

Charter Online Management and Performance System (COMPS)

Charter Management Organization (CMO) Program

Grant Profile Data Guide

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2 Data Introduction

2.1 Overview

This document provides a description of the data elements used to describe the implementation and performance of CSP Grantees as part of the Charter School Programs (CSP) Data Collection, Risk Assessment, and Monitoring contract (GS-10F-0288W) and the Charter Online Management and Performance System (COMPS).

The Charter Schools Program (CSP) grant program serves the purpose of Section 5201 of the Elementary and Secondary Education Act of 1965 (ESEA), which seeks to expand the number of high-quality charter schools and increase national understanding of the charter school model.

2.2 Purpose

The Charter Online Management and Performance System (**COMPS**) is a web-based application designed to assist ED in conducting compliance and performance monitoring activities for CSP Grantees. COMPS accumulates evidence of compliance and performance from Grantees, as well as provides the ability to capture previously reported data in a more secure and efficient manner. The vision is that COMPS will:

- Streamline the collection of data relating to the CSP monitoring of CMOs using COMPS.
- Provide a comprehensive performance and knowledge management platform.
- Collect grant-recipient performance data, import budget data, performs analytics, automate key document and reporting workflows, and enable two-way communication between OESE and Grantees.

The Grant Profile is the baseline and foundation module for COMPS. Grantees are required to submit baseline information at the time of their award, such as assurances, competitive priorities, key program activities, grant objectives, approved budget and waiver requests. The Grant Profile module will only be filled out once by Grantees at the start of their grant award. The information continued in the module will be used in the School/Subgrant Data Collection Module and Annual performance Reports (APR) modules, which are covered in a separate user guide. This data is used by ED to track the progress Grantee's are making towards meeting their goals against their baseline.

The purpose of this document is to outline the data architecture and key data elements associated with the User Management and Grant Profile module for CMO Grantees. This data guide defines the fields collected in the COMPS Grant Profile for CMO grantees. It is to be used in conjunction with the CMO Grant Profile User Guide for a complete understanding of the system and process.

3 Data Workflow/Architecture

3.1 Workflow

The following steps depict the high-level workflow:

