Community Schools Incentive Initiative Grant: Fiscal Year 2020 Continuation Application Webinar

Aug. 15, 2019

Agenda

➢ Eligibility Requirements

➢ Program Requirements

➢ Funding Information/Requirements

➢ Allowable Activities

➢ Review of Application

➢ Important Dates

➢ Enterprise Grants Management System (EGMS) Tips

➢ Submission Requirements

➢ 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 fiscal year 2020 (FY20), eligible entities are consortia that were awarded a competitive Community Schools Incentive Initiative grant in FY18 and 19.

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, as amended, **"eligible services"** include:

(A) Primary medical/dental care that will be available to students and community residents;

(B) Mental health prevention and treatment services that will be available to students and community residents;

(C) Academic-enrichment activities designed to promote a student's cognitive-development and provide opportunities to practice and apply academic skills;

(D) Programs designed to increase attendance, including reducing early chronic absenteeism rates;

(E) 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;

(F) Early childhood education, including Head Start and Early Head Start programs;

(G) Programs designed to:

(i) 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,

(ii) Promote parental leadership in the life of the school, and

(iii) Build parenting skills;

(H) 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;

(I) 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;

(J) Youth and adult job-training services and career-counseling services;

(K) Nutrition-education services;

(L) Adult education, including instruction in English as a second language, adult literacy, computer literacy, financial literacy, and hard-skills training;

(M) Programs that provide remedial education and enrichment activities; or

(N) Programs that provide a full continuum of school-based, early literacy intervention services for all grades pre-K through 3, consisting of developmentally appropriate components for each grade, through a comprehensive model.

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.

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 receive, at minimum, an annual school site visit from OSSE to review their grant files, administrative procedures, and program operations. The OSSE Grant Program Manager will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs, or termination of the grant.

➢ 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 Information/Requirements

Purpose of Funds

➢ To fund community schools as defined by the Community Schools Incentive Act of 2012.

➢ Grant will allow the existing grantees to continue their work through FY20.

Source of Funds

➢ The source of funds is local funds.

Funding Period

➢ The award period is from Oct. 1, 2019 to Sept. 30, 2020.

Funds Available

➢ The total funding available for FY20 is $2,932,458.69.

➢ 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 grantees awarded in FY18 and two additional years for grantees awarded in FY19 for a total of three years.

Allowable Activities

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 for students/community members/staff to conduct grant-related activities, materials, training, and to support the promotion of community partnerships.

➢ Funding may not be used for daily home-work travel expenses for employees and other personnel or members of the eligible consortium. In addition, funding may not be used for indirect cost. Indirect cost is defined as organizational-wide costs and administrative service costs, such as accounting, human resources, and purchasing. These costs are incurred for a common or joint purpose and not readily assignable to benefitting costs objectives.

➢ Grant funds are subject to the terms, condition and provisions of the Community Schools Incentive Act of 2012.

Review of Application

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

Application tabs in EGMS

➢ Central Data

➢ Overview

➢ Contact and Program Information Tab

➢ Allocations Tab

➢ Funding Distribution

➢ Program Narrative Tabs

– Eligible Services

– Needs Statement

– Intended Population

– Program Management

– Collaborative & Stakeholders

– Evidence-Based Program Implementation

– Performance Management

– Financial Management and Sustainability

Review of Application: EGMS

Application tabs in EGMS continued

- ➢ Yearly Reports Tab
- ➢ Additional Supporting Documentation Tab
- ➢ Detailed Planned Expenditures Tabs
- ➢ Assurances Tabs
 - – Program Specific Assurances
  - – Assurances Agreement Summary
- ➢ Submit Tab

Central Data

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

- 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 to OSSE one or more funding applications within this fiscal year.

- 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 the 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's Office of Grants Management and Compliance by email at osse.egmssupport@dc.gov.
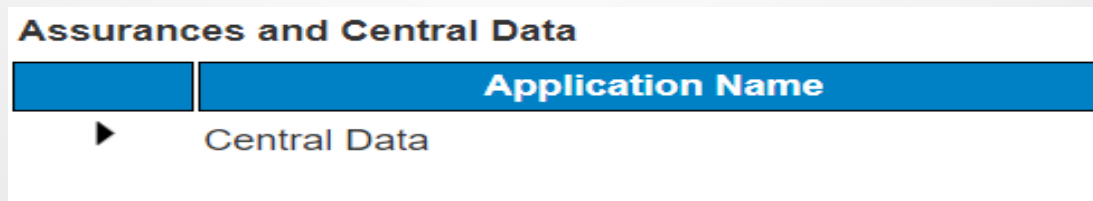
Assurances and Central Data	
	Application Name
▶	Central Data

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

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.

