DC Community Schools Incentive Initiative Grant

Fiscal Year 2021 Competitive Application Meeting

Sept. 30, 2020 | Melissa Harper-Butler | Yuliana Bruister

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

➢ Resources

➢ Question and Answers

Grant Background & Purpose

Grant Background and Purpose

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. [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 will make 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.

➢ Priority will be given to schools that have:

▪ A focus on mental health prevention and treatment services;

▪ A student population where more than 60 percent of the students are at-risk as defined in DC Official Code § 38-2901(2A); and

▪ A focus on improving academic outcomes for students.

Grant Requirements: Eligible Services

An eligible consortium must demonstrate its ability to provide at least four "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:

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;

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

F. Early childhood education, including Head Start and Early Head Start program

G. 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.

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

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; or

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.** Consortia must intend to provide at least four additional eligible services above what is traditionally provided by the LEA.

➤ **Community School Coordinator.** Consortia must designate a paid Community School Coordinator to facilitate effective implementation and maintenance of the community school 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**. 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**

The purpose of the grant is to establish up to eight community schools in the District of Columbia, as defined by the Community Schools Incentive Act of 2012.

➤ **Source of Funds**

The source of funds for the grant is local funds.

➤ **Funding Period**

The award period will commence on the date of award and end Sept. 30, 2021.

➤ **Funding Availability**

The total funding available for fiscal year 2021 (FY21) is $1,221,823.44. An eligible consortium may apply for an award amount up to $152,727.93 and, subject to funding availability, shall be eligible for continued funding for two additional years, for a total of three years.

Funding Information

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
- ➤ Funding Distribution Tab
- ➤ Executive Summary
- ➤ Grant Requirements Tabs
  - ▪ Program Features
  - ▪ Program Implementation and Monitoring
  - ▪ 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

➢ Complete FY21 Central Data application if you have not done so already.

➢ You will not be able to create a Community Schools application until you have agreed to and saved FY21 assurances in the Central Data application.

➢ Central Data captures information and assurances that are applicable across multiple applications for funding so applicants only have to provide them once per fiscal year.

➢ If you need 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

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.
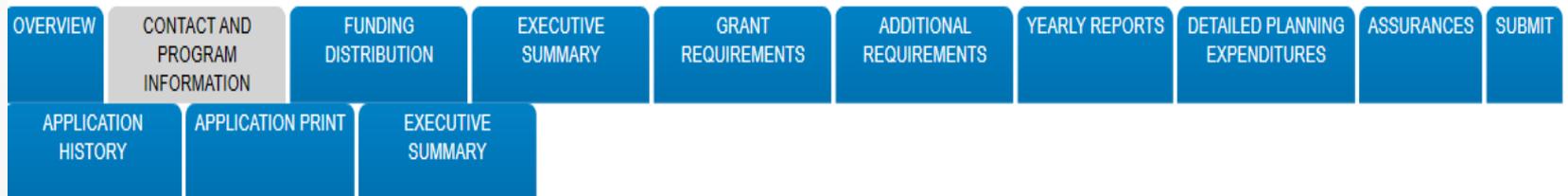
Application Review: Overview

Overview Tab

➢ General Information

➢ Award Information

➢ Eligibility and Submission Information

➢ Award Administration

➢ Application Review

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.

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APPLICATION HISTORY	APPLICATION PRINT	EXECUTIVE SUMMARY							

Application Review: Funding Distribution

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.)

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Application Review: 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.

Serving Students with Disabilities

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

➢ 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?
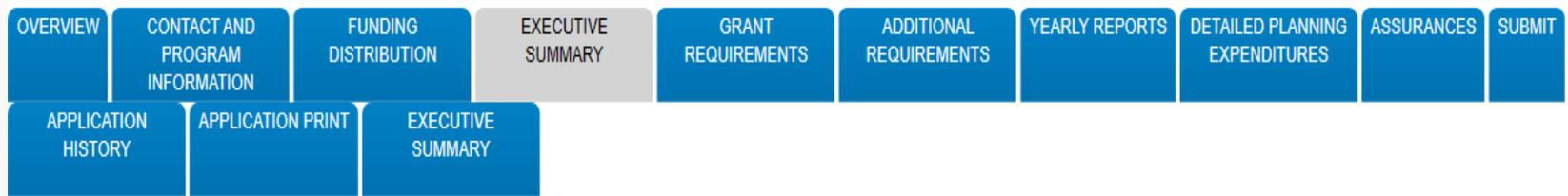
Application Review: Grants Requirements/Program Features

