



**Community Schools Incentive
Initiative Grant: Fiscal Year 2019
Continuation Application Webinar**

Aug. 20, 2018



Agenda

- Eligibility Requirements
- Program Requirements
- Funding Info/Requirements
- Allowable Activities
- Review of Application
- Central Data/System Award Management Registration/Expiration
- Key Dates
- Helpful Tips
- Question and Answers



Eligibility Requirements



Eligibility Requirements

- OSSE made these grants available through a competitive process to eligible consortia, as defined by the [Community Schools Incentive Act of 2012](#).
- An “eligible consortium” is a partnership established between a local education agency (LEA) in DC and one or more community partners for the purposes of establishing, operating, and sustaining a community school. [D.C. Official Code § 38-754.02\(3\)](#).
- An eligible consortium must demonstrate the ability to provide additional eligible services that did not exist before the establishment of the eligible consortium. [D.C. Official Code § 38-754.03](#).

For continuation grants in FY19, eligible entities are consortia that were awarded a competitive Community Schools Incentive grant in FY18.



Program Requirements



Program Requirements: Eligible Services

An eligible consortium must demonstrate its ability to provide “eligible services” that were not previously provided to the student/community population by the consortium and establish, operate, and sustain a community school. Pursuant to the Community Schools Incentive Act of 2012, “**eligible services**” include:

- Primary medical/dental care that will be available to students and community residents;
- Mental health prevention and treatment services that will be available to students and community residents;
- Academic enrichment activities designed to promote a student’s cognitive-development and provide opportunities to practice and apply academic skills;
- Programs designed to increase attendance, including reducing early chronic absenteeism;
- Youth development programs designed to promote young people’s social, emotional, physical, and moral development, including arts, sports, physical fitness, youth leadership, community service, and service learning opportunities;
- Early childhood education, including Head Start and Early Head Start programs;



Program Requirements: Eligible Services

Eligible services continued:

- Programs designed to:
 - Facilitate parental involvement in, and engagement with, their children's education, including parental activities that involve supporting, monitoring, and advocating for their children's education,
 - Promote parental leadership in the life of the school, and
 - Build parenting skills.
- School-age child-care services, including before-school and after-school services and full-day programming that operates during school holidays, summers, vacations, and weekends;
- Programs that provide assistance to students who have been truant, suspended, or expelled and that offer multiple pathways to high school graduation or General Educational Development completion;
- Youth and adult job-training services and career-counseling services;
- Nutrition-education services;
- Adult education, including instruction in English as a second language, adult literacy, computer literacy, financial literacy, and hard-skills training; or
- Programs that provide remedial education and enrichment activities.



Program Requirements: Additional Components

Additionally, applicants must demonstrate an ability to establish and sustain the following components:

- **Community Partnerships.** Eligible consortia must intend to provide at least four additional eligible services above what is traditionally provided by the LEA.
- **Community School Coordinator.** Eligible consortia must designate a paid Community School Coordinator to facilitate effective implementation and maintenance of the community school including providing ongoing vision for the community school, securing and maintaining the community partnership, integrating “eligible services” into the school community and assuring that students are participating in these services, managing the budget, seeking additional funding sources, among other things. The Community School Coordinator, if not a full-time employee or a member of the “eligible consortia,” must have adequate time devoted to the community school project to fulfill the requirements stated above.
- **Community School Advisory Board.** Eligible consortia must develop a community school advisory board and include members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations and other community members. The board must convene, at minimum, four times per year.



Program Requirements: Grant Monitoring

Grant Monitoring

- OSSE may utilize several methods to monitor the grant including, but not limited to, the collection of performance data and financial reports. All information in these reports is subject to verification, and OSSE may require additional information from the grantee.
- Grantees will also be required to submit a mid-year and end-of-grant year report to OSSE, illustrating the use of funds and the progress toward goal attainment. These reports should include Community Schools Model Overview; Program Features; Progress Toward Goals; Data Collection and Evaluation and Program Sustainability.
- At any time during the time period of the grant and for up to five years after payment, DC government may audit the grantee's expenditures statements and source documentation.