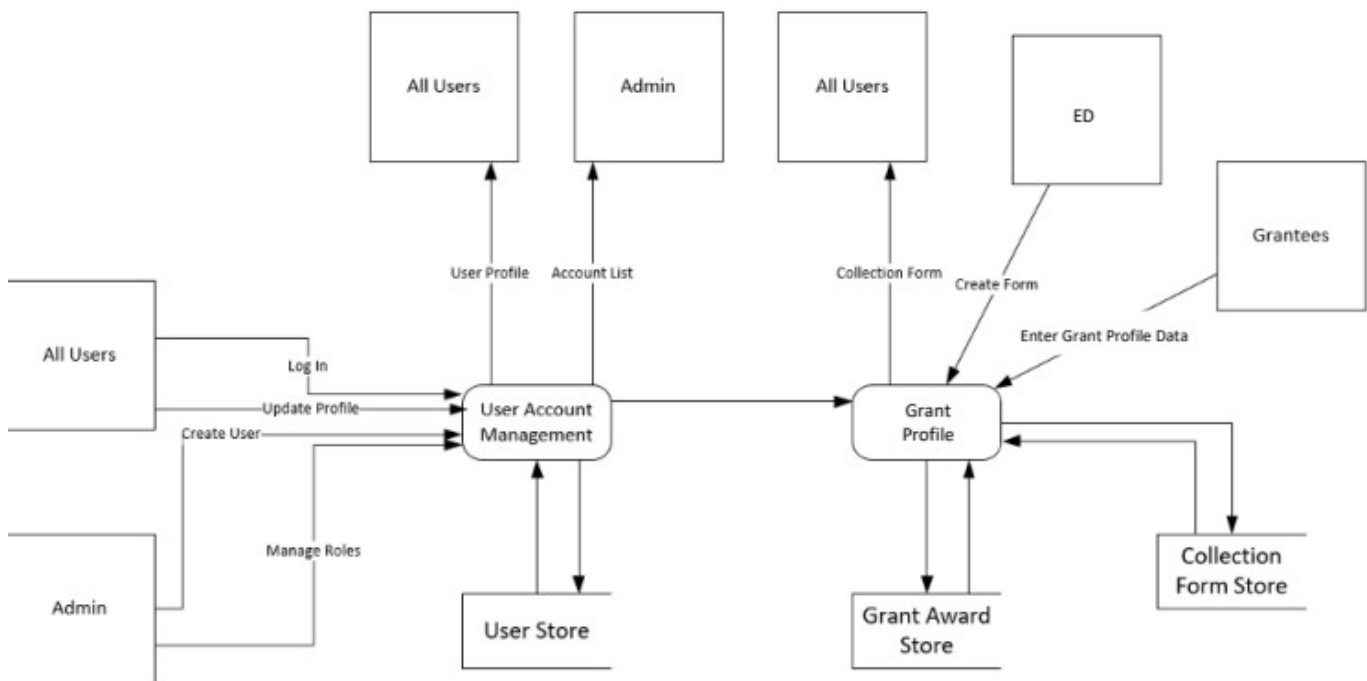
1. User accounts are created by the system admin and ED, with unique emails and password.
2. Grantees are assigned to the appropriate organization and role.
3. Grantees log into the system to update information as needed.
4. ED creates Grantee Organizations and Grant Awards. They create cohort templates (Fiscal year and Program) to set the correct assurances, competition priorities and budget periods.
5. Grantees log into the system to manually enter information in the Grant Profile related to their award. Components of their entry are auto calculated and transmitted to additional modules.
6. Grantees submit their form for review.
7. ED reviews the form and either accepts it, or returns the form to Grantees to correct and resubmit.

3.2 Data Architecture

The database for COMPS is contained in a Microsoft SQL Server instance contained within the virtual machine running the web application.

3.3 Logical Data Model

The following diagram is a simple example of how the User Account Management and Grant Profile modules are linked, with interactions by users.



4 User Access Management

4.1 Overview

The User Access and Management module allows access, through an authentication process, to the system’s landing page for approved users. The system will provide a central web portal that delivers information, based on role, to CMO organizations. The portal permits users to see only the information that is appropriate for their roles. For example, a Grantee project director would only be able to see data collection information regarding their grant. Users are able to navigate to a user access management page that allows them to edit their name and email address and change their password.

4.2 Data Dictionary

The following sections describe the data tables, data fields, and descriptions for the User Access Management and Security module. These data elements are used to ensure Grantee users are tied to the correct organizations and grant awards.

4.2.1 User Roles

This table describes the data elements associated to user roles in the COMPS system.

Field	Description
Id	Unique system identifier for the specific role.
Name	The name of the access role
NormalizedName	The name of the access role
ConcurrencyStamp	Hash value used by the framework.

4.2.2 Users

This table contains users and their associated data for the system.

Field	Description
AccessFailedCount	Count of the user's consecutive logon failures
Id	Unique system identifier for the user's account
ConcurrencyStamp	Hash value you determine tampering.
Email	The user's email address

EmailConfirmed	Indicator denoting if the user's email has been verified.
LockoutEnabled	Indicator denoting if the user account should be locked out if it exceeds the number of allowable login failures.
LockoutEnd	The date and time that the account lockout ends after the last lockout.
NormalizedEmail	The user's email address formatted in all CAPS
NormalizedUserName	The user's username formatted in all CAPS
PasswordHash	The hashed/encrypted value of the user's password.
PhoneNumber	The user's phone number.
PhoneNumberConfirmed	Indicator denoting if the user's phone number has been verified.
SecurityStamp	Hash value used by the framework
TwoFactorEnabled	Indicator denoting if the user has chosen to add a two-factor authenticator
UserName	The user's username.
DeactivatedDateUtc	The date and time that the user account was deactivated.
DisabledDateUtc	The date and time that the user account was disabled.
EnablePwChangeDateUtc	The date and time that the waiting period expires after the user changes their password.
Extension	The user's phone extension
FaxNumber	The user's fax number
FirstName	The user's first name
JobTitle	The user's job title
LastName	The user's last name
LockoutCount	Count of the user's consecutive account lockouts
OrganizationId	Identifier denoting the user's organization.
PasswordExpirationDateUtc	The date and time that the user's current password will expire.

