



**Post Award Meeting: Fiscal Year 2021
Community Schools Incentive Initiative &
Truancy Prevention and Literacy Pilot**

Dec. 14, 2020 | Melissa Harper-Butler

Agenda

- Background & Purpose of Community Schools
- Grant Objectives
- Funding Information
- Grant Requirements - Allowable Activities, Eligible Services, & Additional Components
- Grant Monitoring
- Expectations
- Community of Practice
- Special Considerations
- Reimbursement Process
- Application Amendment
- Key Dates
- Q&A



Background & Purpose of Community Schools

Background & Purpose of Community Schools

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.

As defined by the Community Schools Incentive 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 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. [D.C. Official Code § 38-754.02\(2\)](#).



Grant Objectives

Grant Objectives: Community Schools Incentive Initiative & Truancy Prevention and Literacy Pilot Program

Community Schools Incentive Initiative (CSII)

The aim of the grant is to increase student achievement and address many of the challenges faced by economically disadvantaged communities. 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.

Truancy Prevention and Literacy Pilot Program (TPLP)

As authorized by the “Truancy Prevention and Literacy Pilot Funding Extension Amendment Act of 2020,” and aligned with the Community Schools Incentive Initiative Act of 2012 as amended, (DC Official Code § 38-754.03(g)), is to provide resources to eligible grantees to create and enhance community-based partnerships to test whether additional resources concurrently focusing on numerous community partners dealing with literacy intervention, parental engagement, and social- emotional issues with elementary school students will significantly improve attendance and state assessment outcomes. More specifically, the grant will focus on increasing attendance and literacy support for students in grades kindergarten through fifth grade.

Grant Objectives: Eligibility

- OSSE made grants available through a competitive/continuation process to a consortia, as defined by the [Community Schools Incentive Act of 2012](#).
- An “eligible consortium” is a partnership established between a local education agency (LEA) in DC and one or more community partners for the purposes of establishing, operating, and sustaining a community school ([D.C. Official Code § 38-754.02\(3\)](#)).
- A consortium must demonstrate the ability to provide additional eligible services that did not exist before the establishment of the consortium ([D.C. Official Code § 38-754.03](#)).



Funding Information

Funding Information: CSII Competitive

Purpose of Funds

- The purpose of the grant is to fund eight new 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 FY21 DC Community Schools Incentive Initiative is local District funds.

Funding Period

- The award period is from Dec. 1, 2020 to Sept. 30, 2021. **Note:** Reimbursement for expenses incurred prior to the award date, will not be accepted.

Funds Available

- The total funding available for FY21 is \$1,221,823.44. Each grantee will receive an award amount of \$152,727.93 and, subject to funding availability, shall be eligible for continued funding for a total of three years per grant cycle.

Funding Information: CSII Continuation

Purpose of Funds

- The purpose of the grant is to fund nine continuing 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 FY21 Community Schools Incentive Initiative is local District funds.

Funding Period

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

Funds Available

- The total funding available for FY21 is \$1,374,551.37. Each grantee will receive an award amount of \$152,727.93. Note: FY21 is the last year of a three year grant cycle for grantees awarded in FY19.



Funding Information: TPLP Continuation

Purpose of Funds

- The purpose of the grant is to allow the existing TPLP grantees to continue their work through FY21, in the District of Columbia, as defined by the Truancy Prevention and Literacy Pilot Funding Extension Amendment Act of 2020 and aligned with the Community Schools Incentive Act of 2012.

Source of Funds

- The source of funds for the Truancy Prevention and Literacy Pilot Program is local District funds.

Funding Period

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

Funds Available

- The total funding available for this period is remaining funds not expended in FY20.





Grant Requirements: Allowable Activities, Eligible Services & Additional Components

Grant Requirements: Allowable Activities

- 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 indirect cost, daily home-to-work travel expenses for employees and other personnel or members of the eligible consortium.
- Grant funds are subject to the terms, condition and provisions of the Community Schools Incentive Act of 2012 and Truancy Prevention and Literacy Pilot Funding Extension Amendment Act of 2020.