Funding Info/Requirements



Funding Info/Requirements

Purpose of Funds

- The purpose of this initiative is to fund community schools as defined by the Community Schools Incentive Act of 2012.
- This grant will allow the eight existing Community Schools Incentive Initiative grantees to continue their work through FY19.

Source of Funds

- The source of funds for the FY19 DC Community Schools Incentive Initiative Grant is local funds.

Funding Period

- The award period is from Oct. 1, 2018 to Sept. 30, 2019.

Funds Available

- The total funding available for FY19 is \$1,379,980.56. An eligible consortium may apply for an award amount up to \$172,497.57 and, subject to funding availability, shall be eligible for continued funding for one additional year, for a total of three years.



Allowable Activities



Permissible Use of Funds

- Grant funds may only be used for allowable grant project expenditures.
- Funds are strictly limited to developing and sustaining community schools, as described in the grant award requirements section of the Request for Applications (RFA).
- Funding may be used to cover costs of salaries and benefits of personnel, transportation from students/community members, materials, training, and to support the promotion of community partnerships.
- Funding may not be used for indirect cost, daily home-work travel expenses for employees and other personnel or members of the eligible consortium.
- Grant funds are subject to the terms, condition and provisions of the Community Schools Incentive Act of 2012.



Review of Application



Review of Application: EGMS

Application must be completed in OSSE's [Enterprise Grants Management System](#) (EGMS).

Application tabs in EGMS

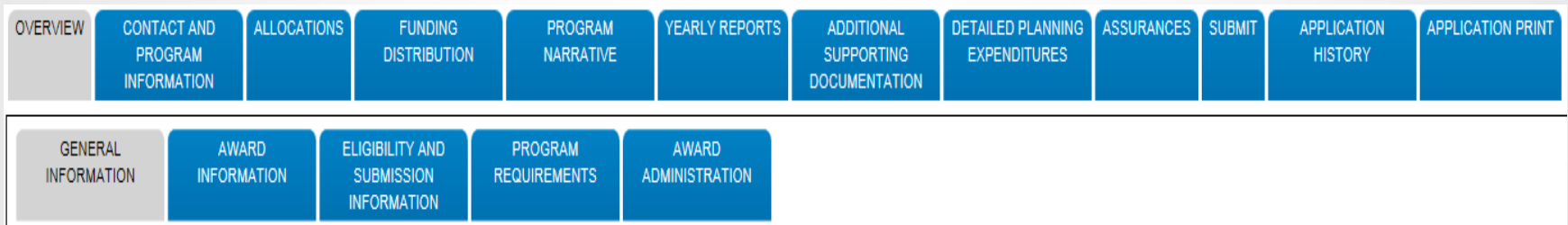
- Overview
- Contact and Program Information Tab
- Allocations Tab
- Funding Distribution
- Program Narrative Tabs: Needs Statement/Intended Population/Program Management/Evidence-Based Program Implementation/Collaborative & Stakeholders/ Performance Management/Budget Justification
- Yearly Reports Tab
- Additional Supporting Documentation Tab
- Detailed Planned Expenditures Tabs
- Assurances Tabs: Program Specific Assurances/Acknowledgement Assurances/Assurances Agreement Summary
- Submit Tab



Review of Application: Overview

Overview

- General Information
- Award Information
- Eligibility & Submission Information
- Program Requirements
- Award Administration
- **Application Due Date: Sept. 14, 2018 at 3 p.m., in EGMS**





Review of Application: Contact and Program Info

Contact Information

- Application Approval/Disapproval Notices – please provide at least one contact person. Up to five email addresses may be provided.
 - Lead Applicant Contact, required
 - Fiscal Agent, required
 - Program Director/Manager Contact, if applicable
 - Community School Coordinator Contact, required
 - Additional field is available for second coordinator, if applicable.
 - Partnership Organization/School Information
 - Additional fields are available for multiple schools in the partnership.