Review of Application: Overview

Overview

➢ General Information

➢ Award Information

➢ Eligibility & Submission Information

➢ Program Requirements

➢ Award Administration

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT

GENERAL INFORMATION	AWARD INFORMATION	ELIGIBILITY AND SUBMISSION INFORMATION	PROGRAM REQUIREMENTS	AWARD ADMINISTRATION
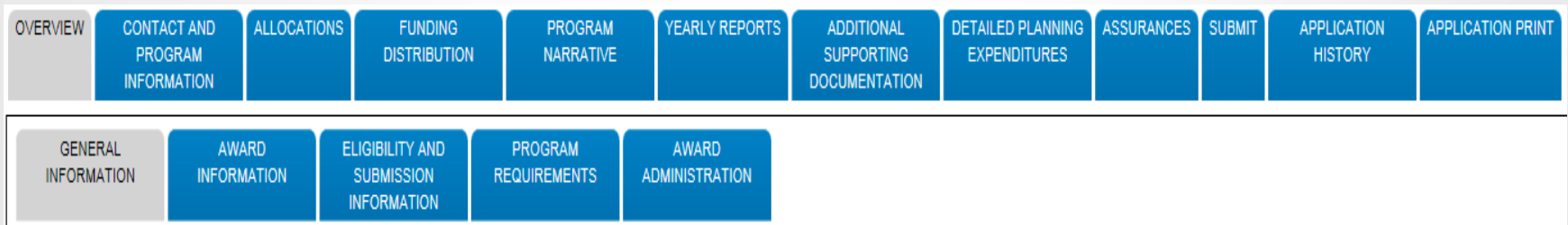
Contact Information

➢ 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.

| OVERVIEW | CONTACT AND PROGRAM INFORMATION | ALLOCATIONS | FUNDING DISTRIBUTION | PROGRAM NARRATIVE | YEARLY REPORTS | ADDITIONAL SUPPORTING DOCUMENTATION | DETAILED PLANNING EXPENDITURES | ASSURANCES | SUBMIT | APPLICATION HISTORY | APPLICATION PRINT |

Allocations

➢ This tab conveys the current year allocation for Community Schools Incentive Initiative Continuation Grant.

Funding Distribution

➢ Standard tab with funding information.

➢ "Funds not applied for" does not apply.

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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.)

Program Narrative

➢ **Eligible Services**: Provide a list of at minimum four eligible services the consortium will continue to provide in FY20. Provide any changes in eligible services from the FY19 application.

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ELIGIBLE SERVICES	NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	COLLABORATION AND STAKEHOLDERS	EVIDENCE-BASED PROGRAM IMPLEMENTATION	PERFORMANCE MANAGEMENT	FINANCIAL MANAGEMENT AND SUSTAINABILITY

➢ **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?

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ELIGIBLE SERVICES	NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	COLLABORATION AND STAKEHOLDERS	EVIDENCE-BASED PROGRAM IMPLEMENTATION	PERFORMANCE MANAGEMENT	FINANCIAL MANAGEMENT AND SUSTAINABILITY

Program Narrative continued

➢ **Intended Population**: Describe how many students, parents/caregivers, and community members will be served by the community school during FY20. How will you expand the number of students and community members to be served in FY20 beyond the number served in FY19?

– **Students with Disabilities**

1. How will the consortium ensure that students with disabilities have access to and meaningfully participate in the programs described in this grant?

2. How will the consortium set, communicate, and ensure high expectations for students with disabilities to teachers, staff, students, and families related to the programs described in this grant?

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| ELIGIBLE SERVICES | NEEDS STATEMENT | INTENDED POPULATION | PROGRAM MANAGEMENT | COLLABORATION AND STAKEHOLDERS | EVIDENCE-BASED PROGRAM IMPLEMENTATION | PERFORMANCE MANAGEMENT | FINANCIAL MANAGEMENT AND SUSTAINABILITY |

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 activities to be carried out with the continuation funds?

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ELIGIBLE SERVICES	NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	COLLABORATION AND STAKEHOLDERS	EVIDENCE-BASED PROGRAM IMPLEMENTATION	PERFORMANCE MANAGEMENT	FINANCIAL MANAGEMENT AND SUSTAINABILITY

Program Narrative continued

➢ **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.

