



Community Schools Incentive Initiative Grant

Fiscal Year 2021 Continuation Application Meeting

Sept. 24, 2020 | Melissa Harper-Butler | Yuliana Bruister

Agenda

- Welcome
- Grant Background and Purpose
- Grant Requirements
- Funding Information
- Application Review
- Application Submission
- Enterprise Grants Management System (EGMS) Tips
- Important Dates
- Resources
- Question and Answers



Grant Background & Purpose

Grant Background and Purpose

As defined by the Community Schools Incentive Act of 2012, a “community school” is a public and private partnership to coordinate educational, developmental, family, health, and afterschool-care programs during school and non-school hours for students, families and local communities at a public school or public charter school with the objectives of improving academic achievement, reducing absenteeism, building stronger relationships between students, parents, and communities, and improving the skills, capacity, and well-being of the surrounding community residents. [DC Official Code § 38-754.02\(2\)](#).

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.



Grant Requirements

Grant Requirements: Eligibility

- 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. [DC 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. [DC Official Code § 38-754.03](#).

For continuation grants in fiscal year 2021 (FY21), eligible entities are consortia that were awarded a competitive Community Schools Incentive Initiative grant in FY19.

Grant 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;

Grant Requirements: Eligible Services Continued

- 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;

Grant Requirements: Eligible Services Continued

- 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.

Grant 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 and/or keeping abreast of the budget, seeking additional funding sources, among other things.
- **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 Requirements: Grant Monitoring

Grantees will:

- Receive, at minimum, an annual school site visit from OSSE to review their grant files, administrative procedures, and program operations.
- Submit a mid-year and end-of-grant year report to OSSE, illustrating the use of funds and the progress toward goal attainment.
- Cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Grantees shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within 10 business days.



Funding Information

Funding Information

Purpose of Funds

- To fund community schools as defined by the Community Schools Incentive Act of 2012.
- Grant will allow the existing nine grantees to continue their work through FY21.

Source of Funds

- The source of funds is local funds.

Funding Period

- The award period is from Oct. 1, 2020 to Sept. 30, 2021.

Funding Availability

- The total funding available for FY21 is \$1,374,551.37.
- An eligible consortium may apply for an award amount up to \$152,727.93. The three year grant cycle for all Community Schools Incentive Initiative grantees who were awarded in FY19 will culminate on Sept. 30, 2021.

Funding Information Continued

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



Application Review

Application Review

Application must be completed in OSSE's [Enterprise Grants Management System](#) (EGMS). Application sections and tabs in EGMS are below.

- Central Data
- Overview Tabs
- Contact and Program Information Tab
- Allocations Tab
- Funding Distribution Tab
- Requirements & Program Features Tabs
 - Eligible Services
 - Needs Statement
 - Intended Population
 - Program Management
 - Collaborative & Stakeholders
 - Evidence-Based Program Implementation
 - Performance Management
- Financial Management and Sustainability
- Additional Requirements Tab
- Yearly Reports Tab
- Detailed Planned Expenditures Tabs
 - Salaries and Benefits
 - Professional Services
 - Equipment
 - Supplies and Materials
 - Fixed Property Costs
 - Other Objects
- Assurances Tabs
 - Program Specific Assurances
 - Assurances Agreement Summary
- Submit Tab

Application Review: Central Data

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.



Application Review: Central Data/System for Award Management

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:

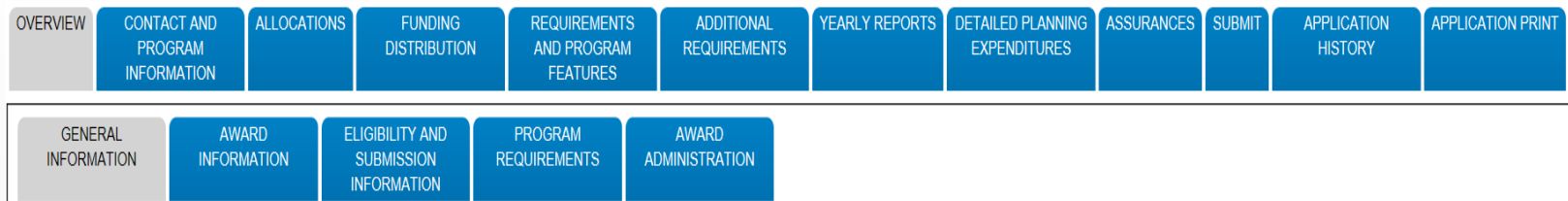
- Register to do business with the US government
- Update or review your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

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.

