Community Schools Incentive Initiative Grant

Fiscal Year 2022 Continuation Application Meeting

July 28, 2021 | Melissa Harper-Butler

Agenda

- Welcome

- Grant Background and Purpose

- Grant Requirements

- Funding Information

- Application Review

- Application Submission

- Application Review Process

- Enterprise Grants Management System (EGMS) Tips

- Important Dates

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- Questions and Answers

Grant Background & Purpose

Grant Background and Purpose

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.

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 after-school care programs during school and non-school hours for students, families, and local communities at a public school or public charter school. DC 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

The overall goal of the grant is to provide resources that will enable 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 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.

This continuation grant is for grantees awarded in FY21.

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

   (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 and evaluation from OSSE to review program activities and operations, grant files, and administrative procedures in accordance with the grant application and requirements.

- Submit a mid-year and end-of-grant year report to OSSE, illustrating the implementation of the community school model, 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.

- The continuation grant will allow the existing eight grantees to continue their work through FY22.

Source of Funds

- The source of funds is local funds.

Funding Period

- The grant period is from Oct. 1, 2021 to Sept. 30, 2022. The three year grant cycle for all Community Schools Incentive Initiative grantees who were awarded in FY21 will culminate on Sept. 30, 2023.

Funding Availability

- The total funding available for FY22 is $1,221,823.36. A consortium may apply for an award amount up to $152,727.92. The award amount for the remaining fiscal year of the grant cycle is subject to funding availability.

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 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

- Funding Distribution Tab

- Executive Summary Tab

- Grant Requirements Tabs
  - Program Features
  - Program Implementation and Monitoring
  - Financial Management and Sustainability

- Additional Requirements Tab

- Yearly Reports Tab

- Detailed Planned Expenditures Tabs
  - Budget Overview
  - Salaries and Benefits
  - Professional Services
  - Equipment
  - Supplies and Materials
  - Fixed Property Costs
  - Other Objects
  - Budget Summary

- Assurances Tabs
  - Program Specific Assurances
  - Assurances Agreement Summary

- Submit Tab

Application Review: Central Data

Central Data

- All applicants that wish to submit one or more grant application to OSSE, must complete Central Data once per fiscal year.

- Central Data captures information and common assurances in one location that are applicable across multiple grant applications for funding.

- Completion of the central data is required prior to the availability of the grant application. Applicants will not be able to create a grant application until assurances are agreed to and saved for the fiscal year.

- Amendments to the Central Data may be required during the fiscal year, in the event pertinent information expires.

- For assistance completing central data, please contact 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 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

Completion of the central data application, including the SAM registration is required prior to the availability of the application. Begin early to avoid last minute technical issues and delays in grant application submission.

Application Review: Overview

Overview Tabs

- General Information

- Award Information

- Eligibility & Submission Information

- 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 (Required)
  - Additional fields are available for multiple partners in the partnership (If applicable)

Application Review: Allocations & Funding Distribution

Allocations

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

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.)

Application Review: Executive Summary

Executive Summary

- Overview

  - Provide a description of the consortium partnership and any changes from the previous year's consortium composition.

  - Describe the program approach, including an explanation of how the chosen approach is evidence-based either through research or other proven community school models.

  - Describe how the plans to use the continuation grant funds will continue to expand the school to support to District students and the community.

- Intended Population

  - Describe the intended population and number to be served by the community school in FY22.

  - How will the number to be served in FY22 be expanded beyond the number served in FY21?

Application Review: Executive Summary

Executive Summary

- Serving Students with Disabilities
  - How will the consortium ensure that students with disabilities have access to and meaningfully participate in the programs described in the grant application?
  - 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 the grant application?

Application Review: Grants Requirements/Program Features

The grant requires that the grantee demonstrate an ability to establish and sustain the following components:

Program Features

- Eligible Services

  ▪ Identify at least four eligible services to be provided that did not exist before the establishment of the eligible consortium.