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

Program Features

➢ Eligible Services

➢ Community Partnerships

➢ Understanding of the Community's Need

➢ Community School Advisory Board

| OVERVIEW | CONTACT AND PROGRAM INFORMATION | FUNDING DISTRIBUTION | EXECUTIVE SUMMARY | GRANT REQUIREMENTS | ADDITIONAL REQUIREMENTS | YEARLY REPORTS | DETAILED PLANNING EXPENDITURES | ASSURANCES | SUBMIT |

| APPLICATION HISTORY | APPLICATION PRINT | EXECUTIVE SUMMARY |

| PROGRAM FEATURES | PROGRAM IMPLEMENTATION AND MONITORING | FINANCIAL MANAGEMENT AND SUSTAINABILITY |
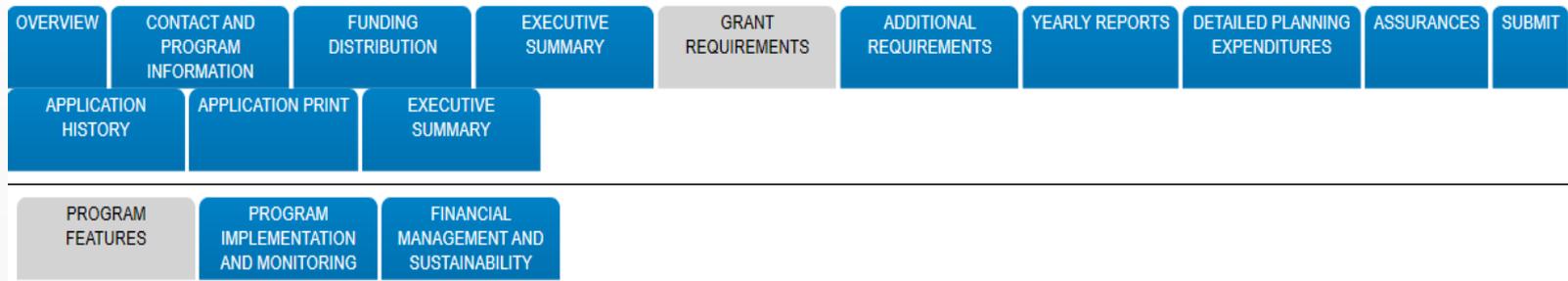
Application Review: Grants Requirements/Program Features

Program Features

➢ Community School Coordinator

➢ Program Mission and Vision

➢ Program Goals

➢ Program Start-Up

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PROGRAM FEATURES	PROGRAM IMPLEMENTATION AND MONITORING	FINANCIAL MANAGEMENT AND SUSTAINABILITY
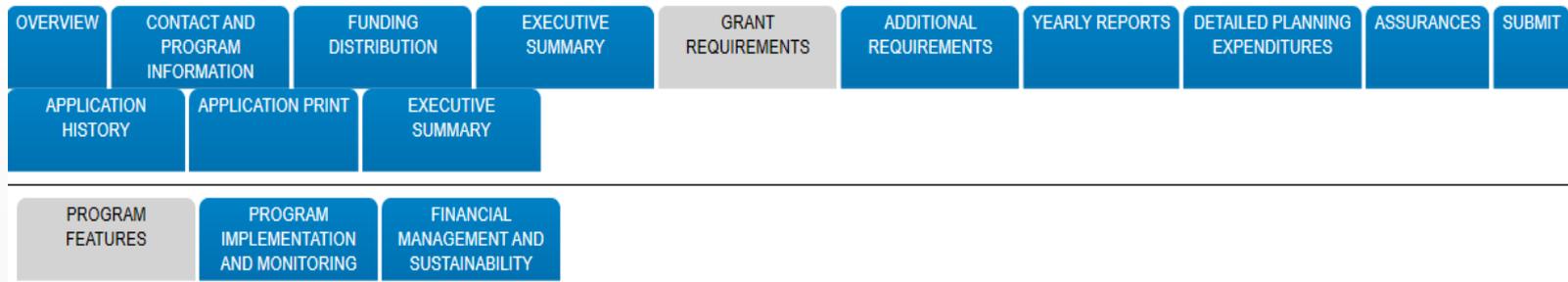
Application Review: Grants Requirements/Program Implementation & Monitoring

