



**Post Award Meeting: Fiscal Year (FY) 2019
Community Schools Incentive Initiative Grant**

Nov. 8, 2018 | Melissa Harper-Butler, Yuliana Del Arroyo



Agenda

- Grant Objectives
- Funding Information
- Grant Requirements - Allowable Activities, Eligible Services, & Additional Components
- Expectations
- Terms and Conditions Review
- Reimbursement Process
- Amendment Process
- Special Considerations
- Key Dates
- Q&A



Grant Objectives



Community School

A **public and private partnership** to coordinate educational, developmental, family, health, and after-school care programs during school and non-school hours for students, families, and local communities at a public school or public charter school. [D.C. Official Code § 38-754.02\(2\)](#).

➤ Objectives:

- Improve academic achievement
- Reduce absenteeism
- Build stronger relationships among students, parents, and communities
- Improve the skills, capacity, and wellbeing of the residents in the surrounding community.



Eligibility Requirements

- OSSE made grants available through a competitive/continuation process to a 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\(3\)](#)).
- A consortium must demonstrate the ability to provide additional eligible services that did not exist before the establishment of the consortium ([D.C. Official Code § 38-754.03](#)).



Funding Information



Funding Information

Purpose of Funds

- The purpose of the grant is to fund 18 community schools in the District of Columbia, as defined by the Community Schools Incentive Act of 2012.
- The overall goal of the grant is to provide resources that will enable eligible consortia to create and enhance community-based partnerships, develop a framework for continued funding as well as ongoing evaluation of program success.

Source of Funds

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

Funding Period

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

Funds Available

- The total funding available for FY19 is \$3,268,375. Each grantee will receive an award amount \$172,497.57 and, subject to funding availability, shall be eligible for continued funding for a total of three years per grant cycle. Note: OSSE will reserve administrative funds, but these do not reduce grantees' award amounts.



Grant Requirements- Allowable Activities, Eligible Services & Additional Components



Allowable Activities

- 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 for students/community members, materials, training, and to support the promotion of community partnerships.
- Funding may not be used for indirect cost, daily home-to-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.



Eligible Services

A 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;



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.



Additional Components

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

- **Community Partnerships.** Consortia must intend to provide at least four additional eligible services above what is traditionally provided by the LEA.
- **Community School Coordinator.** Consortia must designate a paid Community School Coordinator to facilitate effective implementation and maintenance of the community school. The Community School Coordinator, if not a full-time employee or a member of the consortia, must have adequate time devoted to the community school project to fulfill the requirements stated above.
- **Community School Advisory Board.** Consortia must develop a community school advisory board and must convene, at minimum, four times per year.



Grant Monitoring

- OSSE may utilize several methods to monitor the grant including, but not limited to, the collection of performance data and financial reports.
- Grantees will 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. All reports and any supporting documents should be uploaded in Enterprise Grants Management System (EGMS) under the *Yearly Reports* tab. Note: An amendment to the application is required to complete this function.
- OSSE will conduct a site visit using an evaluation rubric, tailored for this grant that will evaluate grant implementation and the usage funds. Grantees will be required to provide evidence documentation of program implementation and administration.
- 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 expenditure statements and source documentation.



Expectations



Expectations

Grantees are expected to:

- Ensure spending is aligned with the eligible services as outlined in the RFA.
- Submit reimbursement requests each month by the 15th for the previous month's activities.
- Expend 100 percent of grant funds in the fiscal year for which it is allocated.
- Adhere to OSSE monitoring and reporting requirements.
- Maintain an accurate description of funded expenditures with all accounts tracked by a single accounting system.
- Respond in a timely manner to requests for information by OSSE.



Terms and Conditions Review



Terms and Conditions

See terms and conditions of Grant Award Notification (GAN)
(OSSE will disseminate a copy of each grantee's GAN)



Reimbursement Process



Reimbursement Process


- Grant funds are paid on a reimbursement basis only.
- Grantees must submit a reimbursement request/detailed expenditure summary to OSSE through the EGMS by the 15th of the month for the previous month's activities.
- OSSE will review expenses and approve allowable costs that are aligned with the application. Note: Grantees shall obtain prior written approval from OSSE before incurring a special or unusual cost.
- All expenditures require documentation to be submitted (invoice and proof of payment) via EGMS.
- Grantees will be reimbursed via ACH payment (direct deposit).
- OSSE will attempt to reimburse costs on a 30-day timeline.
- All reimbursement requests for expenditures made during the District of Columbia's current fiscal year (ending Sept. 30, 2019) must be submitted by **Nov. 15, 2019**.



Reimbursement Process

Reimbursement Requests/Detailed Expenditure Summary

- Ensure the most recent approved budget is consulted and expenditures align as budgeted and described.

Amendment 1  Final Approved
[View GAN](#)

- Ensure information provided in the reimbursement request/detailed expenditure summary coincide with the invoice and proof of payment; for example, name of payee/vendor, invoice date and total invoice amount.
- Upload invoice and proof of payment to coincide with corresponding tab.

SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS
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- Proof of payment for staff supported by grants include: paystubs and timesheets. Ensure appropriate pay period is reflected and coincides with the expenditure period for which reimbursement is being requested.
- Ensure any documentation provided with personally identifiable information (PII) is redacted.



Amendments



Application Amendments

Application Amendments

- Application amendments are required when changes to the original applications are needed.
- Submitted via EGMS by clicking the “Amend” button.
- Application amendments may be submitted at any time prior to Nov. 15, 2019, and must be approved by OSSE before OSSE can reimburse on updated uses of funds.

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Special Considerations



Special Considerations


In order to be entered into the OSSE payment system, OSSE needs the following up-to-date documents to process reimbursement requests:

- W-9
- Business License
- Clean Hands Form
- ACH Form

Note: If you received a prior grant from OSSE, you only need to submit these documents if your address or bank account has changed or upon expiration. If requested due to expiration, please submit updated forms immediately. Lack of timely submission could result in delayed payments.

DUNS Number and System for Award Management (SAM)

Your organization's DUNS Number and SAM Expiration Date must be current. **Note:** Delay in updating this information could result in delayed payments.

	Application Name	Revision	Status	Date	
▶	Central Data	Original Application 	Final Approved	8/28/2018	OPEN



Key Dates



Key Dates

March 29, 2019	Mid-Year Reports Due
Sept. 30, 2019	End-of-Grant Year Reports Due
September 2019	End-of-Grant Year Site Visits
Sept. 30, 2019	All FY19 Funds Expended
Nov. 15, 2019	Last Day to Submit FY19 Reimbursement Requests



Q&A



Stay in Touch

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