Review of Application: Allocations Tab

Allocations

- This tab conveys the current year allocation for Community Schools Incentive Grant.
- Grantees shall submit reimbursement requests each month by the 15th for the previous month's activities





Review of Application: Funding Distribution Tab

Funding Distribution

- Standard tab with funding information
- “Funds not applied for” does not apply



Funds not applied for

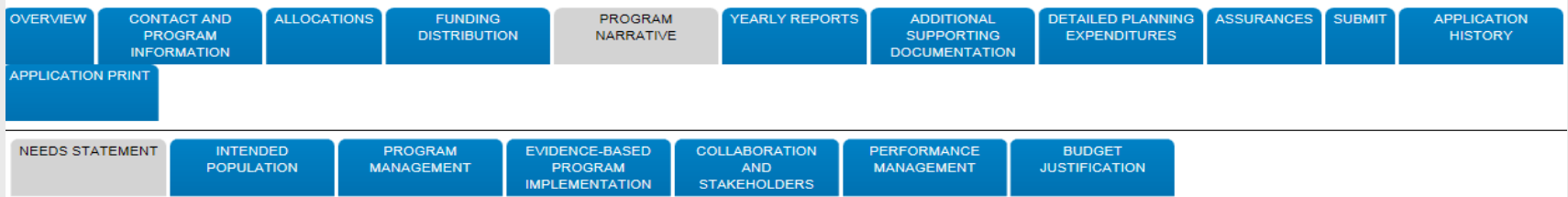
(Select the boxes below ONLY if the Organization is electing to release its Program funds back to OSSE to be reallocated to other Organizations.)



Review of Application: Program Narrative Tabs

Program Narrative

- Needs Statement: Provide a current assessment of the local school community and neighborhood needs and assets, and an explanation of how the student and community will continue to benefit from this incentive grant. Include in your response, how has the community been impacted by the grant activities during the past year?



- Intended Population: Describe how many students, parents/caregivers, and community members will be served by the community school during FY 19. How will you expand the number of students and community members to be served in FY 19 beyond the number served in FY 18?





Review of Application: Program Narrative Tabs

Program Narrative continued:

Program Management

1. Describe the nature of the relationship between the community partners and the school administrator and school-based staff. Has this relationship facilitated the development of a successful community school? How will the continuation funds serve to further this relationship?
2. Describe the success of the Community School Coordinator (CSC) in the development of the community school? How will the CSC integrate new programming and new community partners into the community school?
3. How has feedback from the Community Schools Advisory Board been integrated into the community school? How has/will the Community School Advisory Board be involved with planning of activities to be carried out with the continuation funds?

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT
NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	EVIDENCE-BASED PROGRAM IMPLEMENTATION	COLLABORATION AND STAKEHOLDERS	PERFORMANCE MANAGEMENT	BUDGET JUSTIFICATION					



Review of Application: Program Narrative Tabs

Program Narrative continued:

- Evidence-Based Program Implementation: Describe how data collected in FY18 has informed decision making in regards to planning of the continuation funds in FY19.
- Collaboration and Stakeholders: Will any new community partners be added with the continuation funds? If so, describe the services provided by the new community partners and discuss why these services are needed and how they will be integrated into the community school.
- Performance Management: Describe your evaluation plan, including what data will be collected and how this data will be utilized to inform ongoing development of the community school.
- Budget Justification: Provide a narrative justification of your budget. Note: Please ensure that the items described in budget narrative align with the budget detail summary in Detailed Planning Expenditures and eligible services outlined in the RFA. Describe how additional funding will be obtained to ensure program sustainability of the community school at the completion of the Community Schools Incentive Initiative grant cycle.



Review of Application: Yearly Reports Tab

Yearly Reports

- This tab is used to submit to OSSE the mid-year and end-of-grant year reports for FY19, illustrating the use of funds and the progress toward goal attainment. These reports should include Community Schools Model Overview; Program Features; Progress Toward Goals; Data Collection and Evaluation and Program Sustainability.



Note: No content is uploaded on this tab during the application process.