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ELIGIBLE SERVICES	NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	COLLABORATION AND STAKEHOLDERS	EVIDENCE-BASED PROGRAM IMPLEMENTATION	PERFORMANCE MANAGEMENT	FINANCIAL MANAGEMENT AND SUSTAINABILITY

➢ **Evidence-Based Program Implementation**: Describe how data collected in FY19 has informed decision making in regards to planning of the continuation funds in FY20.

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ELIGIBLE SERVICES	NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	COLLABORATION AND STAKEHOLDERS	EVIDENCE-BASED PROGRAM IMPLEMENTATION	PERFORMANCE MANAGEMENT	FINANCIAL MANAGEMENT AND SUSTAINABILITY

Program Narrative continued

➢ **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.

Program Narrative continued

➢ **Financial Management and 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 a narrative that describes how the eligible consortium shall provide at least four additional services that did not exist before. **Please ensure that the items described in this section align with the budget detail summary in Detailed Planning Expenditures.**

- **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.

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ELIGIBLE SERVICES	NEEDS STATEMENT	INTENDED POPULATION	PROGRAM MANAGEMENT	COLLABORATION AND STAKEHOLDERS	EVIDENCE-BASED PROGRAM IMPLEMENTATION	PERFORMANCE MANAGEMENT	FINANCIAL MANAGEMENT AND SUSTAINABILITY

Yearly Reports

➢ This tab is used to submit to OSSE the mid-year and end-of-grant year reports for FY20, 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.

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

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 FY20.

– An evaluation plan for FY20 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.

– Financial sustainability plan how the consortium plans to continue operation after the grant period.

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Detailed Planning Expenditures/Budget Overview

➢ For each budget category, the organization must provide a full list of all planned expenditures for the Community Schools Incentive Initiative Continuation Grant for FY20. When developing the budget, please consult the *Description of Program Category Values* tables located in EGMS in the Detailed Planning Expenditures/Budget Overview section.

➢ 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/Financial Management and Sustainability.

➢ Ensure that the expenditures align with the eligible services as outlined in the RFA.

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BUDGET OVERVIEW	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY

Budget Tabs

➢ Complete the following budget category tabs for expenditures:

– **Salaries and Benefits**

- 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).

- Description of position/duties.

- Amount of grant funds to be used to compensate staff member.

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BUDGET OVERVIEW	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY

Budget Tabs continued

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

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BUDGET OVERVIEW	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY

Review of Application: Detailed Planning Expenditures/ Budget Tabs

Budget Tabs continued

- **Equipment**
  - List all equipment items to be purchased $5,000 or more. **Note:** Equipment less than $5,000, budget under Supplies and Materials.
  - Select appropriate program category, according to Description of Program Category Values table.
  - Description of Purpose of Purchase.
  - Amount of funds budgeted for expenditures.

Budget Tabs continued

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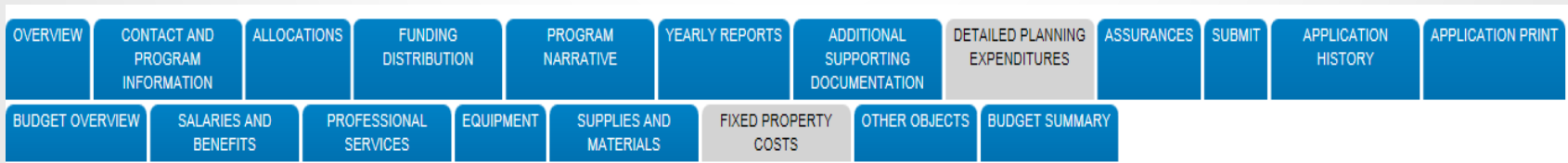 - Amount of funds budgeted for expenditures.

Budget Tabs continued

– **Fixed Property Costs**

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

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| BUDGET OVERVIEW | SALARIES AND BENEFITS | PROFESSIONAL SERVICES | EQUIPMENT | SUPPLIES AND MATERIALS | FIXED PROPERTY COSTS | OTHER OBJECTS | BUDGET SUMMARY |

Budget Tabs continued

- **Other Objects**
    - List all other expenditures. **Note:** The program category 80 is no longer available for budgeting. This tab should be minimally used.
    - Select appropriate program category, according to Description of Program Category Values table.
    - Description of Purpose of Purchase.
    - Amount of funds budgeted for expenditures.

Budget Summary

➢ Provides a summary of costs by program category and budget tab.

➢ It is automatically populated with information from the itemized expenditure line items budgeted in the tabs.