Program Implementation & Monitoring

➢ Parent/Student Involvement

➢ Community Engagement

➢ Data Collection

➢ Evaluation of Program
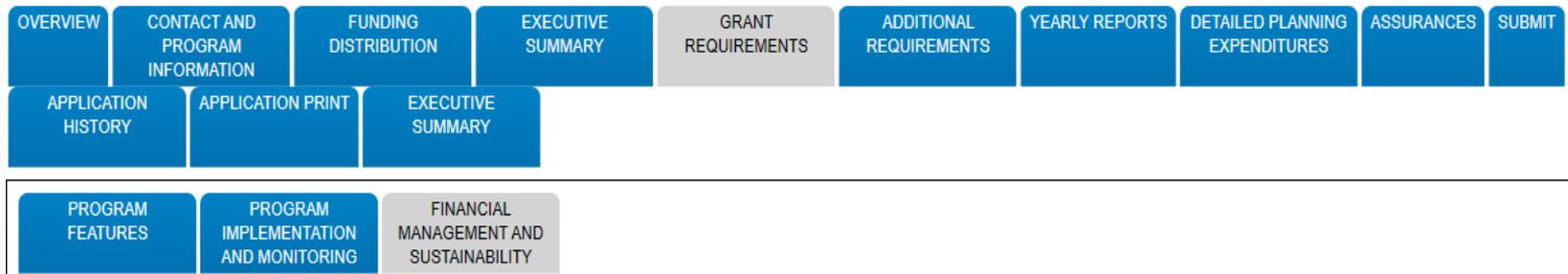
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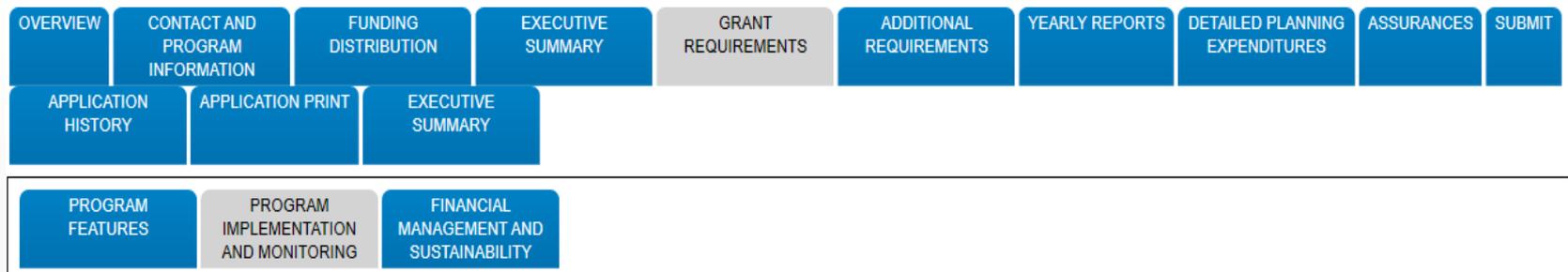
Application Review: Grants Requirements/Financial Management & Sustainability

Financial Management & Sustainability

➢ 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

| OVERVIEW | CONTACT AND PROGRAM INFORMATION | FUNDING DISTRIBUTION | EXECUTIVE SUMMARY | GRANT REQUIREMENTS | ADDITIONAL REQUIREMENTS | YEARLY REPORTS | DETAILED PLANNING EXPENDITURES | ASSURANCES | SUBMIT |

| APPLICATION HISTORY | APPLICATION PRINT | EXECUTIVE SUMMARY |

| PROGRAM FEATURES | PROGRAM IMPLEMENTATION AND MONITORING | FINANCIAL MANAGEMENT AND SUSTAINABILITY |

Application Review: Additional Requirements

Additional Requirements

This tab is used to upload additional 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.