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 the budget, seeking additional funding sources, among other things. The Community School Coordinator, if not a full-time employee or a member of the “eligible consortia,” must have adequate time devoted to the community school project to fulfill the requirements stated above.
- **Community School Advisory Board.** Eligible consortia must develop a community school advisory board and include members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations and other community members. The board must convene, at minimum, four times per year.





Grant Monitoring

Grant Monitoring

- OSSE may utilize several methods to monitor the grant including, but not limited to, the collection of performance data and financial reports.
- Grantees will be required to submit a mid-year and end-of-grant year report to OSSE, illustrating the use of funds and the progress toward goal attainment. All reports and any supporting documents should be uploaded in Enterprise Grants Management System (EGMS) under the *Yearly Reports* tab. Note: An amendment to the application is required to complete this function.
- OSSE will conduct a site visit for all Community Schools Incentive Initiative grantees, awarded in FY19 and FY21, using an evaluation rubric, tailored for this grant that will evaluate grant implementation and the usage funds. Grantees will be required to provide evidence documentation of program implementation and administration. Evidence documentation may be submitted five days prior to the scheduled site visit. In the event evidence documentation is not submitted prior to the scheduled site visit, it is due at the time of the scheduled visit.
- At any time during the time period of the grant and for up to five years after payment, DC government may audit the grantee's expenditure statements and source documentation.



Grant Monitoring Continued

- Grantees shall be required to 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.
- The grant recipient shall grant reasonable access to the District of Columbia (including OSSE), any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records (including computer records) of the grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts, and photocopies; this right of access also includes timely and reasonable access to grantees' personnel for the purpose of interviews and discussions related to such documents.

Grant Monitoring: CSII Evaluation Rubric

Last revised: 11/3/2020



DC Community Schools Incentive Initiative (CSII) Evaluation Rubric¹ Fiscal Year (2021)

Name of Consortium and Coordinator(s): _____

Date of Site Visit: _____

Purpose: To assess the implementation of the Community Schools Incentive Initiative by all OSSE-funded Community Schools grantees.

| SECTION A- Program Features (Maximum points: 40) | | | |
|--|--|--|---|
| Grant Requirements: Grantee must demonstrate an ability to establish and sustain required components contained in this section | | | |
| 1. Eligible Services A. Grantee provides evidence it is providing all eligible services indicated in the grant application that did not exist before the establishment of the eligible consortium or before the current grant cycle. See D.C. Code § 38-754.03(e)(3). B. Grantee provides evidence that all added services have been integrated into the existing school environment, including in the school's plan to increase student achievement C. Grantee provides evidence that the intended population is being reached by the services provided. Evidence Examples: <input type="checkbox"/> Partnership agreements/memorandum of agreement (MOA)/ memorandum of understanding (MOU) <input type="checkbox"/> School's website or other promotional materials describe the services provided by the consortium <input type="checkbox"/> Schedules/rosters document student and other stakeholder receipt of services <input type="checkbox"/> Reports (e.g., data report; mid-year report; end-of-grant year report, etc.) <input type="checkbox"/> Evidence of physical space in the school where services are provided <input type="checkbox"/> Visual observation by this reviewer of services being provided (Name of reviewer: _____) | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that one element was implemented, however, no goals in the application were met. | <input type="checkbox"/> Evidence that two elements were implemented, and some goals identified in the application were met. | <input type="checkbox"/> Evidence that all required elements were implemented, and all goals identified in the application were met or surpassed. |

¹ The Community Schools: Promoting Student Success, A Rationale and Results Framework was considered in the development of this tool.