➢ Review this tab to ensure organization's expenditure line items are placed in the correct categories and budget tabs.
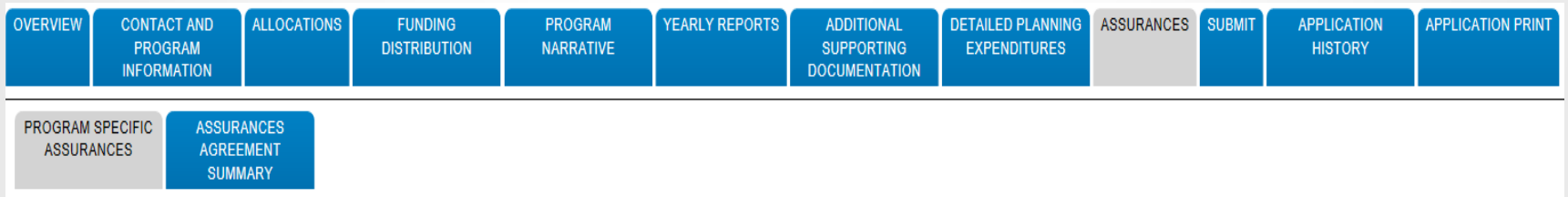
OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT

BUDGET OVERVIEW	SALARIES AND BENEFITS	PROFESSIONAL SERVICES	EQUIPMENT	SUPPLIES AND MATERIALS	FIXED PROPERTY COSTS	OTHER OBJECTS	BUDGET SUMMARY

Review of Application: 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."

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	PROGRAM NARRATIVE	YEARLY REPORTS	ADDITIONAL SUPPORTING DOCUMENTATION	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT

PROGRAM SPECIFIC ASSURANCES	ASSURANCES AGREEMENT SUMMARY

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.

NOTE: The checkbox will be automatically filled in once the program-specific assurances are read and agreed to.

✓ Program Specific Assurances

Grant Award Notifications (GANs) will not be released without these assurances.

Submission of Application

➢ Before you submit, you must hit Consistency Check. The consistency check will show which parts of the application are complete. Missing elements are in red.

➢ Then, lock the application.

➢ Then submit. **Note:** Individuals with EGMS credentials that are assigned the LEA Authorized Rep and/or District Admin role within the organization/LEA are the same. This role has the capability to submit applications in EGMS.

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Assurances must be reviewed and approved before you can submit your application.

CONSISTENCY CHECK   **LOCK APPLICATION**   **UNLOCK 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.

Important Dates

Important Dates

Request for Continuation Application Release Date (12 p.m. EST)	**Aug. 12, 2019**
Pre-Application Webinar	**Aug. 15, 2019**
Grant Application Submission Deadline	**Sept. 13, 2019** (No later than 3 p.m. EST)
Review of Applications	**Sept. 16-30, 2019**
Awardees notified/Grant Award Notification (GAN) Issued	**Oct. 1, 2019** (No later than Oct. 4, 2019)

EGMS Tips

EGMS Tips

➢ **Save early and often** to avoid losing information. EGMS times out after 60 minutes of inactivity.

➢ **Contact the EGMS help center**. (Note: A record of contact with EGMS will not excuse missing the review submission deadline.)

➢ **Printing?** If you would like to print the application, go to "Application Print" tab. The application will be available for you to print at the top of each hour.

➢ **Start and submit early**. Avoid last minute technical submission issues by submitting early to ensure there is time to address issues if they arise.

➢ **Narrative responses may not exceed the stated word count**. If you cut and paste from a Word document, double-check that final sentences/paragraphs are not cut off.

EGMS Help:

OSSE.CallCenter@dc.gov

(202) 719-6500

(7:30 a.m.-5:30 p.m. Monday – Friday)

Submission Requirements

Submission Requirements

➢ All applications must be submitted through EGMS at www.grants.osse.dc.gov.

  - To submit an application, all applicants must annually complete the Central Data Application with a valid SAM registration in EGMS.

  - Emailed, faxed or hand-delivered applications will not be accepted.

  - Upon submission of an application, an applicant may not revise the application.

  - OSSE will notify applicants if the application is or is not selected for funding.

➢ Applications must be received no later than **Sept. 13, 2019 (3 p.m. EST)**.

EGMS Help:

OSSE.CallCenter@dc.gov

(202) 719-6500

(7:30 a.m.-5:30 p.m. Monday – Friday)

Q&A

Stay in Touch

FIND US

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Thank you!