• Welcome & Introductions

• Fiscal Year 2019 & 2020 Community Schools Incentive Initiative Grant: Updates and Activities

• Mayor’s Office of Talent and Appointments (MOTA)
  – Swearing-in Ceremony
  – Ethics Training

• Upcoming Committee Meetings
Fiscal Year 2019 & 2020 Community Schools Incentive Initiative Grant: Updates and Activities
FY19 Grant Activities:

• End-of-grant year reports are due by **Sept. 30, 2019**.

• End-of-grant year site visits will be conducted throughout the month of September 2019, using the OSSE Community Schools Incentive Initiative Evaluation Rubric. OSSE would like to invite up to three committee members per visit. Each site visit will be conducted in three-hour blocks of time. By **Aug. 16, 2019**, please select a date/time below and contact Melissa Harper-Butler, at Melissa.Harper-Butler@dc.gov, to confirm your availability and selection of site visit date. Date selection will be on a first-come, first-served basis. Proposed dates are as follows:

  - Sept. 3, 2019, 9 a.m.-12 p.m.
  - Sept. 5, 2019, 1-4 p.m.
  - Sept. 9, 2019, 9 a.m.-12 p.m.
  - Sept. 9, 2019, 1-4 p.m.
  - Sept. 11, 2019, 1-4 p.m.
  - Sept. 12, 2019, 1-4 p.m.
  - Sept. 16, 2019, 9 a.m.-12 p.m.
  - Sept. 16, 2019, 1-4 p.m.
  - Sept. 17, 2019, 9 a.m.-12 p.m.
  - Sept. 19, 2019, 9 a.m.-12 p.m.
  - Sept. 19, 2019, 1-4 p.m.
  - Sept. 25, 2019, 9 a.m.-12 p.m.
  - Sept. 26, 2019, 9 a.m.-12 p.m.
  - Sept. 26, 2019, 1-4 p.m.
  - Sept. 27, 2019, 9 a.m.-12 p.m.
  - Sept. 27, 2019, 1-4 p.m.
  - Sept. 30, 2019, 9 a.m.-12 p.m.
In 2018, an evaluation rubric was developed and used to evaluate the implementation of the grant and assess the progress of each grantee.
## Fiscal Year 2019 & 2020 Updates and Activities

### Comments:

### 2. Community Partnerships & Engagement

A. Grantee has established the types and number of community partners specified in the grant application and is utilizing those partnerships as described in the grant application to address needs and build upon the assets of the community that it serves. See D.C. Code §38-754.03(e)(2).

B. Grantee demonstrates the creative use of existing partnerships and/or secures additional resources from community partners as described in the grant application.

C. Grantee demonstrates evidence that strong partnerships/relationships exist between all members of the consortium as well as the school’s administration and any other outside organizations providing services to the community school.

D. Grantee ensures effective communication mechanisms are in place between school staff and community partners.

E. Grantee demonstrates engagement efforts to avail services to community residents.

#### Evidence Examples:

- Partnership agreements/memorandum of agreement (MOA)/memorandum of understanding (MOU)
- Meeting agendas and/or notes of meetings with community partners or community meetings
- Materials from community events and activities (e.g., fliers)
- Reports (e.g., data report; mid-year report; end-of-grant year report, etc.)
- Communication plans and strategies to ensure the community are aware of how they can benefit from and use the community school, etc.
- Evidence of space within school where services are provided
- Visual observation by this reviewer of services being provided (Name of reviewer: ____________________)

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<thead>
<tr>
<th>Deficient</th>
<th>Limited</th>
<th>Good</th>
<th>Strong/Exceptional</th>
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<tbody>
<tr>
<td>☐ No evidence that any of the required elements were implemented.</td>
<td>☐ Evidence that element A and up to two additional elements (B-E) were implemented.</td>
<td>☐ Evidence that element A and up to three additional elements (B-E) were implemented.</td>
<td>☐ Evidence that all elements were implemented, and community residents use the school as a focal point for addressing community issues and challenges and for celebration.</td>
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### 3. Understanding of the community’s need

A. Grantee demonstrates that an assessment of the community’s and neighborhood’s needs and assets was completed. See D.C. Code §38-754.03(e)(1).

