

Charter Schools Program (CSP) Distance Learning Subgrant Monitoring

Allowable expenditures may include:

- purchasing hardware, software, and licenses through the 2020-21 school year necessary for remote learning
- training of staff on effective implementation of remote and/or socially-distanced learning
- offsetting one-time costs related to the COVID-19 pandemic for increased social work, education counseling, and/or family engagement services
- transitioning from remote learning back to in-person or hybrid instruction as soon as practicable and safe to do so based on the guidance of State and local health officials

The US Department approved pre-award costs to subgrant recipients for up to 90 days prior to award notification. Expenditures are allowable only during this program period, not during the entire fiscal year, due to terms of federal waiver and CSP uniform guidance. Program periods are:

- Round 1 awards, notified 12/16/20, costs allowable 9/17/20 to 6/30/21
- Round 2 awards, notified 1/13/21, costs allowable 10/15/20 to 6/30/21

Requirements for schools receiving subgrants:

- Support ALL students in the school, demonstrate how it will hold ALL students accountable for academic performance requirements. The site visit by Charter Schools Division (CSD) staff will document this.
- Provide written plans for transitioning back to in-person learning. The re-entry plan required by the PED meets this requirement; no additional plan need be submitted.
- Follow all state and federal procurement requirements, including tracking all equipment purchased with CSP funds. Schools may use spreadsheet provided or another system.
- Submit to CSP a quarterly report in Google Forms:
 - Q3 report for January 1 – March 31 is due April 30, 2021
 - Q4 report for April 1 – June 30 is due July 31, 2021
- Quarterly report includes:
 - number of students served through remote learning;
 - average teacher instructional time per day through remote learning;
 - average percentage of student participation in classes each day (and the range) for the period;
 - the average results on performance-based tests (when available);
 - any information or signs demonstrating effectiveness or progress in overcoming challenges faced;
 - any information the grantee wishes to post that demonstrates the quality of its remote learning services to all students.

Please contact the program manager at Brigette.Russell2@state.nm.us or the fiscal coordinator at Valerie.Cordova2@state.nm.us with questions.

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