Review of Application: Additional Supporting Documentation Tab

Additional Supporting Documentation

- This tab is used to upload all supporting documentation as required by the RFA.
 - Position descriptions for any new staff to be hired with grant funds and a resume if a candidate has already been selected.
 - A timeline of implementation and programmatic activities for FY 19.
 - An evaluation plan for FY19 for quarterly qualitative quantitative program evaluation and to assess the outcomes of the community school in terms of services provided and improvement in health, academic or social outcomes.



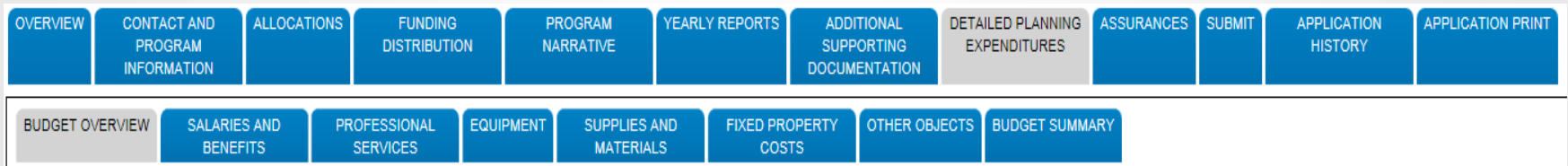


Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories

- For each budget category, the organization must provide a full list of all planned expenditures for the Community Schools Incentive Initiative grant for FY19. The total of all expenditures in this section must match the total amount from all sources of funds. When developing the budget, please consult the [Description of Program Category Values](#) table.
- Ensure all cost assumptions are provided for each expenditure.
- Ensure that the expenditures in this section align with the information provided in the narrative under Program Narrative/Budget Justification.
- Ensure that the expenditures align with the eligible services as outlined in the RFA.



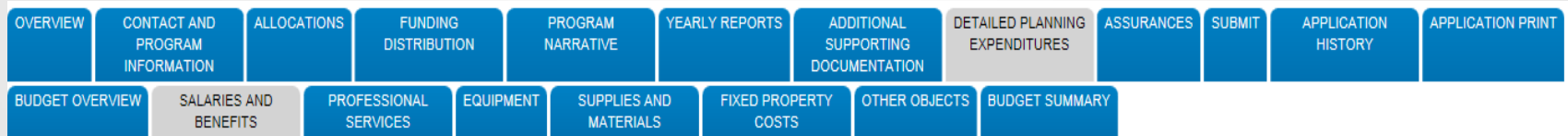


Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories continued

- Complete the following budget category tabs for expenditures:
 - Salaries and Benefits tab
 - List all staff to be compensated with grant funds
 - List position title
 - Select appropriate program category, according to Description of Program Category Values table
 - Portion/percentage of a FTE to be Paid, for example, 100 (percent)
 - Expenditure Description and Itemization
 - Amount of grant funds to be used to compensate staff member





Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories continued

- Professional Services tab
 - List all contracted and consultant services items to be purchased
 - Select appropriate program category, according to Description of Program Category Values table
 - Brief description of Purpose of Purchase
 - Amount of funds budgeted for expenditures

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT
BUDGET OVERVIEW	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY				



Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories continued

- Equipment
 - List all equipment items to be purchased
 - Select appropriate program category, according to Description of Program Category Values table
 - Brief description of Purpose of Purchase
 - Amount of funds budgeted for expenditures

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT
BUDGET OVERVIEW	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY				



Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories continued

- Supplies and Materials tab
 - List all supplies and materials expenditures
 - Select appropriate program category, according to Description of Program Category Values table
 - Brief description of Purpose of Purchase
 - Amount of funds budgeted for expenditures