Application Review: Overview

Overview Tabs

- General Information
- Award Information
- Eligibility & Submission Information
- Program Requirements
- Award Administration



Application Review: Contact and Program Information

Contact and Program 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, required
 - Additional field is available for second coordinator, if applicable.
- Partnership Organization/School Information
 - Additional fields are available for multiple partners in the partnership.



Application Review: Allocations & Funding Distribution

Allocations

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



Funding Distribution

- Standard tab with funding information, including prior year funds, if applicable.
- “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.)

Application Review: Requirements and Program Features

- **Eligible Services:** Provide a list of at minimum four eligible services the consortium will continue to provide in FY21. Provide any changes in eligible services from the FY20 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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Application Review: Requirements and Program Features Continued

- **Intended Population:** Describe how many students, parents/caregivers, and community members will be served by the community school during FY21. How will you expand the number of students and community members to be served in FY21 beyond the number served in FY20?
- **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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Application Review: Requirements and Program Features 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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Application Review: Requirements and Program Features 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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- **Evidence-Based Program Implementation:** Describe how data collected in FY20 has informed decision making in regards to planning of the continuation funds in FY21.

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Application Review: Requirements and Program Features Continued

- **Performance Management:** Describe your evaluation plan for FY21 for formal 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.

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Application Review: Requirements and Program Features Continued

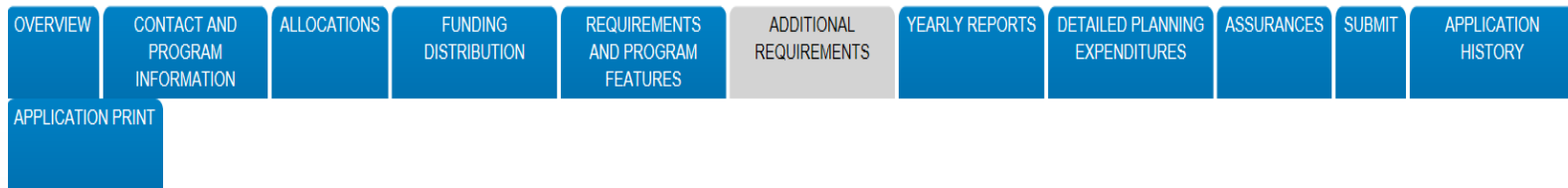
- Financial Management
- Proposed Budget. **Please ensure that the items described in this section align with the budget detail summary in Detailed Planning Expenditures.**
- Financial & Program Sustainability

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Application Review: Additional Requirements

This tab is used to upload required documentation.

- 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 FY21.



Application Review: Yearly Reports

This tab is used to submit to OSSE the mid-year and end-of-grant year reports for FY21, illustrating the use of funds and the progress toward goal attainment. These reports should include: Community Schools Model Overview; Program Features; Program Mission and Vision; Progress Toward Goals; Program Start-Up; Data Collection and Evaluation and Financial Management and Sustainability.



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

Application Review: Detailed Planning Expenditures/Budget Overview

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 FY21. When developing the budget, please consult the *Description of Program Category Values* table link 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 Requirements and Program Features/Financial Management and Sustainability.
- Ensure that the expenditures align with the eligible services as outlined in the RFA.

