



CHARTER SCHOOL OFFICE
ROOM 465 EBA, 89 WASHINGTON AVENUE, ALBANY NY, 12234
Tel. 518/474-1762; Fax 518/474-3209; charterschools@mail.nysed.gov

To: School Leaders, Grant Contacts, and Board Chairs of SUNY-Authorized Charter Schools with currently active CSP Grant Contracts
From: Cliff Chuang, Director, Charter School Office
Date: August 16, 2011
Subject: Transition of Charter Schools Program (CSP) Grant Contract to the New York State Education Department
Cc: Susan Miller Barker, Interim Executive Director, SUNY CSI
David Hruby, Director of School Finance, SUNY CSI
Maureen Murphy, Director of Charter Accountability, SUNY CSI
Barbara J. Moscinski, NYSED, CSP Project Director

The New York State Education Department (NYSED) is pleased to announce that it has recently been awarded a 2011-2016 federal Charter School Program (CSP) grant. Under this new grant award, the NYSED will administer new and existing contracts for all CSP subgrant recipients.

Your charter school has been a recipient of the 2008-2011 CSP planning and implementation grant. The State University of New York's Charter Schools Institute (CSI) originally administered your award. While CSI continues to work with you to close out your 2010-2011 budget period, NYSED will administer the remainder of your contract, beginning August 1, 2011. Please see the attached list on page 2 for your specific contract information. 2011-12 budget period amounts will be sent under separate cover.

In order to successfully do so, as soon as possible (we encourage submission as soon as possible, but suggested due date of August 26, 2011 to minimize disruption in funding flow), please complete these steps below:

- 1) Complete a Continuation Application (located at <http://www.p12.nysed.gov/psc/CSPContinuation.html>) which includes: the Continuation Checklist, Continuation Cover Page, Project Progress Report, Budget Narrative, Equipment Reporting form, an SUNY-to-SED Contract Transfer Acknowledgement form, and **FS-10** budget form. The Project Progress Report should provide a brief description of the progress towards meeting the goals and objectives contained within the original grant application. The Budget Narrative form should provide a description explaining how funds will be used throughout the next budget period. The Equipment Reporting form should list all equipment that has been purchased to date using CSP funds.
- 2) Please sign the acknowledgement at the end of this memo and include it with your continuation application. Submit these materials, in hard copy, to:

New York State Education Department
Office of Grants Management
89 Washington Avenue, EBA675
Albany, NY 12234
Attention: 2011-12 CSP Continuation Application

As you begin to work with NYSED on your 2011-2012 budget period, please follow these steps:

- 1) Similar to Title grants, use form [FS-25](#) to request funds beyond the initial 20% payment. Submit FS-25s when reimbursement for expenditures is required or expenditure of the funds will occur within the next month. Cash payments prior to the end of the grant period cannot exceed 90% of a grant's budget.
- 2) If you request a change to the approved budget, email that request with details to charterschools@mail.nysed.gov with the subject line *CSP Grant: Amendment: Name of Charter School*. The request will be reviewed and you will be notified if the revision is approved. No change can be implemented until approval. Upon approval, you will need to file a [FS-10A](#). Amendments must be submitted no later than 30 days prior to the end of a budget period.
- 3) After all expenditures have been made, submit an FS-10F final expenditure report to close the grant and be reimbursed any additional funds owed. This form must be filed no later than 90 days from the end of a budget period. For example, if the budget period ends on 7/31/12 an FS-10F must be received no later than 10/31/12.

All fiscal forms are available at www.oms.nysed.gov/cafe/forms. Please also review SED polices and procedures for financial management of grants at www.oms.nysed.gov/cafe/guidance.

Thank you for your cooperation and we look forward to our working relationship with each of you. If you have any questions, please contact Barbara Moscinski at 518-474-1762 or charterschools@mail.nysed.gov with the subject line: *CSP Grant: SUNY Transition Continuation Contract – Name of Charter School*.

SUNY Charter Schools with Active CSP Grants to be Transferred to NYSED

| Charter School Name | 11-12 Oper Year | Contract # | Contract Start Date | Contract End Date | Award Type |
|--|------------------------|-------------------|----------------------------|--------------------------|-------------------|
| Achievement First Apollo CS | 2 | C001977 | 9/15/2009 | 7/31/2012 | Implementation |
| Brighter Choice CMS for Boys | 2 | C002053 | 5/11/2010 | 7/31/2012 | Implementation |
| Brighter Choice CMS for Girls | 2 | C002054 | 5/11/2010 | 7/31/2012 | Implementation |
| Bronx Success Academy CS 1 | 2 | C002056 | 5/11/2010 | 7/31/2012 | Implementation |
| Bronx Success Academy CS 2 | 2 | C001978 | 9/15/2009 | 7/31/2012 | Implementation |
| Brooklyn Dreams CS | 2 | C002051 | 5/11/2010 | 7/31/2012 | Implementation |
| Brooklyn East Collegiate CS | 2 | C002059 | 5/11/2010 | 7/31/2012 | Implementation |
| East Harlem Scholars Academy CS (EHTP) | 1 | C002063 | 5/11/2010 | 5/10/2013 | Implementation |
| Explore Excel CS | 1 | C002147 | 5/11/2010 | 5/10/2013 | Implementation |
| Harlem Success Academy CS 5 | 2 | C002055 | 5/11/2010 | 7/31/2012 | Implementation |
| Icahn CS 5 | 1 | C002057 | 6/30/2010 | 6/29/2013 | Implementation |
| Leadership Prep Ocean Hill CS | 2 | C001922 | 5/1/2009 | 2/29/2012 | Implementation |
| New Hope CS | 2 | C002061 | 5/11/2010 | 7/31/2012 | Implementation |
| New World CS | 2 | C002058 | 5/11/2010 | 7/31/2012 | Implementation |
| Ocean Hill Collegiate CS | 2 | C002060 | 5/11/2010 | 7/31/2012 | Implementation |
| University Prep Rochester CS for Young Men | 2 | C001976 | 9/15/2009 | 7/31/2012 | Implementation |