Grant Monitoring: CSII Evaluation Rubric

| 0 | 2 | 4 | 6 |
|--|--|--|---|
| Comments: | | | |
| <p>2. Community Partnerships & Engagement</p> <p>A. Grantee has established the types and number of community partners specified in the grant application and is utilizing those partnerships as described in the grant application to address needs and build upon the assets of the community that it serves. See D.C. Code §38-754.03(e)(2).</p> <p>B. Grantee demonstrates the creative use of existing partnerships and/or secures additional resources from community partners as described in the grant application.</p> <p>C. Grantee demonstrates evidence that strong partnerships/relationships exist between all members of the consortium as well as the school's administration and any other outside organizations providing services to the community school.</p> <p>D. Grantee ensures effective communication mechanisms are in place between school staff and community partners.</p> <p>E. Grantee demonstrates engagement efforts to avail services to community residents.</p> <p>Evidence Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Partnership agreements/memorandum of agreement (MOA)/ memorandum of understanding (MOU) <input type="checkbox"/> Meeting agendas and/or notes of meetings with community partners or community meetings <input type="checkbox"/> Materials from community events and activities (e.g., fliers) <input type="checkbox"/> Reports (e.g., data report; mid-year report; end-of-grant year report, etc.) <input type="checkbox"/> Communication plans and strategies to ensure the community are aware of how they can benefit from and use the community school, etc. <input type="checkbox"/> Evidence of space within school where services are provided <input type="checkbox"/> Visual observation by this reviewer of services being provided (Name of reviewer: _____) | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that element A and up to two additional elements (B-E) were implemented. | <input type="checkbox"/> Evidence that element A and up to three additional elements (B-E) were implemented. | <input type="checkbox"/> Evidence that all elements were implemented, and community residents use the school as a focal point for addressing community issues and challenges and for celebration. |
| 0 | 2 | 4 | 6 |
| Comments: | | | |
| <p>3. Understanding of the Community's Need</p> <p>A. Grantee demonstrates that an assessment of the community's and neighborhood's needs and assets was completed. See D.C. Code §38-754.03(e)(1).</p> <p>B. Grantee demonstrates how identified needs are addressed and the students and community are benefitting from the community school.</p> <p>Evidence Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Needs assessments <input type="checkbox"/> Surveys <input type="checkbox"/> Reports (e.g., data report; mid-year report; end-of-grant report, etc.) | | | |

Grant Monitoring: CSII Evaluation Rubric

| Deficient | Limited | Good | Strong/Exceptional |
|--|--|---|--|
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that only element A was implemented. | <input type="checkbox"/> Evidence that elements A and B were implemented. | <input type="checkbox"/> Evidence that all elements were implemented, and periodic follow-up assessments were conducted throughout the grant year. |
| 0 | 2 | 4 | 6 |
| Comments: | | | |
| 4. Community School Advisory Board A. Grantee provides evidence it has established an advisory board that includes members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations, and other community members. See D.C. Code §38-754.03(e)(5) B. Grantee demonstrates evidence that the advisory board meets at minimum four times per year. Evidence Examples: <input type="checkbox"/> Membership list <input type="checkbox"/> Meeting agendas and/or notes | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that element A was implemented. | <input type="checkbox"/> Evidence that elements A and B were implemented. | <input type="checkbox"/> Evidence that all elements were implemented and outcomes from meeting are incorporated in the community school. |
| 0 | 2 | 4 | 6 |
| Comments: | | | |
| 5. Community School Coordinator A. Grantee demonstrates it hired a fulltime community school coordinator. If not, coordinator must have adequate time devoted to the community school. B. Grantee demonstrates the community school coordinator facilitates the effective implementation and maintenance of the community school, including effective communication between the principal, school staff and community partners and making efforts to ensure that students are participating in the additional eligible services as identified in the grant application. C. Grantee demonstrates the community school coordinator participates on the school leadership team. D. Grantee demonstrates the community school coordinator participates in OSSE-sponsored activities related to the grant. Evidence Examples: <input type="checkbox"/> Job description/resume for Community School Coordinator <input type="checkbox"/> Notes from meetings between Community School Coordinator and internal and external stakeholders <input type="checkbox"/> Work products of Community School Coordinator (e.g. fliers, reports, correspondence with stakeholders) <input type="checkbox"/> Schedules or rosters documenting student and other stakeholders' receipt of services <input type="checkbox"/> Visual observation by this reviewer (Name of reviewer: _____) | | | |