4.2.3 User Role Identification

This table creates unique identifiers for the users in the system.

Field	Description
UserId	Unique system identifier for the referenced user account.
RoleId	Unique system identifier for the reference user role.

4.2.4 Organizations

This table describes the data elements associated to organizations in the COMPS system.

Field	Description
OrganizationId	Unique system identifier for the user organization.
Name	The name of the organization.
TypeId	Code for organization type: 0 - ED 1 - Contractor 2 - Grantee
Discriminator	The name of the data type of the organization: "Organization", "Grantee"
Address1	The Grantee organization's first address line
Address2	The Grantee organization's second address line
City	The Grantee organization's city
Uei	The Grantee organization's Unique Entity Identifier
UsStateId	Unique system identifier for the reference US State location of the Grantee organization.
ZipCode	The Grantee organization's US postal code

5 Grant Profile

5.1 Overview

The Grant Profile is a module for CMO Grantees to enter baseline Grantee organization and grant award information. This information is submitted by CMO Grantees once, at the beginning of the grant. Grantees are required to submit baseline information at the time of their award, such as assurances, competitive priorities, key program activities, grant objectives, approved budget and waiver requests.

5.2 Data Dictionary

The following sections describe the data tables, data fields, and descriptions for the Grant Profile.

5.2.1 Grant Awards

The following table describes the key data elements associated with a Grantee's grant award. This information is used in the subsequent tables to be associated with other data submitted by the Grantee.

Field	Description
GrantAwardId	Unique ID for the grant award number.
AwardNumber	Unique award number for the Grantee's grant.
Duration	The length of the Grantee's award.
FedFiscalYearAwarded	Year the Grantee was awarded funds.
GranteeId	Unique ID for the Grantee organization.
ProfileStatusId	Code representing profile submission status: 0 - New 1 - InProgress 2 - EdReview 3 - Approved 4 - Revalidate 5 - Closed
ProgramId	Code representing a grant program: 0 - SE 1 - CMO 2 - Developer

ProjectTitle	Unique title of the Grantee's project.
TotalAwardAmount	Total amount of the Grantee award, input by ED.

5.2.2 Assurances Table

The Assurances table displays information to the Grantees. It allows them to certify the correct assurance line items by clicking a check box. The specific data elements are listed below for each of the various tables.

Field	Description
AssuranceLineItemId	Unique system identifier for the assurance line item record.
AssuranceId	Unique system identifier for the referenced assurance record.
GrantAwardId	Unique system identifier for the referenced grant award record.
Description	Specific assurances description that was input by ED for the cohort.
RowNo	System item used to order the items on screen. A number indicating the order that the priority should be placed in.
Text	Display of the assurance description.

Field	Description
AssurancesSubLineItemId	Unique system identifier for the assurance sub line item record.
AssurancesTemplateLineItemId	Associated the sub-line item to the appropriate assurances template generated by ED.
Description	Specific assurances sub-item description that was input by ED for the cohort.
RowNo	System item used to order the items on screen. A number indicating the order that the priority should be placed in.

5.2.3 Competition Priorities

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their competition priorities.

Field	Description
CompetitionPriorityId	Unique system identifier for the competition priority record.
Description	The text of the competition priority that is displayed on screen

GrantAwardId	Unique system identifier for the referenced grant award.
GranteeResponse	Explanation entered by the Grantee to show how they are complying with the priority.
PrioritySelected	Indicator that shows if the priority should be reported for the referenced grant award.
RowNo	A number indicating the order that the priority should be placed in.