B. Grantee demonstrates how identified needs are addressed and the students and community are benefitting from the community school.

#### Evidence Examples:

- Needs assessments
- Surveys
- Reports (e.g., data report; mid-year report; end-of-grant report, etc.)
# Fiscal Year 2019 & 2020 Updates and Activities

## Deficient
- No evidence that any of the required elements were implemented.

## Limited
- Evidence that only element A was implemented.

## Good
- Evidence that elements A and B were implemented.

## Strong/Exceptional
- Evidence that all elements were implemented, and periodic follow-up assessments were conducted throughout the grant year.

### Comments:

### 4. Community School Advisory Board
   A. Grantee provides evidence it has established an advisory board that includes members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations, and other community members. See D.C. Code §38-754.03(e)(5)
   B. Grantee demonstrates evidence that the advisory board meets at minimum four times per year.

**Evidence Examples:**
- Membership list
- Meeting agendas and/or notes

## Deficient
- No evidence that any of the required elements were implemented.

## Limited
- Evidence that element A was implemented.

## Good
- Evidence that elements A and B were implemented.

## Strong/Exceptional
- Evidence that all elements were implemented and outcomes from meeting are incorporated in the community school.

### Comments:

### 5. Community School Coordinator
   A. Grantee demonstrates it hired a fulltime community school coordinator. If not, coordinator must have adequate time devoted to the community school.
   B. Grantee demonstrates the community school coordinator facilitates the effective implementation and maintenance of the community school, including effective communication between the principal, school staff and community partners and making efforts to ensure that students are participating in the additional eligible services as identified in the grant application.
   C. Grantee demonstrates the community school coordinator participates on the school leadership team.
   D. Grantee demonstrates the community school coordinator participates in OSSE-sponsored activities related to the grant.

**Evidence Examples:**
- Job description/resume for Community School Coordinator
- Notes from meetings between Community School Coordinator and internal and external stakeholders
- Work products of Community School Coordinator (e.g. fliers, reports, correspondence with stakeholders)
- Schedules or rosters documenting student and other stakeholders’ receipt of services
- Visual observation by this reviewer (Name of reviewer: _____________)
### Fiscal Year 2019 & 2020 Updates and Activities

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<tr>
<td>□ No evidence that any of the required elements were implemented.</td>
<td>□ Evidence that element A and one additional element was implemented.</td>
<td>□ Evidence that elements A and two additional elements were implemented.</td>
<td>□ Evidence that all required elements were implemented.</td>
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**Comments:**

#### 6. Program Mission and Vision

A. Grantee provides evidence of a program mission and vision statement that clearly articulates the consortium’s overall vision/philosophy of the “community school” approach, and the significance of servicing students through a community school approach.

B. Grantee demonstrates how the program and mission is conveyed to the school, stakeholders, students and families.

Evidence Examples:
- □ Copy of program mission and vision statement
- □ Meeting agendas and/or notes that discuss the mission and vision statement
- □ Evidence of training of school staff, stakeholders, students and families on community schools’ mission and vision statement.

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<tr>
<td>□ No evidence that any of the required elements were implemented.</td>
<td>□ Evidence that element A was implemented.</td>
<td>□ Evidence that elements A and B were implemented.</td>
<td>□ Evidence that all required elements were implemented, and school staff, stakeholders, students and families can articulate the mission and vision statement.</td>
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**Comments:**

#### 7. Program Goals

A. Grantee provides evidence of at least three (3) overarching program goals. In defining the goals, community school included student-level performance goals as well as program-level performance goals.

