



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

July 26, 2018



Agenda

- Background/History of Grant
- Eligibility Requirements
- Program Requirements
- Funding Info/Requirements
- Allowable Activities
- Review of Application
- Central Data/System Award Management Registration/Expiration
- District of Columbia Public Schools
- Key Dates



Background/History of Grant



Background/History of Grant

Washington, DC's school system is comprised of both public schools and public charter schools serving thousands of students. Many of the students in DC are from low economic backgrounds, with a high number qualifying for free or reduced-price lunches through the National School Lunch Program. Many challenges can impact long-term outcomes for children in economically disadvantaged communities, including poor student achievement, truancy, and poor health and homelessness.

According to the Institute for Educational Leadership, in many urban areas, community schools have been an effective approach to ensure that students and their parents/caregivers have access to school and community programs and services that help them to achieve success in life. Through the **establishment of community schools, the aim of the grant is to increase student achievement and address many of the challenges faced by economically disadvantaged communities.**



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 surrounding community residents



Eligibility Requirements



Eligibility Requirements

- OSSE will make 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](#).

Priority will be given to schools that have:

- A focus on mental health and associated treatment services;
- Adult education and training; and
- A student population of which at least 75 percent of the students qualify for free or reduced-price lunch).



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 the grant is to establish up to 10 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 funds.

Funding Period

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

Funds Available

- The total funding available for FY19 is \$1,528,889.70. 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 two additional years, 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
- Funding Distribution & Allocation Tabs
- Executive Summary
- Program Tabs: Narrative/Features/Implementation & Monitoring/Financial Management and Sustainability
- Yearly Reports Tab
- Additional Supporting Documentation Tab
- Detailed Planned Expenditures Tabs
- Assurances Tabs
- Submit Tab



Review of Application: Overview

Overview Tab

- General Information
- Award Information
- Eligibility and Submission Information
- Grant Award Requirements
- Award Administration
- **Application Due Date: Sept. 4, 2018 at 3 p.m., in EGMS**

OVERVIEW	CONTACT AND PROGRAM INFORMATION	FUNDING DISTRIBUTION	EXECUTIVE SUMMARY	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT
APPLICATION HISTORY	APPLICATION PRINT								
GENERAL INFORMATION	AWARD INFORMATION	ELIGIBILITY AND SUBMISSION INFORMATION	GRANT AWARD REQUIREMENTS	AWARD ADMINISTRATION	APPLICATION REVIEW				



Review of Application: Contact and Program Info

Contact Information Tab

- 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
 - 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: Funding Distribution Tab

Funding Distribution Tab

- 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: Executive Summary

Executive Summary

- Overview: Briefly describe how the plans to use the grant funds to implement a community school will expand school and community support to District students.

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APPLICATION HISTORY	APPLICATION PRINT								



Program Features/Grant Requirements

- The grant requires that the grantee demonstrate an ability to establish and sustain the following components:
 1. Community Partnerships – Provide a description of proposed eligible consortium, including the type and community partners and how the consortium will address the needs and build upon the assets of the community that it will serve.
 2. Understanding of the community’s need – Provide an assessment of the local school community and neighborhood’s needs and assets, and an explanation of how the students and community will benefit from the community school.
 3. Community School Advisory Board – Provide a plan for the development of a community school advisory board to include members of the school leadership, school faculty, parents of the school students, community leaders, community-based organization, and other community members.

OVERVIEW	CONTACT AND PROGRAM INFORMATION	FUNDING DISTRIBUTION	EXECUTIVE SUMMARY	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT
APPLICATION HISTORY	APPLICATION PRINT								
PROGRAM FEATURES	PROGRAM IMPLEMENTATION AND MONITORING	FINANCIAL MANAGEMENT AND SUSTAINABILITY							



Program Features/Grant Requirement continued:

4. Community School Coordinator – Describe the plan for identifying community schools 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 coordinator, if a not a full-time employee of a member of the “eligible consortia,” must have adequate time devoted to the community schools project to fulfill the requirements stated above. The coordinator must also participate in Community Schools Advisory Board meetings and OSSE-sponsored activities related to the grant.