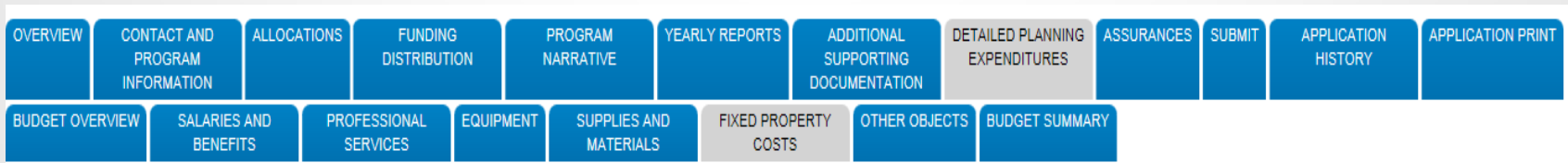


Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories continued

- Fixed Property Costs tab
 - List all fixed property costs (rental expenditures), e.g., rental of chairs
 - Select appropriate program category, according to Description of Program Category Values table
 - Brief description of Purpose of Purchase
 - Amount of funds budgeted for expenditures





Review of Application: Detailed Planning Expenditures

Tabs: Budget Categories

Budget Categories continued

- Other Objects tab
 - List all other expenditures (these items do not fit under any other budget category tab.)
 - Select appropriate program category, according to Description of Program Category Values table
 - Brief description of Purpose of Purchase
 - Amount of funds budgeted for expenditures





Review of Application: Detailed Planning Expenditures

Tabs: Budget Summary

Budget Summary

- Provides a summary of costs by program category and budget category
- It is automatically populated with information from the itemized expenditures tabs
- Review this tab to ensure organization's expenditures are placed in the correct categories

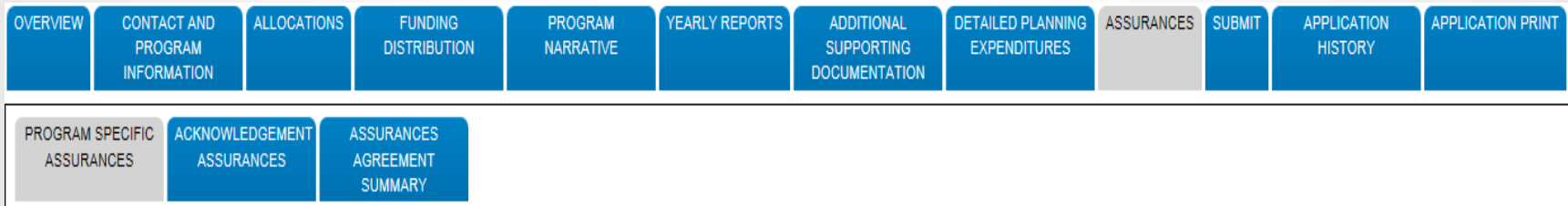




Review of Application: Assurances Tabs

Program Specific Assurances

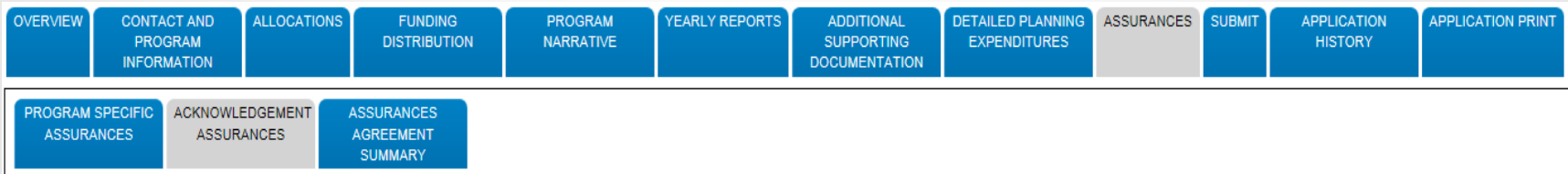
- Read through the Program Specific Assurances.
- Check the box at the top of the page to certify that the organization has read, understood, and will comply with all of the assurances.
- Click on “Save Page.”





Acknowledgement Assurances – Administrative Approval, Compliance, Terms and Conditions

- Read through the Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations and Terms and Conditions.
- Check the first box at the top of the page to certify that the Community Schools Coordinator will meet with teachers, the principal, the participating community partners, and the schools maintenance crew in order to foster communication and understanding of the project.
- Check the second box at the top of the page to certify that the organization has read, understood, and will comply with all of the assurances.
- Click on “Save Page.”