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	REQUIREMENTS AND PROGRAM FEATURES	ADDITIONAL REQUIREMENTS	YEARLY REPORTS	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				

Application Review: Detailed Planning Expenditures/Description of Program Category Values Table

DIRECT COSTS		Budget Categories (sub-tabs in EGMS)					
		Salaries and Benefits (100)	Contracted Professional Services (300)	Equipment (500)	Supplies and Materials (600)	Fixed Property Costs (700)	Other (800)
INSTRUCTION (10)	The direct instructional interaction between teachers and students. This instruction may be provided to students in a school classroom, in an alternate location (i.e.: home or hospital), or in other learning situations, including those involving co-curricular activities. The activities of teacher aides or classroom assistants of any type (i.e.: clerks, graders, teaching machines) who assist in the instructional process are also in this category.	Teachers, Tutors, Coaches, Substitute Teachers, Teacher's Aides, Reading Specialists, Classroom Paraprofessionals (all positions are on staff)	Contracted Teachers / Instructors or Substitute Teachers (those that are not an official employee)	Machinery, Furniture, Fixtures, Technology-related Hardware more than \$5,000 per unit (according to OSSE's equipment policy)	General Supplies, Textbooks, Instructional Aids, Instructional Software, Internet Fees - Site License	Rental of Instruction Equipment	Dues and Fees, Reimbursement of Tuition, Teacher Aide Education, Approved Conference/Training Fees, Travel Costs, Non-Payroll Taxes, Miscellaneous
(program categories within each sub-tab)	SUPPORT SERVICES (20)	Site Coordinators, Instructional Staff Trainers, Librarians, Counselors, Audiovisual Services, Curriculum Consultants, Program Evaluators, Psychologists, Social Workers, Nurses, Attendance Personnel, Record Clerks, Chief Academic Officer, Dean of Students (all positions are on staff)	Contracted Consultants, Contracted Evaluators, Counselors, Therapists, Doctors or Instructional Staff Trainers. Fees for Professional Development, In-service Training, or Conference Registration	Machinery, Furniture, Fixtures, Technology-related Hardware more than \$5,000 per unit (according to OSSE's equipment policy)	General Supplies, Books, Library Books, Periodicals, Testing Materials	Rental of Support Services Equipment	Dues and Fees, Reimbursement of Tuition, Teacher Aide Education, Approved Conference/Training Fees, Travel Costs, Non-Payroll Taxes, Miscellaneous
		Program Directors,					

Application Review: Detailed Planning Expenditures/ Salaries and Benefits

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 allocated for salaries and benefits expenditures.

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Application Review: Detailed Planning Expenditures/ Professional Services

Professional Services

- List all contracted and consultant services items to be purchased. **Note:** Contractors and consultants are not employed by the consortium.
- Select appropriate program category, according to Description of Program Category Values table.
- Description of purpose of the expenditure.
- Amount of funds allocated for professional services expenditures.

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Application Review: Detailed Planning Expenditures/ Equipment

Equipment

- List all equipment items to be purchased \$5,000 or more. **Note:** Items 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 the expenditure.
- Amount of funds allocated for equipment expenditures.

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	REQUIREMENTS AND PROGRAM FEATURES	ADDITIONAL REQUIREMENTS	YEARLY REPORTS	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT
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Application Review: Detailed Planning Expenditures/ Supplies and Materials

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 the expenditure.
- Amount of funds allocated for supplies and materials expenditures.

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

Application Review: Detailed Planning Expenditures/ Fixed Property Costs

Fixed Property Costs

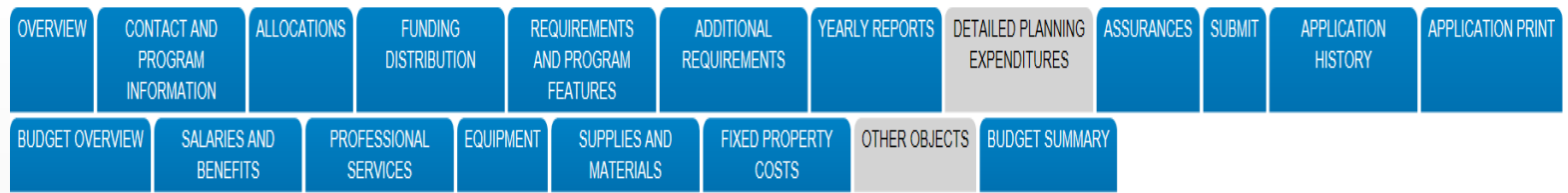
- List all fixed property costs (rental expenditures), e.g., rental of chairs.
- Select appropriate program category, according to Description of Program Category Values table.
- Description of purpose of the expenditure.
- Amount of funds allocated for fixed property costs expenditures.