B. Grantee demonstrates how the goals are used as a basis for measuring the effectiveness of the consortium.

Evidence Examples:
- □ Copy of program goals
- □ Date reports and outcomes

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<td>□ Evidence that element A was implemented.</td>
<td>□ Evidence that elements A and B were implemented.</td>
<td>□ Evidence that all required elements were implemented; school staff and stakeholders can articulate/describe the</td>
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Fiscal Year 2019 & 2020 Updates and Activities

SECTION B - Program Implementation and Monitoring (Maximum points: 20)

1. Parent/Student Engagement
   A. Grantee demonstrates that it has ensured that students and families are welcome, encouraged to seek community school support and play active effective roles in the community school.

   Evidence Examples:
   - Evidence of student and family engagement activities
   - Results of student and/or family surveys
   - Evidence of how the community school ensures that students and families are involved in decision-making

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   Comments:

2. School Leadership and Management Engagement
   A. Grantee demonstrates that principal/administration buy-in and supportive leadership was provided throughout the implementation of the grant.
   B. Grantee demonstrates that teacher/staff buy-in and views the efforts of the community school and partners as supporting their work.

   Evidence Examples:
   - Meeting agendas and/or notes from principal/administration meetings
   - Materials from activities (e.g., teacher orientation/training; fliers)
   - Principal and administration survey results
   - Teacher and staff survey results
   - Principal/staff/teacher participation at community school events, etc.

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## Fiscal Year 2019 & 2020 Updates and Activities

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<tbody>
<tr>
<td>- No evidence that any of the required elements were implemented.</td>
<td>- Evidence that element A was implemented.</td>
<td>- Evidence that elements A and B were implemented.</td>
<td>- Evidence that all required elements were implemented, and progress toward achievements in outcomes as described in the grant application.</td>
</tr>
</tbody>
</table>

### Comments:

| 0 | 1 | 2 | 5 |

### 3. Data Collection

A. The grantee demonstrates the use of a data system(s) and how data is collected for tracking indicators of student, family, and community improvement, including attendance and truancy rates, number of referrals, family visits, etc.

B. The grantee demonstrates how it uses data to inform practice and adjust implementation strategies when appropriate.

**Evidence Examples:**
- Data collection tools
- Tracking and evaluation tools
- Data reports
- Meeting agendas and/or notes from data meetings

### Comments:

| 0 | 1 | 2 | 5 |

### 4. Evaluation of Program

A. Grantee demonstrates use of the evaluation plan to regularly assess the outcomes of the community school in terms of services provided and improvements in health, academic, or social outcomes.

**Evidence Examples:**
- Copy of evaluation plan
- Data reports and outcomes
- Trainings on the evaluation plan and/or meeting minutes regularly discussing
- Survey results demonstrating awareness of the plan

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<tbody>
<tr>
<td>- No evidence that the required element was implemented.</td>
<td>- Evidence that evaluation plan was created; however, not implemented.</td>
<td>- Evidence that evaluation plan was created and implemented.</td>
<td>- Evidence that evaluation plan was created, implemented and progress</td>
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### Comments:

| 0 | 1 | 2 | 5 |
### Fiscal Year 2019 & 2020 Updates and Activities

#### SECTION C: Financial Management and Sustainability (Maximum points: 40)

**A. Financial Management - Fiscal Control**

The grantee provides evidence of financial management and internal accounting procedures/controls that are used to ensure proper financial management, including fiscal controls put in place to ensure accountability. Including, but not limited to the following:

- **Grantee must maintain records that show:**
  - The amount of funds available under the grant;
  - How the grant recipient used the funds;
  - The total cost of the project;
  - The share of that total cost provided from other sources; and
  - Other records to facilitate an effective audit.

- **Grantee’s financial management system, including records documenting compliance with the terms and conditions of this award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the terms and conditions of the award. The financial management system must provide for the following:**
  - Identification, in its accounts, of all awards received and expended and the Federal or local program under which they were received.
  - Records that identify adequately the source and application of funds for award-funded activities.
  - Effective control over, and accountability for, all funds, property, and other assets. The grant recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
  - Comparison of expenditures with budget amounts for each award.