Grant Monitoring: CSII Evaluation Rubric

| Deficient | Limited | Good | Strong/Exceptional |
|---|--|---|---|
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that element A and one additional element was implemented. | <input type="checkbox"/> Evidence that elements A and two additional elements were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented. |
| 0 | 2 | 4 | 6 |
| Comments: | | | |
| <p>6. Program Mission and Vision</p> <p>A. Grantee provides evidence of a program mission and vision statement that clearly articulates the consortium's overall vision/philosophy of the "community school" approach, and the significance of servicing students through a community school approach.</p> <p>B. Grantee demonstrates how the program and mission is conveyed to the school, stakeholders, students and families.</p> <p>Evidence Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of program mission and vision statement <input type="checkbox"/> Meeting agendas and/or notes that discuss the mission and vision statement <input type="checkbox"/> Evidence of training of school staff, stakeholders, students and families on community schools' mission and vision statement. | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that element A was implemented. | <input type="checkbox"/> Evidence that elements A and B were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented, and school staff, stakeholders, students and families can articulate the mission and vision statement. |
| 0 | 1 | 2 | 4 |
| Comments: | | | |
| <p>7. Program Goals</p> <p>A. Grantee provides evidence of at least three (3) overarching program goals. In defining the goals, community school included student-level performance goals as well as program-level performance goals.</p> <p>B. Grantee demonstrates how the goals are used as a basis for measuring the effectiveness of the consortium.</p> <p>Evidence Examples:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of program goals <input type="checkbox"/> Data reports and outcomes | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that element A was implemented. | <input type="checkbox"/> Evidence that elements A and B were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented; school staff and stakeholders can articulate/describe the |

Grant Monitoring: CSII Evaluation Rubric

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| | | | goals and changes made as a result of activities related to goals. |
| 0 | 2 | 4 | 6 |
| <i>Comments:</i> | | | |
| Total Points Section A: /40 points | | | |

SECTION B- Program Implementation and Monitoring (Maximum points: 20)

| | | | |
|---|--|--|---|
| 1. Parent/Student Engagement | | | |
| A. Grantee demonstrates that it has ensured that students and families are welcome, encouraged to seek community school support and play active effective roles in the community school. | | | |
| Evidence Examples: | | | |
| <input type="checkbox"/> Evidence of student and family engagement activities <input type="checkbox"/> Results of student and/or family surveys <input type="checkbox"/> Evidence of how the community school ensures that students and families are involved in decision-making | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that the element was implemented through at minimum one outreach activity. | <input type="checkbox"/> Evidence that the element was implemented through four outreach activities. | <input type="checkbox"/> Evidence of consistent and ongoing outreach activities (more than five outreach activities). |
| 0 | 1 | 2 | 5 |
| <i>Comments:</i> | | | |
| 2. School Leadership and Management Engagement | | | |
| A. Grantee demonstrates that principal/administration buy-in and supportive leadership was provided throughout the implementation of the grant. | | | |
| B. Grantee demonstrates that teacher/staff buy-in and views the efforts of the community school and partners as supporting their work. | | | |
| Evidence Examples: | | | |
| <input type="checkbox"/> Meeting agendas and/or notes from principal/administration meetings <input type="checkbox"/> Materials from activities (e.g., teacher orientation/training; fliers) <input type="checkbox"/> Principal and administration survey results <input type="checkbox"/> Teacher and staff survey results <input type="checkbox"/> Principal/staff/teacher participation at community school events, etc. | | | |
| Deficient | Limited | Good | Strong/Exceptional |