5.2.4 Key Program Activities

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their key program activities as part of their Grant Profile submission. Grantees will submit data for each budget period across startup-up, expansion and replication activities. Totals for each row (e.g., startup) and column (budget period), will be auto calculated.

Field	Description
BudgetPeriodId	Unique dates pulled for the Grantee based on their cohort budget period dates and their grant duration.
CohortTemplateLineItemId	Pulls the Grantee's cohort budget period dates.
GrantAwardId	Unique ID for the grant award.
ExpansionSchoolCount	Entry by Grantees of their approved pipeline by number of expansion schools per budget period.
ReplicationSchoolCount	Entry by Grantees of their approved pipeline by number of replication schools per budget period.
ExpansionSchoolTotal	System calculation to add all the school expansion entries across budget periods.
ReplicationSchoolTotal	System calculation to add all the school replication entries across budget periods.
ExpansionSeatCount	Entry by Grantees of their approved pipeline by number of expansion seats per budget period.
ReplicationSeatcount	Entry by Grantees of their approved pipeline by number of replication seats per budget period.
ExpansionSeatTotal	System calculation to add all the seat expansion entries across budget periods.
ReplicationSeatTotal	System calculation to add all the seat replication entries across budget periods.
BudgetPeriodTotal	System calculation to add all the budget period entries across budget activities.

5.2.5 Grant Objectives – Project Objectives and Performance Measures

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their project objectives as part of their Grant Profile submission.

Field	Description
ObjectiveId	Unique ID for the generated project objective.
GrantAwardId	Unique ID of the Grantee and award.
RowNo	A number indicating the order that the priority should be placed in.
Text	Textbox for the Grantee to enter project objectives related to their grant award and grant application.

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their performance measures as part of their Grant Profile submission.

Field	Description
PerformanceMeasureId	Unique ID for the generated performance measure.
ProjectObjectiveId	Unique ID for the project objective that ties the associated performance measure to.
RowNo	A number indicating the order that the priority should be placed in.
Text	Textbox for the Grantee to enter performance measures related to their grant award and grant application.

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their associated values for their performance measures as part of their Grant Profile submission.

Field	Description
BudgetPeriodId	Ties the input value to the correct generated budget period.
PerformanceMeasureId	Ties the input value to the performance measure.
GoalValueType	Selectable value.
GoalValueEntry	Grantee entered value type for their performance measure.

5.2.6 Grant Objectives – Document Uploads

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their grant objectives as part of their Grant Profile submission.

Field	Description
GrantAwardId	Unique ID of the Grantee and award.
LogicModelFilePath	A document Grantees will upload related to their logic model.
ManagementPlanFilePath	A document Grantees will upload related to their management plan.
BoardPoliciesAndManualFilePath	A document Grantees will upload related to their board policies.

OrganizationChartFilePath	A document Grantees will upload related to their Organizational Charts.
ClosurePlanFilePath	A document Grantees will upload related to their closure plan.
ClosurePlanSelected	Indicator that shows if the closure plan has not yet been developed.
ClosurePlanGranteeResponse	Explanation entered by the Grantee to explain why the closure plan has not been finalized.
ClosurePlanAvailabilityDateUtc	Date Grantee will enter for expected date of closure plan availability.
GranteeCharterMgmtContract	Grantee will enter “yes” or “no” if they have a contract with a EMO or ESP
CharterMgmtPlanFilePath	A document Grantees will upload related to their charter management plan.
MgmtOrgType	Grantee will enter selections for “EMO”, “ESP” or “Other”.
OtherMgmtOrgType	Description to input another management org name.
MgmtOrgName	Text box for Grantee to enter the organization name of the EMO, ESP or other.
MgmtOrgTotalContractValue	Cell for Grantee to enter the total contract value with the management org.
ContractScope	Grantee can select all that apply for “Business Administrator Services”, “Curriculum Development”, “Professional Development”, “Staffing” and “other”.
OtherContractType	Description to input another contract scope.
MgmtRoles	Text box for Grantee to describe the roles and responsibilities of the management organization.
EMOWebsite	Link to where contract is posted for EMO.

