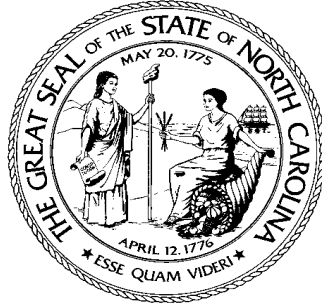


NC Department of Public Instruction



Charter School Transportation Grant Pilot Program

Grant Application

Application Deadline: **December 31, 2017**

Program Implementation: **Fall 2017**

Application Submission to: **The Office of Charter
Schools at ocs@dpi.nc.gov**

Program Purpose

Pursuant to Session Law (SL) 2017-57, the Department of Public Instruction (NCDPI) is required to establish the Charter School Transportation Grant Pilot Program (Program). The total amount of available funds for the program is \$2.5 million dollars. The maximum available for a single program is \$100,000.

The purpose of the Program is to award grant funds to a charter school meeting specific eligibility requirements for the reimbursement of up to sixty-five percent (65%) of the eligible student transportation costs incurred by the school.

Disbursements are contingent on:

1. Timely submission of documentation reporting expenditures (e.g. contracts, budgets, reports, etc);
2. Verification of those documents;
3. Consideration of the total number of requests; and
4. Development of pro rata distribution formula if needed.

Timeline

Activity	Date
Release/Distribute Letter of Intent	August 2017
Letter of Intent Due to Office of Charter Schools (OCS)	September 1, 2017
Grant Application Deadline	December 31, 2017
Select/Award Grant Recipients	January 15, 2018
Recipients Submit Required Report to NCDPI (pg 3)	February 16, 2018
Grant Recipients Submit Spring Reimbursement Documents (if applicable)	May 18, 2018
Grant Recipients Receive Second Disbursement (if applicable)	June 15, 2018
NC Department of Public Instruction Reporting to the Joint Legislative Transportation Oversight Committee and the Joint Legislative Education Oversight Committee	March 15, 2018

Permissible Uses of Program Funds

Program funds awards shall be used for the below listed purchases. The maximum amount of award is \$100,000 per program. The maximum amount may be distributed in one semester in some instances.

1. Transportation Fuel
2. Vehicle Maintenance
3. Contracted Transportation Services

Eligible Applicants

If a charter school has a student enrollment of at least fifty percent (50%) of its students residing in households with an income level not in excess of the amount required for a student to qualify for the federal free or reduced price lunch program in a semester of the school year, the charter school may apply to NCDPI for grant funds under the Program for reimbursement of up to sixty-five percent (65%) of the eligible student transportation costs incurred by the school for that semester.

Required Reporting

Grant recipients are required to submit a report by February 16, 2018 on the following:

1. Whether receiving the reimbursement has led to an increase in the charter school offering lunch;
2. Whether receiving the reimbursement has led to an increase in student lunch participation at the charter school;
3. Whether receiving the reimbursement has increased or expanded the offering of student transportation by the charter schools; and
4. The modes of student transportation offered by the charter school receiving grant funds.

Program Criteria and Guidelines

Applications will be reviewed in conjunction with documented evidences to determine the amount of funds for disbursement per school. All schools will receive some funding; however, consideration shall be given to the number of schools seeking reimbursement, the allowable reimbursement amount (\$100,000/per school), and the limited amount of \$2.5 million dollars for disbursement.

Required Application Materials

Completed applications must include the below listed materials/attachments and be submitted by 5:00 p.m. on deadline to via email to ocs@dpi.nc.gov .

Application Materials
<input type="checkbox"/> Cover Sheet
<input type="checkbox"/> Required Responses
<input type="checkbox"/> Documented Evidences
<input type="checkbox"/> Signature Page

To be completed by OCS

Cover Sheet

Date of Application:		
Name of Primary Contact Person :		Title of Primary Contact Person
Name of Board Chair: 		Email Address of Board Chair:
Name of Charter School: 		Name of School System(s):
School Address: 	City, State, Zip: 	State Board Region:
Email Address of Primary Contact Person: 	Area Code and Telephone Number of Primary Contact Person: 	Area Code and Telephone Number of Board Chair:

Required Application Responses

Please provide a detailed response for the following:

1. What year did the school open?

[]

2. Fully explain the modes of transportation currently offered by the school.

[]

3. How long has the school provided the transportation outlined above in #2?

[]

4. Does the school have plans to expand its current transportation offerings? Explain.

[]

5. Does the school currently provide lunch? Explain.

[]

6. What percentage of the charter school's population is residing in a household with an income level not in excess of the amount required for a student to qualify for the federal free or reduced lunch?