Grant Monitoring: CSII Evaluation Rubric

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| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that one element was implemented. | <input type="checkbox"/> Evidence that elements A and B were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented, and school staff can articulate what services are available and how to access services of the community school. |
| 0 | 1 | 2 | 5 |
| Comments: | | | |
| 3. Data Collection A. Grantee demonstrates the use of a data system(s) and how data is collected for tracking indicators of student, family, and community improvement, including attendance and truancy rates, number of referrals, family visits, etc. B. Grantee demonstrates how it uses data to inform practice and adjust implementation strategies when appropriate. Evidence Examples: <input type="checkbox"/> Data collection tools <input type="checkbox"/> Tracking and evaluation tools <input type="checkbox"/> Data reports <input type="checkbox"/> Meeting agendas and/or notes from data meetings | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that any of the required elements were implemented. | <input type="checkbox"/> Evidence that element A was implemented. | <input type="checkbox"/> Evidence that elements A and B were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented, and progress toward achievements in outcomes as described in the grant application. |
| 0 | 1 | 2 | 5 |
| Comments: | | | |
| 4. Evaluation of Program A. Grantee demonstrates use of the evaluation plan to regularly assess the outcomes of the community school in terms of services provided and improvements in health, academic, or social outcomes. Evidence Examples: <input type="checkbox"/> Copy of evaluation plan <input type="checkbox"/> Data reports and outcomes <input type="checkbox"/> Trainings on the evaluation plan and/or meeting minutes regularly discussing <input type="checkbox"/> Survey results demonstrating awareness of the plan | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that the required element was implemented. | <input type="checkbox"/> Evidence that evaluation plan was created; however, not implemented. | <input type="checkbox"/> Evidence that evaluation plan was created and implemented. | <input type="checkbox"/> Evidence that evaluation plan was created, implemented and progress |

Grant Monitoring: CSII Evaluation Rubric

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| | | | toward achievements in outcomes as described in the grant application. |
| 0 | 1 | 2 | 5 |
| Comments: | | | |
| Total Points Section B: /20 points | | | |

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|---|
| SECTION C- Financial Management and Sustainability (Maximum points: 40) |
| |
| <p>1. Financial Management- Fiscal Control</p> <p>A. Grantee provides evidence of financial management and internal accounting procedures/controls that are used to ensure proper financial management, including fiscal controls put in place to ensure accountability. Including, but not limited to the following:</p> <p>Record Retention</p> <ul style="list-style-type: none"> • Grantee must maintain records that show: <ul style="list-style-type: none"> ○ The amount of funds available under the grant; ○ How the grant recipient used the funds; ○ The total cost of the project; ○ The share of that total cost provided from other sources; and ○ Other records to facilitate an effective audit. • Financial records, supporting documents, statistical records, and all other entity records pertinent to the award must be retained for a period of five (5) years from the date of submission of the final expenditure report. If any litigation, claim, or audit is started before the expiration of the five (5) year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. <p>Internal Systems</p> <ul style="list-style-type: none"> • Grantee's financial management system, including records documenting compliance with the terms and conditions of this award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the terms and conditions of the award. The financial management system must provide for the following: <ul style="list-style-type: none"> ○ Identification, in its accounts, of all awards received and expended and the Federal or local program under which they were received. ○ Records that identify adequately the source and application of funds for award-funded activities. ○ Effective control over, and accountability for, all funds, property, and other assets. The grant recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes. ○ Comparison of expenditures with budget amounts for each award. • Grantee must establish and maintain effective internal control over the award that provides reasonable assurance that the recipient is managing the award in compliance with the terms and conditions of the award. • Where appropriate and except where otherwise required by Federal or District law and regulation or Public Charter School Board authority, the grant recipient's procurements must be consistent with the requirements of the D.C. Procurement Practices Act, D.C. Code §2-351.01 et. seq. and its implementing regulations, including, but not limited to, in the selection of the following procurement methods: <ul style="list-style-type: none"> ○ Small Purchase Procurements (D.C. Code § 2-354.07 and 27 DCMR Chapter 18); |