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Application Review: Detailed Planning Expenditures/ Other Objects

Other Objects

- List all other objects expenditures. **Note:** This tab should be minimally used.
- Select appropriate program category, according to Description of Program Category Values table.
- Description of purpose of the expenditure.
- Amount of funds allocated for other objects expenditures.



Application Review: Detailed Planning Expenditures/ Budget Summary

Budget Summary

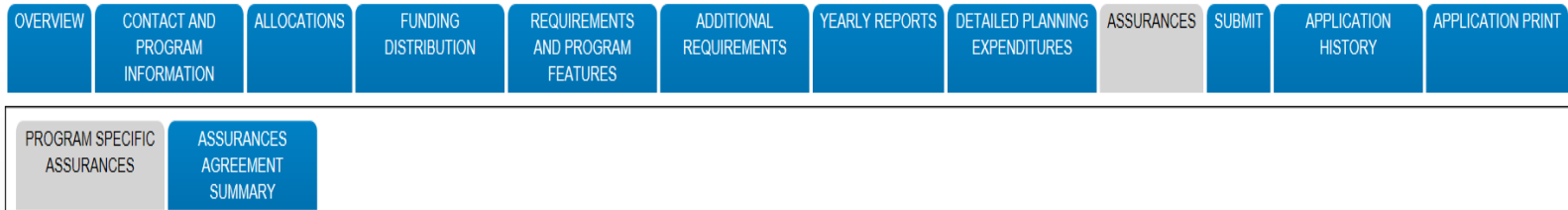
- Provides a summary of costs by program category and budget tab.
- It is automatically populated with information from the itemized expenditures budgeted in the tabs.
- Review this tab to ensure expenditures are placed in the correct categories and budget tabs.

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Application Review: Assurances

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.”



Application Review: Assurances

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 assurances.

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

✓ Program Specific Assurances

OVERVIEW	CONTACT AND PROGRAM INFORMATION	ALLOCATIONS	FUNDING DISTRIBUTION	REQUIREMENTS AND PROGRAM FEATURES	ADDITIONAL REQUIREMENTS	YEARLY REPORTS	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT	APPLICATION HISTORY	APPLICATION PRINT
PROGRAM SPECIFIC ASSURANCES		ASSURANCES AGREEMENT SUMMARY									

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

Application Review

Applications will be reviewed by OSSE 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.





Application Submission

Application Submission

- All applications must be submitted through EGMS at www.grants.osse.dc.gov.
- 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 via EGMS if the application is or is not awarded for funding.
- Applications must be received no later than **Oct. 19, 2020 (3 p.m. EST)**.
- Start early.
- Late submission will not be accepted.
- EGMS Help Center: OSSE.CallCenter@dc.gov (202) 719-6500, 8 a.m. – 5 p.m. Monday - Friday

Application Submission Continued

- 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.



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

CONSISTENCY CHECK

LOCK APPLICATION

UNLOCK APPLICATION



EGMS Tips

EGMS Tips

- **Save early and often** to avoid losing information and timing out.
- **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 Center:** OSSE.CallCenter@dc.gov (202) 719-6500, 8 a.m. – 5 p.m.
Monday - Friday



Important Dates

Important Dates

Application Release Date	Sept. 18, 2020 (12 p.m. EST)
Continuation Application Meeting (Virtual)	Sept. 24, 2020 (1-2 p.m. EST)
Grant Application Submission Deadline	Oct. 19, 2020 (No later than 3 p.m. EST)
Review of Applications	Oct. 20-23, 2020
Grantees Notified/GAN Issued	Oct. 26, 2020



Resources

Resources

OSSE Community Schools Website

<https://osse.dc.gov/service/community-schools-incentive-initiative>





Q & A

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