

Meeting Summary for CSP TA Office Hours: Grant Project Goals

Quick recap

The meeting focused on the Request for Applications (RFA) for a grant program, covering topics such as project goals, budget considerations, and application guidelines. Tanesha and Bright, the program leaders, provided clarification on various aspects of the grant application process, including allowable expenses, SMART goal criteria, and timeline updates. The team discussed the RFA document updates, application format, and scoring system, with Tanesha and Bright offering ongoing support and technical assistance to applicants throughout the process.

Next steps

- Tanesha and Bright to extend appointment opportunities for one-on-one consultations with applicants for the next couple of weeks.
- Tanesha and team to update the RFA with clarifications, especially in the appendices section and instructions for Appendix D.
- Tanesha and team to ensure the updated RFA is posted online with revised dates and clarified email addresses.
- Tanesha and team to update the Foundant system to reflect changes made in the RFA.
- Applicants to submit their applications by the new deadline of May 28th at 5 PM Mountain Standard Time.
- Bright to share the link for the next monthly cohort meeting on May 13th in the chat.
- Tanesha and team to provide a change log showing updates made to the RFA, if possible.
- Applicants to review the updated RFA once posted and prepare any new questions for one-on-one consultations.
- Tanesha and team to clarify the differences between Section B and Appendix D in the application.
- Tanesha and team to ensure clear instructions are provided in Foundant for each section of the application.

Summary

RFA Editing and Final Review

Tanesha downloaded the RFA from Google Drive and is halfway through editing it. The deadline for the edits is May 28th. Tanesha will screen share and address some of the changes on the call. The final PDF is expected to be ready by the end of the day. Pete offered to do a final look

through the document. Bright, the program manager, and Tanesha, the director of the program, led the meeting. Pete, a League staff, also participated in the meeting. The individual office hours will continue for two more weeks.

CSP Grant Project Goals Discussion

In the meeting, Bright discussed the importance of project goals for the Csp Grant, emphasizing that they must align with Federal Csp priorities and include measurable academic indicators. Tanesha then provided examples of strong grant project goals, emphasizing the need for specificity, measurability, and alignment with the project's objectives. She also clarified that the goals should be achievable within the grant period and should be connected to the budget plan. Annette raised a question about the format of the goals, and Tanesha confirmed that the format can vary, as long as the goals are clear, concise, and measurable.

Grant Application Planning and Implementation

Tanesha clarified the distinction between planning and implementation phases in grant applications. She explained that the planning phase starts when an expansion project begins, and salaries are not considered during this phase. Lynn and David discussed the application of these rules to their specific situations, with Tanesha providing guidance on how to determine the start of the planning phase. Tanesha also clarified that professional development is an allowable expense under the grant, but it should be directly related to the project and its goals. Brett raised a question about the specificity of goals and budget priorities in relation to new and existing students in an expansion project, but no clear resolution was provided in the transcript.

Budget Expenditures for New Cohort

Tanesha clarified that budget expenditures should only include items purchased for the new cohort, even if they benefit the existing cohort. Brett expressed concern about dividing expenses between old and new students, but Tanesha reassured him that as long as the purchases make sense for the new project, they are allowable. Annette raised a similar question about purchasing new furniture for a new building, and Tanesha advised making a rational case for the purchases.

Replication School Furniture Grant Usage

Brett discussed the opening of their replication school, which was initially funded by a grant. They purchased used furniture from a closing elementary school at a low cost, but later replaced it with appropriate furniture using grant funds. Tanesha emphasized the importance of being good stewards of federal dollars and adhering to the purpose of the funds. She clarified that grant funds can only be used once and for the intended purpose, and that purchasing used items should be carefully considered. Dan asked about the possibility of switching down furniture later if a better deal was found, to which Tanesha responded that while this might be possible, it would not be allowed using grant funds.

SMART Goal Criteria and Allowable Expenses

Tanesha clarified the SMART goal criteria for the grant, emphasizing the importance of measurable objectives and timeframes. She also discussed the allowable expenses for minor facility repairs, community engagement, and technology upgrades. Annette inquired about funding for a new preschool program, which Tanesha confirmed was allowable. Dan asked about the one-time costs for social media and other community engagement activities, to which Tanesha responded that they could be included in any year of the grant. Tanesha also warned about potential pitfalls in the application process, such as vague goals and activities not aligning with the grant's priorities.

RFA Deadline Extension and Application Process

Tanesha and Bright discussed the extension of the deadline for the Request for Applications (RFA) to May 28th. They also mentioned the changes in the timeline for the review period and the notification of awards. Tanesha clarified that the capacity interviews with applicants would be conducted in the second or third week of June. She also mentioned that the final approval and specified grant period dates would be communicated after the 20th. Tanesha encouraged applicants to sign up for one-on-one consultations with Bright and her if they needed technical assistance or clarification regarding the application process. She also mentioned that the grant management system, Found, would be used for the application process.

Clarifying RFA Document Changes and Process

During the meeting, Tanesha and Brett discussed the process of updating the RFA document. They discussed how the document had undergone changes, particularly in the narrative sections. Brett pointed out that there was confusion about the difference between Section B and Appendix D, and Tanesha agreed to clarify this. They also discussed the application format and how the project narrative and attachments would be included. Brett raised a question about the difference between Section B and Appendix D, which Tanesha agreed to clarify. They also discussed the point values for different sections of the RFA and how the reviewers would score them. The conversation ended with Tanesha and Bright assuring the team that they were available for any further queries or concerns.