Grant Monitoring: CSII Evaluation Rubric

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|---|---|---|--|
| <ul style="list-style-type: none"> ○ Procurement by Competitive Sealed Bidding (D.C. Code § 2-354.02 and 27 DCMR Chapter 15); ○ Procurement by Competitive Sealed Proposal (D.C. Code § 2-354.03 and 27 DCMR Chapter 16); or ○ Sole Source Procurements (D.C. Code § 2-354.04 and 27 DCMR Chapter 17) may only be used when the grantee submits a written request and receives approval from OSSE. <ul style="list-style-type: none"> • In a procurement transaction, the grant recipient must take all necessary affirmative steps to assure that small, local, disadvantaged business enterprises, as defined in D.C. Code § 2-218.02, are used when possible. Affirmative steps must include but are not limited to: <ul style="list-style-type: none"> ○ Placing qualified SLDB enterprises on solicitation lists; ○ Assuring that SLDB enterprises are solicited whenever they are potential sources; ○ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by SLDB enterprises; ○ Establishing delivery schedules, where the requirement permits, which encourage participation by SLDB enterprises; and ○ Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above. • Any procurement transaction using grant funds must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. • Grantee must have written procedures for procurement transactions. The procedures must ensure that all solicitations: (1) incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement; and (2) identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. • Grantee must avoid apparent and actual conflicts of interest when administering grants. Employees, officers, and agents of the grantee must not participate in the selection, award, or administration of a contract supported by grant funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or tangible personal benefit from a firm considered for a contract. • Grantee must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order. <p>Evidence Examples:</p> <ul style="list-style-type: none"> • Evidence of financial management and internal accounting procedures/controls | | | |
| Deficient | Limited | Good | Strong/Exceptional |
| <input type="checkbox"/> No evidence that the required elements were implemented. | <input type="checkbox"/> Evidence that one element was implemented. | <input type="checkbox"/> Evidence that all elements were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented, specifically as pertains to internal fiscal controls. |
| 0 | 5 | 10 | 15 |
| Comments: | | | |
| 1. Financial Management- Financial Oversight <ul style="list-style-type: none"> A. Grantee demonstrates proper use of grant funds for allowable expenditures per terms and conditions of the grant award and provides accurate documentation. Including, but not limited to the following: <ul style="list-style-type: none"> • Grant funds may only be used for allowable grant project expenditures. The grant is strictly limited to developing and sustaining community schools, as described in the permissible use of funds section of the RFA. Funding may not be used for indirect cost. Funding may also not be used for daily home-work travel expenses for | | | |

Grant Monitoring: CSII Evaluation Rubric

employees and other personnel of members of the "eligible consortium." 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.

- Payment of grant funds shall be made through the OSSE cost reimbursement process. Grantee shall receive payments for services that have been rendered and for costs that have been paid (not merely incurred) after they substantiate that the cost is allowable and is relevant for submitted program expenditures. To request a cost reimbursement, a grant recipient shall submit to OSSE for review and processing a reimbursement request (containing valid costs paid by grant recipient). Completed requests must be submitted electronically via EGMS.
- Grantee is responsible for ensuring that all costs charged to the grant are allowable. Grantee must provide supporting documentation when costs are for either (1) equipment or (2) professional services. OSSE staff may request additional documentation to support the grantee's expenditures prior to approving reimbursement forms. The grant recipient is required to maintain all necessary supporting documentation and to ensure such documentation is available to OSSE and/or other authorized entities for review, upon request. If OSSE determines, at any time, that a cost is unallowable it may disallow the cost. If OSSE notifies the grantee that any expenditures are disallowed costs, the grantee will be given an opportunity to justify the questioned costs prior to OSSE's final determination of disallowed costs. If the grantee has already been reimbursed for the cost, it may be required to repay funds to OSSE within forty-five (45) calendar days after final notification from OSSE that the costs are disallowed.
- While it is impossible to provide an exhaustive list of all the documents that might be needed to support a particular cost, commonly requested records may include:
 - o Payroll transactions (i.e. a list of employees paid with funds from this grant; job or position descriptions; time and attendance records demonstrating when employee(s) worked; evidence of payroll reconciliations; accounting records indicating how salaries were charged; and/or payment records indicating how salaries were paid);
 - o Procurement transactions (i.e. evaluation documents; purchase orders or contracts; invoices and receipts; proof that items were purchased, were received; and/or inventory records).
- Grant recipients shall submit cost reimbursement requests on a monthly basis, by the 15th of each month for the previous month's activities.
- Grantee shall spend 100% of the awarded funds by the end of the grant period.
- Grantee shall submit reimbursement for all costs obligated through Sept. 30, 2021 by Dec. 1, 2021.