Program Features/Grant Requirement continued:

- **Program Mission and Vision:** Describe a mission and vision statement of the community school that demonstrates how the community school shall address the needs and build upon the assets of the community it serves. The mission statement should clearly articulate the consortium’s overall vision/philosophy of the “community school” approach, and the significance of serving students through a community school approach.
- **Program Goals:** List the program’s three (3) overarching goals. In defining the goals, applicant should include student-level performance goals as well as program-level performance goals. Describe how the goals will be used as a basis for measuring the effectiveness of the consortium.
- **Program Start-Up:** Describe training/orientation plans for school staff and key stakeholders to ensure that the purpose of the community school approach is clear to all stakeholders. Please include a timeline for the implementation of the community school (include as an attachment in the Additional Supporting Documents tab).



Review of Application: Program Implementation & Monitoring Tab

Program Implementation & Monitoring

- Parent/Student Involvement: Describe the role each member of the consortium will play in ensuring that families are welcomed and encouraged to seek community school support.
- Community Engagement - Describe how the consortium intends to foster a relationship with community agencies/organizations that serve the community school students. The degree to which the applicant is able to use the opportunity to demonstrate the creative use of existing partnerships and/or secure additional resources from community partners will be considered.
- Data Collection - Describe how data will be collected to assess and evaluate the program on a regular basis (include: data collection methodology and frequency).





Review of Application: Program Implementation & Monitoring Tab

Program Implementation & Monitoring continued:

- Evaluation of Program – Provide a plan for quarterly qualitative and quantitative program evaluation, including measurable indicators of success in areas such as student academic achievement, graduation and attendance rate, and improvement in student health and socio-emotional well-being. Also, include a description on how the program will regularly assess the outcomes of the community school in terms of services provided and improvements in health, academic, or social outcomes

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PROGRAM FEATURES	PROGRAM IMPLEMENTATION AND MONITORING	FINANCIAL MANAGEMENT AND SUSTAINABILITY							



Review of Application: Program Management & Sustainability Tab

Program Management & Sustainability

- Financial Management: Describe the financial management and internal accounting procedures that will be used to ensuring proper financial management, including the fiscal controls put in place to ensure accountability. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).
- Proposed Budget: Provide a proposed budget and narrative description of the proposed use of grant funds, which budget shall reflect a core concept of service coordination and integration and the narrative shall describe how the eligible consortium shall provide at least four additional services that did not exist before.





Review of Application: Program Management & Sustainability Tab

Program Management & Sustainability continued

- Proposed Budget continued: Please ensure that the items described in this section align with the budget detail summary in Detailed Planning Expenditures and eligible services outlined in the RFA (see Attachment D: Grant Budget & Narrative Justification).
- Program Sustainability - Describe how the consortium plans to continue operation after the grant period. Provide how identification of possible funding opportunities will occur after the grant period.



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
 - Attachment A: Original Receipt
 - Attachment B: Applicant Profile/Cover Page
 - Attachment C: Administrative Approval Form
 - Attachment D: Grant Budget & Narrative Justification





Review of Application: Additional Supporting Documentation Tab

Additional Supporting Documentation continued

- Attachment E: Attestation of Priority Areas
- Attachment F: Assurances
- Attachment G: Applicant Acknowledgement of Compliance with Applicable District
- Certificate of Good Standing
- DC Obligations
- W-9



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 Proposed Budget narrative under Program Narrative/Financial Management and Sustainability tab.
- 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