➢ Attachment A: Administrative Approval Form

➢ Attachment B: Attestation of Priority Areas

➢ Letters of Support for Community Partners

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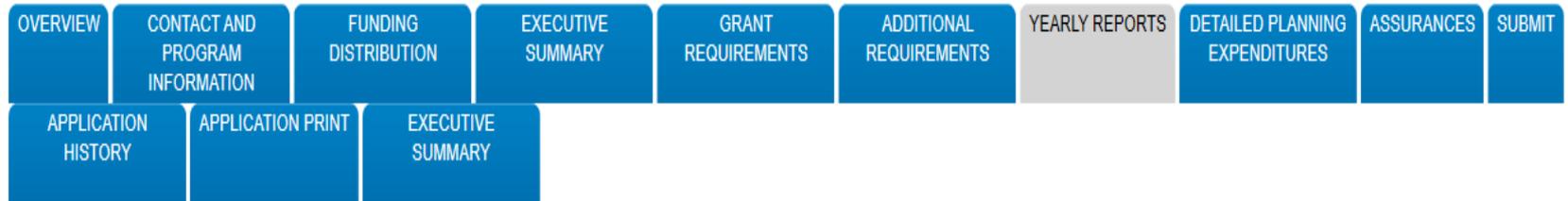
Note: No content is uploaded on this tab during the application process.

Application Review: Detailed Planning Expenditures/Budget Overview

Budget Overview

➢ For each budget category, the organization must provide a full list of all proposed expenditures for the FY21 DC Community Schools Incentive Initiative Grant. 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 Program Narrative/Financial Management and Sustainability tab.

➢ 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

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.

➢ 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.

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

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.

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| APPLICATION HISTORY | APPLICATION PRINT | EXECUTIVE SUMMARY |

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

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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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.

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

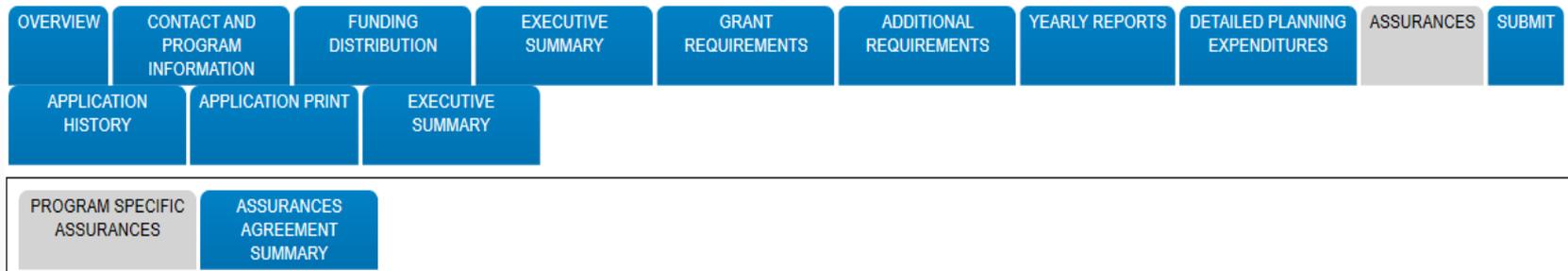# Application Review: Detailed Planning Expenditures/ Budget Summary

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

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."

OVERVIEW	CONTACT AND PROGRAM INFORMATION	FUNDING DISTRIBUTION	EXECUTIVE SUMMARY	GRANT REQUIREMENTS	ADDITIONAL REQUIREMENTS	YEARLY REPORTS	DETAILED PLANNING EXPENDITURES	ASSURANCES	SUBMIT

APPLICATION HISTORY	APPLICATION PRINT	EXECUTIVE SUMMARY

PROGRAM SPECIFIC ASSURANCES	ASSURANCES AGREEMENT SUMMARY

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

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

Application Review: LEA Administrative Approval

District of Columbia Public Schools

➢ Consortia comprised of District of Columbia Public Schools (DCPS) must obtain the signature of the DCPS Chancellor (see Attachment A). Please contact DCPS Central Office-School Partnerships Division, dcps.partnerships@dc.gov for more information on the process for obtaining a signature from the chancellor, prior to completing and submitting the CSII2021 application.