B. Grantee submits reimbursement requests on a monthly basis, by the 15th of each month for the previous month's activities.

Evidence Examples:

Receipts/invoice documentation for all expenditures to date in EGMS system

| Deficient | Limited | Good | Strong/Exceptional |
|--|---|---|--|
| <input type="checkbox"/> No evidence that the required elements were implemented. | <input type="checkbox"/> Evidence that one element was implemented. | <input type="checkbox"/> Evidence that all elements were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented. Expenditures and documentation are allowable and submitted within the required timeframe. |
| 0 | 5 | 10 | 15 |
| Comments: | | | |
| 2. Financial Management- Program Fiscal Sustainability | | | |
| A. Grantee demonstrates long-term plans and efforts towards program sustainability and how it will continue operation after the grant cycle. See D.C. Code §38-754.03(e)(4). | | | |
| Evidence Examples: | | | |



Grant Monitoring: CSII Evaluation Rubric

- Grant funds may only be used for allowable grant project expenditures. The grant is strictly limited to developing and sustaining community schools, as described in the permissible use of funds section of the RFA. Funding may not be used for indirect cost. Funding may also not be used for daily home-work travel expenses for employees and other personnel of members of the "eligible consortium." 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.
- Payment of grant funds shall be made through the OSSE cost reimbursement process. Grantee shall receive payments for services that have been rendered and for costs that have been paid (not merely incurred) after they substantiate that the cost is allowable and is relevant for submitted program expenditures. To request a cost reimbursement, a grant recipient shall submit to OSSE for review and processing a reimbursement request (containing valid costs paid by grant recipient). Completed requests must be submitted electronically via EGMS.
- Grantee is responsible for ensuring that all costs charged to the grant are allowable. Grantee must provide supporting documentation when costs are for either (1) equipment or (2) professional services. OSSE staff may request additional documentation to support the grantee's expenditures prior to approving reimbursement forms. The grant recipient is required to maintain all necessary supporting documentation and to ensure such documentation is available to OSSE and/or other authorized entities for review, upon request. If OSSE determines, at any time, that a cost is unallowable it may disallow the cost. If OSSE notifies the grantee that any expenditures are disallowed costs, the grantee will be given an opportunity to justify the questioned costs prior to OSSE's final determination of disallowed costs. If the grantee has already been reimbursed for the cost, it may be required to repay funds to OSSE within forty-five (45) calendar days after final notification from OSSE that the costs are disallowed.
- While it is impossible to provide an exhaustive list of all the documents that might be needed to support a particular cost, commonly requested records may include:
 - Payroll transactions (i.e. a list of employees paid with funds from this grant; job or position descriptions; time and attendance records demonstrating when employee(s) worked; evidence or payroll reconciliations; accounting records indicating how salaries were charged; and/or payment records indicating how salaries were paid);
 - Procurement transactions (i.e. evaluation documents; purchase orders or contracts; invoices and receipts; proof that items were purchased, were received; and/or inventory records).
- Grant recipients shall submit cost reimbursement requests on a monthly basis, by the 15th of each month for the previous month's activities.
- Grantee shall spend 100% of the awarded funds by the end of the grant period.
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B. Grantee submits reimbursement requests on a monthly basis, by the 15th of each month for the previous month's activities.

Evidence Examples:

- Receipts/invoice documentation for all expenditures to date in EGMS system

| Deficient | Limited | Good | Strong/Exceptional |
|---|---|---|--|
| <input type="checkbox"/> No evidence that the required elements were implemented. | <input type="checkbox"/> Evidence that one element was implemented. | <input type="checkbox"/> Evidence that all elements were implemented. | <input type="checkbox"/> Evidence that all required elements were implemented. Expenditures and documentation are allowable and submitted within the required timeframe. |
| 0 | 5 | 10 | 15 |
| Comments: | | | |
| 3. Financial Management- Program Fiscal Sustainability | | | |



Grant Monitoring: CSII Evaluation Rubric

A. Grantee demonstrates long-term plans and efforts towards program sustainability and how it will continue operation after the grant cycle. See D.C. Code §38-754.03(e)(4).