[]

7. Does the charter school participate in the federal free or reduced lunch program? If yes, how long has the school participated?

[]

8. Does the charter school provide lunch other than the federal free and reduced lunch program? If so, how long has the school provided lunch? Explain.

[]

9. Does the school have plans to expand its current lunch offerings? Explain.

| |

10. What is the amount of eligible transportation costs for the Fall 2017 and Spring 2018 semesters? *Please note you will be required to submit documentation each semester as requested by NCDPI.*

a. Fall 2017 Reimbursement Amount: | |

b. Estimated Spring 2018 Reimbursement Amount: | |

11. What transportation and lunch plans does the school have in place to ensure all students have transportation and lunch each day? Explain and attach the plans.

| |

12. Attach a copy of the school's transportation maintenance schedule.

13. How will receiving the reimbursement funds help the school fulfill its approved mission?

| |

Documented Evidences: Documentation to substantiate expenditures submitted to NCDPI for reimbursement

Reimbursable Expenses

Transportation costs are those amounts actually expended for the transportation of children to and from school, field trips, and activity trips, including fuel, vehicle maintenance and contracted transportation services.

All expenditures must be appropriately recorded in the charter school's books and records (e.g. detailed account ledgers) and the school's financial management system must distinguish expenditures by grant award. All expenditures submitted for reimbursement must be appropriately coded according to the Chart of Accounts, down to object code. All expenditures must be both incurred and paid prior to submitting the expenditures to DPI for reimbursement.

Adequate supporting documentation for expenditures submitted for reimbursement includes, but is not limited to, all estimates, bids, purchase orders, invoices, original receipts and proof of payment applicable to each expenditure submitted for reimbursement. All credit card purchases must be supported by invoices and original receipts in order to be reimbursed.

Each grant recipient must maintain expenditure documentation locally to be provided to DPI on request. In addition, annual audit compliance supplements will include testing of related expenditures by each school's independent auditor during the school's annual audit.

To support the expenditure reimbursement of Contracted Transportation Services, the following should be retained:

1. Contractual Agreement or Terms Services – For all contractual agreements with vendors or consultants for goods or services, the subrecipient should ensure it follows its written procurement procedures which must also be in accordance with state laws and regulations. The entity should ensure its agreements include appropriate clauses, include details of services to be provided (who, what, when, where, and why), and include a fee schedule (if applicable). The agreements should be signed by an authorized representative of both the vendor and the contracting entity.

If a subrecipient's expenditure report includes a claim of reimbursement for

personnel compensation classified as Purchased Service, contractual agreements should be signed and maintained.

2. Invoices - Invoices received from vendors for provided goods or services must be maintained, as well as, copies of the appropriate checks to support payment.

The school must ensure that any contractor is informed of and understands all requirements related to providing student transportation, including documentation requirements. Each school should ensure that a contract it enters into clearly outlines the contractor's responsibilities and provides for access to the contractor's documentation of compliance with all applicable laws and regulations.

Record Retention

The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the end date of the grant and the final expenditure claim for reimbursement and all final reports have been submitted, unless informed otherwise or in the case of litigation.

Transportation Object Codes

- 6550 – 311
- 6550-423 (fuel)
- 6550-424 (oil/maintenance)
- 6550-425 (tires/tubes)
- 6550-331 (contracted services)
- 6550-422 (related parts, etc.)

Attach the following:

- Transportation Plan (include routes, schedules, contracts, etc.)
- Lunch Plan (include schedules, vendors, etc.)
- Board approved 2016-17 actual expenditures broken down by object code
- Board approved 2017-18 year-to-date expenditures broken down by object code
- Copies of the check register reports to demonstrate eligible reimbursable transportation cost(s)
- Copies of contracts (if applicable)

Signature Page

Primary Contact Signature

Date

Board Chair Signature

Date

Director, NCDPI Office of Charter Schools Signature

Date