5.2.7 Grant Objectives – Lottery

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their Lotteries as part of their Grant Profile submission.

Field	Description
GrantAwardId	Unique ID of the Grantee and award
IsLotteryPlan	Grantee will select yes or no if they have a lottery plan
LotteryPolicyFilePath	Grantees will then be required to upload the lottery plan document if they select yes
IsLotteryWeight	Grantee will select yes or no if the plan includes weights
IsLotteryApproved	Grantee will select yes or no if the plan is approved
PrefersEmployeeChildLottery	If their lottery plan has an allowable preference for “sibling.”
PrefersOtherLottery	If their lottery plan has an allowable preference for “other.”
PrefersOtherLotteryDesc	If PrefersOtherLottery is selected, Grantees are required to input data in a text box.
PrefersSchoolFounderChildLottery	If their lottery plan has an allowable preference for “Children of school founders.”
PrefersSiblingLottery	If their lottery plan has an allowable preference for “Children of employees.”

5.2.8 Approved Budgets – Indirect Cost

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their indirect costs as part of their Grant Profile submission.

Field	Description
GrantAwardId	Unique system identifier for the referenced grant award.
IsIndirectCost	Grantee selects if the claim indirect cost
FederalGovtApproved	If the following applies to a Grantees indirect cost agreement: “The Grantee has an Indirect cost Rate Agreement approved by the Federal Government”
DeMinimusRate	If the following applies to a Grantees indirect cost agreement: “The Grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f).”
RestrictedRateProgram	If the following applies to a Grantees indirect cost agreement: “The Grantee is funded under a Restricted Rate Program and is using a restricted indirect cost rate that either.”
TrainingRateProgram	If the following applies to a Grantees indirect cost agreement: “The Grantee is funded under a Training Rate Program and:”
EdAgencyApproved	If ED is selected for the approving federal agency.
OtherAgencyApproved	If “other” agency is selected.
OtherApprovingAgencyName	Description to input another agency name.
RateAgreementBeginDateUtc	Period covered by the indirect Cost Rate Agreement.
RateAgreementEndDateUtc	Period covered by the indirect Cost Rate Agreement.
RestrictedRateProgramOptions	Grantee can select “is included in approved Indirect Cost Rate Agreement” or “Complies with 34 CFR 76.564(c)(2)”.
TrainingRateProgramOptions	Grantee can select “recovering indirect cost using 8% of MTDC in compliance with 34 CFR 76.564(c)(2)” or “Recovering indirect cost using its actual negotiated indirect cost rate reflected in 9(b)”.

5.2.9 Approved Budgets

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their approved budget as part of their Grant Profile submission.

Field	Description
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ApprovedBudgetId	Unique system identifier for the approved budget record.
ApprovedBudgetNarrativeFilePath	A budget narrative document Grantee's will upload prior to filling out their approved budgets.
BudgetPeriodId	Unique system identifier for the referenced budget period record.
Category	Code to identify the category of the budget amount: 0 - Personnel 1 - Fringe Benefits 2 - Travel 3 - Equipment 4 - Supplies 5 - Contractual 6 - Indirect Costs 7 - Other (does not include subrecipients) 8 - Subrecipient Award
BudgetAmount	Cells Grantees will input dollar amounts into each category above for their corresponding budget across their grant's budget periods.

5.2.10 Waiver Requests

The table below describes the data that is displayed to Grantees, and is required for Grantees to submit, for their waiver requests as part of their Grant Profile submission.

Field	Description
WaiverRequestId	Specific ID for each wavier request.
ApprovalDateUtc	Date Grantee will enter for approved waiver.
Description	Description of the waiver included in the grant application.
GrantAwardId	ID that Grantee is tied to as multiple waivers can be added.