- Community Partnerships and Engagement

  ▪ Describe any new community partners or expanded services from existing community partners to be added with the continuation funds for FY22

  ▪ Describe the need for the partnership/expanded services and how services will be integrated into the community school.

  ▪ Indicate any community partners identified in FY21 that will discontinue providing services in FY22.

Application Review: Grants Requirements/Program Features

Program Features

- Understanding of the Community's Need

  - Provide a current assessment of the local school community and neighborhood needs and assets.

  - Include how the students and community will continue to benefit from the community school. Describe how the local school community and neighborhood's needs and assets were impacted by the grant activities during FY21.

- Community School Advisory Board

  - How has feedback from the Community Schools Advisory Board been integrated into the community school?

  - How has/will the Community Schools Advisory Board be involved with the planning of community school activities to be carried out with the continuation funds in FY22?

Application Review: Grants Requirements/Program Features

Program Features

- Community School Coordinator

  ▪ Describe the success of the Community School Coordinator (CSC) in the development and implementation of the community school model in FY21?

  ▪ How will the CSC integrate new programming and new community partners into the community school for FY22?

- Program Mission and Vision

  ▪ Provide a mission and vision statement of the proposed eligible consortium. The mission statement should: (1) clearly articulate the consortium's overall vision/philosophy of the "community school" approach, and the significance of serving students through a community school approach; and (2) plans of how the mission and vision of the community school will be conveyed to the school, stakeholders, students and families.

Application Review: Grants Requirements/Program Features

Program Features

- Program Goals

  - Identify the program's three overarching goals. In defining the three overarching program goals, include measurable student-level performance goals as well as measurable program-level performance goals.

  - Identify one goal of how the proposed eligible consortium will engage the community and neighborhood it will serve.

  - Describe how the goals will be used to measure the effectiveness of the program.

- Program Start-Up

  - Describe orientation and ongoing training plans for school staff and key stakeholders to ensure that the purpose of the community school approach, program mission and vision and program goals are clear to all stakeholders.

Application Review: Grants Requirements/Program Implementation & Monitoring

Program Implementation & Monitoring

- Parent/Student Involvement
  - Describe how the proposed eligible consortium will ensure that families are welcomed, encouraged to seek community school support and involved in decision-making.

- School Leadership and Management Engagement
  - Describe the relationship, including interaction and communication between the principal/administration, school staff, community partners and the CSC in FY21.
  - Has this relationship facilitated the implementation of a successful community school?
  - How will this relationship be further developed in FY22?

Application Review: Grants Requirements/Program Implementation & Monitoring
Program Implementation & Monitoring

- Data Collection

  - Describe what data system(s) and tools will be used to collect data for tracking indicators of student, family and community participation; including attendance and truancy rates, number of referrals, family visits, etc. Include data collection methodology and frequency.

  - Describe how data collected in FY21 has informed practice regarding planning with the use of the continuation funds in FY22.

- Evaluation of Program

  - Describe the plan for formal **quarterly** qualitative and quantitative program evaluation to assess the community school services provided, progress toward goal attainment and outcomes. Include measurable indicators of success in areas such as, student academic achievement, attendance rate, graduation rate and improvement in student health and socio-emotional well-being.

  - Describe any changes from FY21 made in the program evaluation process and reason for changes.

Application Review: Grants Requirements/Financial Management & Sustainability

Financial Management & Sustainability

- Financial Management

  - Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls put in place to ensure accountability.

  - Describe how internal controls and records will be maintained specific to the community school grant program.

- Proposed Budget

  - Provide a proposed budget and narrative description of the projected use of grant funds. Ensure budget reflects a core concept of service coordination and integration of the identified eligible services.

- Financial & Program Sustainability

  - Describe plans to identify and secure other sources of funding to sustain the community school program after the grant award period.

  - Identify any secured funding and/or leveraged funds or services to support the community school program.

Application Review: Additional Requirements

Additional Requirements

This tab is used to upload **<u>required</u>** documentation.