- **Grantee must establish and maintain effective internal control over the award that provides reasonable assurance that the recipient is managing the award in compliance with the terms and conditions of the award.**

- **The fiscal administration of grants shall conform to the Generally Accepted Accounting Principles (GAAP).**

- **Grant recipient is responsible for complying with all reporting requirements, including, maintaining all necessary supporting documentation and to ensure such documentation is available to OSSE, and/or other authorized entities for review, upon request, for at least three years after the end of the grant period.**

- **Grantee shall grant reasonable access to the District of Columbia (including OSSE), any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records (including computer records) of the grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies; this right of access also includes timely and reasonable access to grantees’ personnel for the purpose of interviews and discussions related to such documents.**

The grant recipient must use one of the following methods of procurement, consistent with the requirements of the D.C. Procurement Practices Act, D.C. Code §2-351.01 et. seq. and its implementing regulations:

- Small Purchase Procurements (D.C. Code § 2-354.07 and 17 DCMR § 1800);
Fiscal Year 2019 & 2020 Updates and Activities

- Procurement by Competitive Sealed Bidding (D.C. Code § 2-354.02 and 17 DCMR Chapter 15);
- Procurement by Competitive Sealed Proposal (D.C. Code § 2-354.03 and 17 DCMR Chapter 16); or
- Sole Source Procurements (D.C. Code § 2-354.04 and 17 DCMR Chapter 17) may only be used when the grant recipient submits a written request and receives approval from OSSE.

- In a procurement transaction, the grant recipient must take all necessary affirmative steps to assure that small, local, disadvantaged business enterprises, as defined in D.C. Code § 2-218.02, are used when possible. Affirmative steps must include but are not limited to:
  - Placing qualified SLDB enterprises on solicitation lists;
  - Assuring that SLDB enterprises are solicited wherever they are potential sources;
  - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by SLDB enterprises;
  - Establishing delivery schedules, where the requirement permits, which encourage participation by SLDB enterprises; and
  - Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed above.

- Any procurement transaction using grant funds must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

- Grantee must have written procedures for procurement transactions. The procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

- Grantee must avoid apparent and actual conflicts of interest when administering grants. Employees, officers, and agents of the grantee must not participate in the selection, award, or administration of a contract supported by grant funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or tangible personal benefit from a firm considered for a contract.

- Grantee must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
  - Financial records, supporting documents, statistical records, and all other entity records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Evidence Examples:
- Evidence of financial management and internal accounting procedures/controls

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<th>Deficient</th>
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<tbody>
<tr>
<td>□ No evidence that the required elements were implemented.</td>
<td>□ Evidence that one element was implemented.</td>
<td>□ Evidence that all elements were implemented.</td>
<td>□ Evidence that all required elements were implemented, specifically as pertains to internal fiscal controls.</td>
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| 0 | 5 | 10 | 15 |

Comments:

B. Financial Management—Financial Oversight
Grantee demonstrates proper use of grant funds for allowable expenditures per terms and conditions of the grant award and provides accurate documentation. Including, but not limited to the following:

- Grant funds may only be used for allowable grant project expenditures. The grant is strictly limited to developing and sustaining community schools, as described in the grant award requirement section of this RFA. Funding may not be used for daily home-work travel expenses for employees and other personnel of members of the “eligible consortium.” Funding may be used to cover costs of salaries and benefits of personnel (up to 30% of total grant funds), transportation for students/community members, materials, training, and to support the promotion of community partnerships. The grant funds are subject to the terms, conditions and provisions of the Raising the Expectations for Education Outcomes Omnibus Act of 2012 (D.C. law 19-0142, Title IV).
- Grantee shall receive reimbursement for program costs after they substantiate that the cost is allowable and is relevant for submitted program expenditures. To request a cost reimbursement, a grant recipient shall submit to OSSE for review and approval and must include supporting documentation (e.g., receipts). All requests for reimbursement must be submitted electronically via EGMS. Please note that grants are not covered by the District of Columbia Quick Pay Act (D.C. Official Code § 2-221 et seq.).
- Costs must meet the following general criteria in order to be allowable:
  - Be necessary and reasonable for the performance of the award and allocable to the award.
  - Be determined in accordance with generally accepted accounting principles (GAAP).
  - Be adequately documented.
- A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- A cost is allocable to the award if the goods or services involved are chargeable to the award in accordance with the relative benefits received.
- Grantee shall submit reimbursement for all costs obligated through Sept. 30, 2018 by Nov. 15, 2018.
- Grantee are responsible for ensuring that all costs charged to the grant are allowable. OSSE staff may request additional documentation to support the grant recipient’s expenditures prior to approving reimbursement forms. If OSSE determines, at any time, that a cost is unallowable it may be disallow the cost. If OSSE notifies the grantee that any expenditures are disallowed costs, the grantee will be given an opportunity to justify the questioned costs prior to OSSE’s final determination of disallowed costs. If the grant recipient has already been reimbursed for the cost, it may be required to repay funds to OSSE within forty-five (45) calendar days after final notification from OSSE that the costs are disallowed.

Evidence Examples:
- Receipts/invoice documentation for all expenditures to date in EGMS system

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<td>Evidence that all elements were implemented.</td>
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Comments:

C. Financial Management- Program Fiscal Sustainability
Grantee demonstrates long-term plans and efforts towards program sustainability and how it will continue operation after the grant cycle. See D.C. Code §38-754.03(e)(4).

Evidence Examples:
### Fiscal Year 2019 & 2020 Updates and Activities

<table>
<thead>
<tr>
<th>Implementation of program sustainability plan</th>
<th>Evidence of secured funding sources to sustain programming outside of OSSE funding</th>
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<td>Deficient</td>
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<tr>
<td>☐ No evidence that the required elements were implemented.</td>
<td>☐ Evidence that one element was implemented.</td>
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**Comments:**

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<th>Total Points</th>
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<td>Section C: /40 points</td>
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### Overall Results

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<tr>
<th>Total Points for Section A (Total possible points: 40 Points)</th>
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<tr>
<td>Total Points for Section B (Total possible points: 20 Points)</td>
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<tr>
<td>Total Points for Section C (Total possible points: 40 Points)</td>
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<tr>
<td>Grand Total (Total possible points 100 Points)</td>
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<thead>
<tr>
<th>50 and below - Deficient</th>
<th>81 – 90 Points - Good</th>
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<td>51 – 80 Points - Limited</td>
<td>91 – 100 Points - Strong/Exceptional</td>
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**Team Completing Evaluation:**

__________________________________________________________
__________________________________________________________
__________________________________________________________

**Date:**

____________
____________
____________
Fiscal Year 2019 & 2020 Updates and Activities

- **FY20 Funding**
  - Total Funding: $3,096,374.76
  - The continuation and competitive grant application development process is underway with an anticipated release date of summer 2019 for both types.
  - The **continuation grant** is comprised of 17 grantees awarded in FY18 & FY19.
  - For the new **competitive grant**, OSSE is expected to run a competitive grant competition for FY20. More information will be made available soon.
  - In August 2019, three competitive grant readers/advisory committee members will attend a training meeting, receive the new applications to review; complete the scoring rubric and attend a consensus meeting, if their scores are far apart.

- **Community of Practice (CoP)**
  - The CoP will continue to offer an opportunity for all DC schools to receive training and technical assistance on creating and sustaining a community school. New topics are to be determined. Suggestions are welcome.

- **Community Schools Advisory Committee Meetings**
  - These are operating under a new structure.
Upcoming Committee Meetings
Community Schools Advisory Committee Meetings

• Committee meetings are currently held bi-monthly on Wednesdays from 10 a.m.- 12 p.m. An invitation will be sent prior to each meeting.

Tentative Remaining 2019 Meeting Schedule:

• Sept. 18, 2019
• Nov. 20, 2019

Dates and meeting frequency are subject to change upon implementation of new committee structure.
Stay in Touch

FIND US

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Thank you!