DC Public Charter Schools

➢ Applications will require a completed Attachment A. The LEA signatory **must** be the LEA Chief Executive Officer or Executive Director.

Application Review: Attestation of Priority Areas

In accordance with the Community Schools Incentive Act of 2012, priority (see Attachment B) for the CSII2021 will be given to schools that have:

➤ A focus on mental health prevention and treatment services;

➤ A student population where more than 60 percent of the students are at-risk as defined in § 38-2901(2A); and

➤ A focus on improving academic outcomes for students.

Note: The Principal or Administrator of the school(s) involved in the eligible consortium must sign Attachment B to attest to the school's status in regard to the priority areas.

Application Submission

Application Submission

➢ All applications, including Central Data and all required documentation must be submitted via 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 **Nov. 9, 2020 (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 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.

Application Review Process

Application Review Process

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 the review panel.

Review Panel

➤ OSSE will use external peer reviewers to review and score the applications received for this RFA. External peer reviewers may include employees of the District of Columbia government who are not employed by OSSE. The final decision to fund applicants rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund.

Scoring Rubric

➤ The grant readers will assess each grant application using the *CSII2021 Scoring Rubric*. The scoring of the application is based on a 63-point scale.

Application Review Process: Scoring Rubric

Applications will be objectively reviewed and scored against the criteria outlined below:

SECTION A- Grant Requirements/Program Features (Maximum 20 points)		
Program Features		
This grant requires that the grantee demonstrate an ability to establish and sustain the following components: • **Eligible Services.** Applicant provided a description of the at least four eligible services to be provided that did not exist before the establishment of the eligible consortium. • **Community Partnerships.** Applicant provided a description of the proposed eligible consortium, including the type and number of additional community partners and how the consortium and community partners will address the needs and build upon the assets of the community that it will serve. 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. • **Understanding of the Community's Need.** Applicant provided an assessment of the local school community and neighborhood's academic, health, and social service needs and assets, and an explanation of how the community school will address the needs and build upon the assets of the community it serves. • **Community School Advisory Board.** Applicant provided a plan for the development of a community school advisory board to include members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations, and other community members. • **Community School Coordinator.** Applicant described a plan for staffing a community school coordinator position, including the qualifications of personnel, the availability of staff and/or the plan for recruitment and hiring to ensure that the coordinator is in place in time for start-up. The plan describes the responsibility of the Coordinator and the amount of time that the Coordinator will devote to the position.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response provided, but answers do not demonstrate sufficient evidence of clear understanding of the responsibilities as outlined in this section.	Substantially meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.
0	4	8
Strengths:		
Weaknesses:		

Application Review Process: Scoring Rubric

Program Mission and Vision		
Applicant provided a mission and vision statement of the community school. 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.		
Fails to meet criterion- Response did not address all required elements	Minimally meets criterion- Response did not fully address all required elements and does not demonstrate clear understanding of the purpose of the grant.	Substantially meets criterion- Response fully addresses the required elements
0	2	4
Strengths:		
Weaknesses:		
Program Goals		
Applicant provided a narrative description of the program approach, including an implementation action plan and explanation of how the chosen approach is evidence-based either through research or other proven community schools model. Applicant also, included in response the program's three (3) overarching goals. In defining the goals, applicant included measurable student-level performance goals as well as measurable program-level performance goals. Applicant described how the goals will be used as a basis for measuring the effectiveness of the consortium.		
Fails to meet criterion- Response did not provide three goals	Minimally meets criterion- Response provides three required goals but goals are not aligned to measurement of student level performance	Substantially meets criterion- Response provides three required goals and clearly describes alignment to student-level performance and program level performance
0	2	4
Strengths:		
Weaknesses:		
Program Start-Up		
Applicant described training/orientation plans for school staff and key stakeholders to ensure that the purpose of the community school approach is clear to all stakeholders. Applicant included a timeline for the implementation of the community school.		