- Position description for budgeted position(s) for unidentified staff to be supported with grant funds and resume for staff already identified.

- A timeline of implementation and programmatic activities for FY22.

- Letters of Support for Community Partners

  - Letters of Support from continuing community partners and newly identified community partners for FY22. (Letters of Support for community partners in FY21 may be submitted if continuing partnership in FY22.)

Application Review: Yearly Reports

This tab is used to submit to OSSE the mid-year and end-of-grant year reports for FY22, illustrating the implementation of the community school model, use of funds and the progress toward goal attainment.

- Yearly Reports Components

  - Community Schools Model Overview

  - Program Features

  - Program Mission and Vision

  - Progress Toward Goals

  - Program Start-Up

  - Data Collection and Evaluation

  - Financial Management and Sustainability

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 proposed expenditures for the FY22. 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 located in EGMS.

- 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 the Grant Requirements/Financial Management and Sustainability tab.

- Ensure that the expenditures align with the eligible services outlined in the RFA and identified in the grant application.

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)** The technical and logistical support to facilitate and enhance instruction. These are services within programs that aid in fulfilling that program's instructional objectives or community service goals, rather than being full-service entities. Such services include activities or stipends associated with providing professional development to the instructional staff, assessing and improving the well-being of students, and supplementing the teaching process.		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. This includes salaried employees of either entity of the eligible consortium.

- List position title.

- Select appropriate program category, according to Description of Program Category Values table.

- Percentage of FTE to be Paid, for example, 100 (percent).

- Description of position/duties.

- Amount of grant funds allocated for salaries and benefits expenditures for each staff person.

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 salaried employees of the eligible 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.

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 on the Supplies and Materials tab.

- 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.

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

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

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.

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 applicant 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 the assurances have been read, understood and agree to 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

Application Submission

Application Submission

- All grant applications, including Central Data and all required documentation must be submitted via EGMS.

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

- Upon submission of a grant 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 **Aug. 23, 2021 (3 p.m. EST)**.

- Late submission will not be accepted.

- EGMS Help Center: osse.egmssupport@dc.gov (202) 719-6500; 8 a.m.-5 p.m. Monday - Friday

Application Submission

- Before you submit, you must run a consistency check. The consistency check will show any parts of the application are not complete. Missing elements will be noted 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

Application Review Process

Application Review Process

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 grant award notice.

EGMS Tips

EGMS Tips

- **Start and submit early**. Avoid last minute technical submission issues by submitting early to ensure there is time to address issues that may arise.

- **Save early and often** to avoid losing information and timing out.

- **Contact the grant manager for assistance regarding minor technical issues**.

- **Narrative responses may not exceed the stated word count**. If the cut and paste function is used from a Word document, ensure final sentences/paragraphs are not cut off.

- **Printing Application.** The application may be printed by using the Application Print tab. Once requested, a link to print the application will be provided under Completed Print Jobs at the top of the hour.

- **EGMS Help Center:** osse.callcenter@dc.gov, (202) 719-6500; 8 a.m.-5 p.m. Monday – Friday. **Note:** A record of contact with EGMS will not excuse missing the submission deadline.

Important Dates

Important Dates

Application Release Date	**July 23, 2021** **(12 p.m. EST)**
Continuation Application Meeting (Virtual)	**July 28, 2021** **(1-2:30 p.m. EST)**
Grant Application Submission Deadline	**Aug. 23, 2021** **(No later than 3 p.m. EST)**
Review of Applications	**Aug. 24 - Sept. 3, 2021**
Grantees Notified/GAN Issued	**Oct. 1, 2021**

Resources

Resources

OSSE Community Schools Incentive Initiative Website

Q&A

FIND US

ADDRESS:
1050 First St. NE,
Washington, DC 20002

PHONE:

(202) 478-2409

FAX:

EMAIL:

Melissa.Harper-Butler@dc.gov

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