal obligations of each party. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 10 | A complete response must: * Describe a partnership with the local district to use this proposed charter school to turnaround a failing school or implement a choice model for students from failing schools
* Identify specific failing school(s) the partnership addresses
* Provide a fully developed MOU or IGA that specifically identifies the obligations and rights of each party
 |
| **CSD EVALUATION:** Click here to enter text. |

## B. Diverse Models and Models that Serve Rural Communities.

|  |
| --- |
| B. Explain why the proposed model is a “diverse model” charter school. This may include a model that is not accessible in the current school district or community either because there are no similar school models or because all other similar school models are fully enrolled and have substantial waitlists. This may also include a wholly new and innovative model that is research based. This may include a model for serving a rural community that does not currently have any other educational choices. Provide sufficient evidence to support the school’s justification for eligibility. |
| **APPLICANT RESPONSE:**  |

|  |  |
| --- | --- |
| **Total****Points Available** | **Expectations** |
| 10 | A complete response must: * Describe a model that is not currently accessible in the school district or the community in which the proposed school will be located OR
* Describe a wholly new and innovative model that is research based OR
* Describe a model that will serve a rural community that does not currently have any other educational choices *\*Note: a rural community is defined as a community that is on that is not included within an urban area as identified by the United State Census Bureau*
* Provide sufficient documentation or evidence to support the school’s justification for being eligible for preference points
 |
| **CSD EVALUATION:** Click here to enter text. |

# VI. Behavioral Event Interview

Each applicant for an NMCSP Subgrant award must complete a behavioral event interview (BEI). The BEI is a process that delves deeper than traditional interviews to identify the underlying competencies that are predictors of success for school leaders. A competency is defined as a pattern of thinking, feeling, acting or speaking that causes a person to be successful in a job or role. Competencies may be developed, but they are most powerful when used to select people who are already a good fit for the job. The BEI is designed to elicit evidence and examples of the specific competencies and skills an applicant possesses, based on the premise that a person's past behavior is the best predictor of their future performance. The BEI minimum scoring requirements are as follows:

* No more than one competency is evaluated as “Level 1”;
* At least one competency is evaluated as “Level 3”; and
* The applicant’s average score is at least “Level 2.”

The NMCSP program manager will schedule the BEI for all applicants who are notified of their eligibility to move on to Phase 2.

The rubric for the BEI is proprietary and cannot be shared. After the subgrant award process has been completed, each applicant will receive formative feedback from the BEI.