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





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

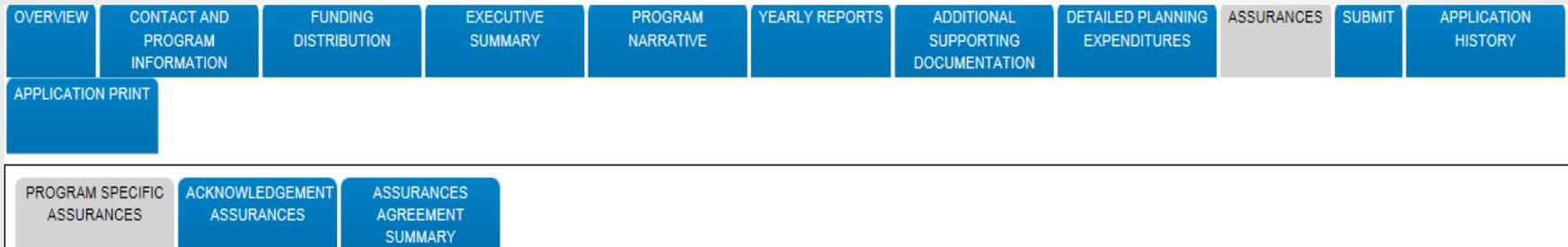




Review of Application: Assurances Tabs

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”

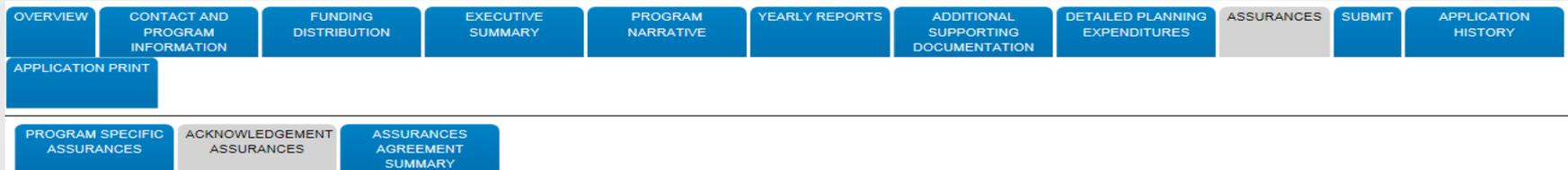




Review of Application: Assurances Tabs

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

- Once you agree on this page, the date on which the assurances were submitted will be displayed.
- Grant Award Notifications (GANs) will not be released without these assurances.

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APPLICATION PRINT										
PROGRAM SPECIFIC ASSURANCES	ACKNOWLEDGEMENT ASSURANCES	ASSURANCES AGREEMENT SUMMARY								



Submission of Application

- Run the “Consistency Check”
- Click “Lock the application”
- Click “Submit”
- Application closes on Sept. 4, 2018 at 3 p.m., through EGMS



Initial Review

- Applications will be screened initially 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 evaluated, scored, and rated by grant readers.

Review Panel

- OSSE will use external grant readers to review and score the applications. After reviewing the recommendations of the grant readers and any other information considered relevant, OSSE will select applicants to fund.

Scoring Rubric

- The grant readers will assess each grant application using the *CSII2019 Scoring Rubric*. The scoring of the application is based on a 60-point scale.



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



Central Data/SAM Registration/Expiration

Central Data

- All applicants must also complete the central data application.
- 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.



For District of Columbia Public
Schools Only



Prior to completing the CSII application, applicants seeking to work with a DC public school should review the following information:

For Attachment C, to obtain the Chancellor's signature, please submit the following:

- Letter of Support signed by the school principal
- An Executive Summary of the proposal

to Carla Mike, Manager, Strategic Initiatives in the Office of Family and Public Engagement (OFPE) at Carla.Mike@dc.gov.



Key Dates



Key Dates

July 23, 2018	Request for Application (RFA) Release Date (12 p.m. EST)
July 26, 2018	Pre-Application Webinar
Sept. 4, 2018	Grant application submission deadline (no later than 3 p.m. EST)
Sept. 5-18, 2018	Review of Applications & Review Discussion
Sept. 25, 2018	Selection of Grant Recipients
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.



Closing Remarks

- Applications received after the deadline will not be considered for review. All sections of the application must be completed, including central data and all required documentation must be in EGMS by the deadline.
- Applications are due no later than **Sept. 4, 2018 (3 p.m. EST)**.



Q&A



Stay in Touch

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| Thank you!