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Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	2	4
Strengths:		
Weaknesses:		
Total Points Section A: _____/20 points		

SECTION B – Grant Requirements/Program Implementation and Monitoring (Maximum 20 points)		
Parent/Student Involvement		
Applicant described the role that the consortium will play in ensuring that families are welcomed and encouraged to seek community school support.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response provided, but answers do not demonstrate sufficient evidence of clear understanding of the responsibilities as outlined in this section.	Substantially meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.
0	2	4
Strengths:		
Weaknesses:		
Community Engagement		
Applicant described 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.		

Application Review Process: Scoring Rubric

Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	2	4
Strengths:		
Weaknesses:		
Data Collection		
Applicant provided description of how data would be collected to assess/evaluate the program on a regular basis (i.e. method and frequency).		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	3	6
Strengths:		
Weaknesses:		
Evaluation of Program		
Applicant provided a plan for formal quarterly qualitative and quantitative program evaluation, including measurable indicators or success in areas such as student academic achievement, graduation and attendance rate, and improvement in student health and socio-emotional well-being. Applicant also included a description of 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.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	3	6
Strengths:		
Weaknesses:		

Application Review Process: Scoring Rubric

Total Points
Section B: _____/20 points

SECTION C – Grant Requirements/Financial Management and Sustainability (Maximum 20 points)		
Financial Management		
Applicant provided description of the financial management and internal accounting procedures that will be used to ensure proper financial management.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	4	8
Strengths:		
Weaknesses:		
Proposed Budget		
Applicant provided proposed budget and narrative description of the proposed used of grant funds, which budget shall reflect a core concept of service coordination and integration and the narrative describe how the eligible consortium shall provide at least four (4) additional services that did not exist before the establishment of the consortium.		
Fails to meet criterion- No proposed budget was included.	Minimally meets criterion- Proposed budget was submitted; however, the proposed budget does not reflect a core concept of service coordination and integration.	Substantially meets criterion- Proposed budget was submitted and reflects a clear alignment the purpose of the grant, including the core concept of the service coordination and integration.
0	3	6
Strengths:		
Weaknesses:		
Financial and Program Sustainability		

Application Review Process: Scoring Rubric

Applicant provided description of how the eligible consortium plans to continue operation after the grant period. Provide how identification of possible funding opportunities will occur after the grant period.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response provided but does not sufficiently describe how additional funding will be obtained to ensure program sustainability.	Substantially meets criterion- Response provided and clearly describes how additional funding will be obtained to ensure program sustainability.
0	3	6
Strengths:		
Weaknesses:		
Total Points Section C: _____/20 points		

Priority Areas (Maximum 3 points)		
A focus on mental health and associated treatment services		
Applicant has an existing focus on mental health and prevention/treatment services for mental health challenge. ☐ Yes ☐ No		
0	1	
If yes, describe:		
A student population of which at least 60 percent of the students qualify for free or reduced-price lunch		
Applicant has a student population of which at least 60 percent of the students qualify for free or reduced-price lunch. ☐ Yes ☐ No		
0	1	
If yes, describe:		
A focus on improving academic outcomes for students		
Applicant has a focus on improving academic outcomes for students.		

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☐ Yes		
☐ No		
0	1	
If yes, describe:		
Total Points Priority Areas: _____ /3 points		

Total Points for Section A (out of 20 points)	
Total Points for Section B (out of 20 points)	
Total Points for Section C (out of 20 points)	
Total Points for Priority Areas (out of three points)	
GRAND Total (out of 63 points)	

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 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.egmssupport@dc.gov (202) 719-6500; 8 a.m.-5 p.m. Monday - Friday

Important Dates

Important Dates

Application Release Date	**Sept. 25, 2020 (12 p.m. EST)**
Competitive Application Meeting (Virtual)	**Sept. 30, 2020 (1-3 p.m. EST)**
Grant Application Submission Deadline	**Nov. 9, 2020 (No later than 3 p.m. EST)**
Review of Applications	**Nov. 10-20, 2020**
Grantees Notified/GAN Issued	**Nov. 30, 2020**

Resources

Resources

OSSE Community Schools Website

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

Q&A

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