

## Charter School LEA Expansion Title I Funding Application Directions

34 C.F.R. Part 76, Subpart H contains the actions required for Charter Schools that are LEAs to apply for federal funds under the conditions that meet the definition of significant expansion. As outlined in the regulations, *significant expansion of enrollment* means:

a “substantial increase in the number of students attending a charter school due to a significant event that is unlikely to occur on a regular basis, such as the addition of one or more grades or educational programs in major curriculum areas.”

**Note: The requirements in the final regulations are not triggered by minor increases in enrollment caused by normal growth. Rather, the regulations apply to substantial increases in enrollment that are caused by unique, significant, or unusual events.**

### Application Process

§76.788 specifically outlines the Charter LEA’s responsibilities as it pertains to Expansion:

- *Notify the state, in writing, at least 120 days in advance, of the date the charter school is scheduled to expand,*
- *Comply with all program requirements,*
- *Provide any data or information for ADE to estimate the amount of funds the charter school will be eligible to receive when it expands, and*
- *Once a charter school actually expands, provide actual enrollment and eligibility data to the ADE via AzEDS.*

To meet these requirements and to request consideration for expansion funds the Charter LEA must:

1. Select the qualifying event that is anticipated to significantly increase the allocation of federal funds. Provide any clarifying description. Enter population and poverty projections, based on early enrollment data.
2. Complete the application form and submit as directed by the first business day after May 15<sup>th</sup> .  
Applications submitted between May 15<sup>th</sup> and August 1<sup>st</sup> will be processed as late recipients. Applications submitted after August 1<sup>st</sup> must include justification that the expansion event was unforeseen, preventing an earlier submission.
3. Prepare and update its Continuous Improvement Plans (CIPs) to reflect the significant change that is the basis for the additional funds request no later than June 30, 2016. The updated plans can be entered into ALEAT after July 1<sup>st</sup>, following the rollover to the new school year.
4. Enter student transactions into AzEDS as soon as the school year begins.
5. Submit a completed ESEA ConApp that can be **approved by October 1<sup>st</sup>**.

*Note: As a continuing eligible Charter LEA, original allocations will be calculated as part of the annual Consolidated Application programs processes, using the October 1 Report from the previous year. The LEA should not delay submitting the ESEA ConApp while awaiting the expansion decision.*

### Processing the Application

§76.789 outlines the ADE’s responsibilities pertaining to new and expanding Charter LEAs.

- *ADE must provide timely and meaningful information regarding the programs for which the Charter LEA may be eligible, such as the basic program information as to the purpose, target population, eligibility requirements, application packages, copies of the statute, relevant regulations and guidance, etc.*

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Charters that are applying for Expansion funds have already received the basic program information upon initial qualification for federal funds. As a continuing eligible Charter, the LEA receives all updates and current information that is distributed to all recipients of federal funds. Additionally the Charter LEA may contact their assigned program specialist for specific needs.

- *ADE must implement procedures so that qualifying expansion events occurring prior to November 1<sup>st</sup> result in the allocation of additional funding within five months; and that events that occur between November 1<sup>st</sup> and February 1<sup>st</sup> result in a pro rata increase in allocation.*

Upon receipt of the application the ADE's procedures are:

1. The Title I Deputy Associate Superintendent will review the applications submitted by May 15<sup>th</sup> and determine which Charter LEAs may be eligible for additional funds due to the significant expansion event.
2. These Charter LEAs will be placed in the New and Expanding Pool along with eligible, newly opened Charter LEAs.
3. The ADE will use data from the *first available* October 1 Report for the current school year to determine updated enrollment and poverty counts.
4. If the described event results in actual significant increases in enrollment **and** poverty, applicants for expansion funds will be allocated additional funds to be entered in the Grants System.
5. The Charter LEA will be notified that it will be allocated Expansion funds.
6. Late applications (received between May 15<sup>th</sup> and July 1<sup>st</sup>) will be considered for a second New and Expanding Pool. Applications received after July 1<sup>st</sup> will be eligible only if the qualifying expansion event is unforeseen and but still occurs prior to November 1<sup>st</sup>.

### **Adjusting Allocations**

The Charter LEA must have an approved Original ESEA ConApp prior to the Expansion adjustment of the allocations within GME. The system will automatically set the ESEA ConApp status to "Revision Started". The Charter LEA must revise its budgets to reflect the additional funds and re-submit for approval, after which funds will be available through the normal Reimbursement Request process.