Review of Application: Assurances Tabs

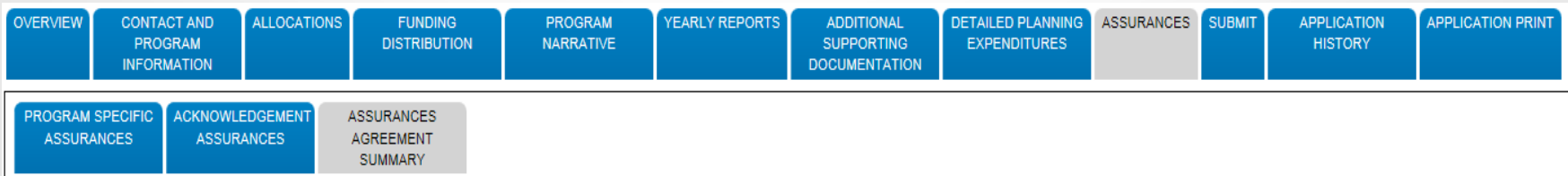
Assurances Agreement Summary

➤ The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

- Program Specific Assurances
- Administrative Approval
- Acknowledgement of Compliance, Terms and Conditions

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to.

➤ Assurances must be reviewed and approved before the application can be submitted and Grant Award Notifications (GANs) will not be released without these assurances.





Review of Application: Submit Tab

Submission of Application

- Run the “Consistency Check”

CONSISTENCY CHECK

- Click “Lock the Application”

LOCK APPLICATION

- Click “Submit”

- Application closes on Sept. 14, 2018 at 3 p.m., through EGMS





Review of Application

Applications will be reviewed by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be approved and issued a GAN.



Central Data/System for Award Management (SAM) Registration/Expiration



Central Data/SAM Registration/Expiration

Central Data

- All applicants must complete the central data application first, before they may submit.
- The central data is designed to capture information that applies across multiple funding applications and other information for each LEA/CBO or other applicant throughout the fiscal year.
- Common assurances must be agreed to by any applicant that wishes to submit one or more funding applications within this fiscal year to OSSE.
- Such assurances are located within the central data so that each applicant need only complete these in one location, rather than in multiple applications during the year.
- Additional assurances that are specific to one program may also be required within their respective funding applications. Funding applications cannot be budgeted until central data is completed.
- If assistance is required to complete the central data information, please contact OSSE, Office of Grants Management and Compliance by email at osse.egmssupport@dc.gov.



Central Data/SAM Registration/Expiration

System for Award Management (SAM)

As a part of the completion of the central data, applicants must register with the System for Award Management (SAM) via the www.SAM.gov website. The SAM is an official website of the US government. There is no cost to use SAM. The SAM site allows applicants to:

- Register to do business with the US government
- Update or review your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

NOTE: All non-federal entities who create or update their registration in SAM.gov will no longer need to have an approved administrator notarized letter on file before their registration is activated. All non-Federal entities still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Please read the [FAQs](#) to learn more about this process change. The notarized letter and all other documentation provided by SAM should be uploaded in central data, under the DUNS NUMBER tab in EGMS.

It is recommended that the central data, including SAM registration is completed first to avoid last minute technical issues and delays in grant application submission.



Key Dates



Key Dates

Aug. 17, 2018	Request for Continuation Application Release Date (12 p.m. EST)
Aug. 20, 2018	Pre-Application Webinar
Sept. 14, 2018	Grant Application Submission Deadline (no later than 3 p.m. EST)
Sept. 17-28, 2018	Review of Applications & Review Discussion
Oct. 1-5, 2018	Awardees notified/Grant Award Notification (GAN) Issued



Helpful Tips



Helpful Tips

- Click “Save” button often in order to avoid losing information.
- If you would like to print the application, go to “Application Print” Tab.
- Avoid last minute technical submission issues by submitting early. OSSE strongly recommends submitting your application by 12 p.m.
- The EGMS Help Desk can be contacted at (202) 719-6500.



Q&A



Stay in Touch

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| Thank you!