Evidence Examples:

- Implementation of program sustainability plan
- Evidence of secured funding sources to sustain programming outside of OSSE funding

| Deficient | Limited | Good | Strong/Exceptional |
|---|---|---|--|
| <input type="checkbox"/> No evidence that the required elements were implemented. | <input type="checkbox"/> Evidence that one element was implemented. | <input type="checkbox"/> Evidence that all elements were implemented. | <input type="checkbox"/> Evidence that all required elements demonstrate a strong ability to sustain the program beyond grant funds. |
| 0 | 1 | 5 | 10 |
| <i>Comments:</i> | | | |
| Total Points Section C: ____/40 points | | | |

OVERALL RESULTS

| | |
|---|--|
| Total Points for Section A (Total possible points: 40 Points) | |
| Total Points for Section B (Total possible points: 20 Points) | |
| Total Points for Section C (Total possible points: 40 Points) | |
| Grand Total (Total possible points 100 Points) | |

| | |
|--------------------------|-------------------------------------|
| 50 and below - Deficient | 81 – 90 Points- Good |
| 51 – 80 Points - Limited | 91 – 100 Points- Strong/Exceptional |

Team Completing Evaluation:

Date:



Expectations

Expectations

Grantees are expected to:

- Ensure spending is aligned with the eligible services as outlined in the RFA.
- Submit reimbursement requests each month by the 15th for the previous month's activities.
- Expend 100 percent of grant funds in the fiscal year for which it is allocated.
- Adhere to OSSE monitoring and reporting requirements.
- Maintain an accurate description of funded expenditures with all accounts tracked by a single accounting system.
- Respond in a timely manner to requests for information by OSSE.
- Participate in OSSE-sponsored activities related to the grant.



Community of Practice

Community of Practice

In September 2016, OSSE launched a Community Schools Community of Practice (CoP). The sessions are open to all District of Columbia schools that are interested in receiving training and technical assistance on creating and sustaining a community school model, even if they are not currently an OSSE Community Schools Grant recipient.

Mission

Increase and disseminate the knowledge of the theory of community schools by: sharing and developing best practices; building a collection of resources; bringing intentionality to the work; and seeking broad input from all stakeholders on current practices.

Vision

That schools have the knowledge to implement community schools; maximizing educational opportunities for every child and their families.

Community of Practice Continued

General Framework of Meetings:

- Frequency of meetings:
 - Meetings held on a bi-monthly basis during the school year
 - Two-hour meetings
- Structure of meetings:
 - First hour: Introduction to topic; sharing of theories on topic
 - Second hour: Practical application of topic and networking opportunities
- The next session will occur **Thursday, Dec. 17, 2020**. The session will focus on: **Using an Equity Approach to Family & Community Engagement**. This session will address inequities in schools and communities to support students and families.



Special Considerations

Special Considerations

Automated Clearing House

- Automated Clearing House (ACH) electronic payments via direct deposits are highly encouraged.
- ACH forms for enrollment requests or change requests (address or bank account has changed or upon expiration) must be submitted by the organization directly to the Office of Contracting and Procurement's Center of Excellence (PCOE). To initiate your requests or you have questions, contact PCOE via email at dcvendorsupport@dc.gov or call (202) 724-4477, option 1 then select option 2 to reach a vendor maintenance specialist.

Note: Organizations with active ACH profiles will continue to receive payments via ACH. Organizations who submit a request to enroll in (new request), change or cancel an ACH will only receive payments by mail at the remittance address on their account profile until they perform the vendor verification process through the Procurement Center of Excellence (PCOE) vendor management team. If requested due to expiration, please submit updated information immediately. Lack of timely submission could result in delayed payments.

Special Considerations

Central Data: DUNS Number/System for Award Management (SAM)

- Your organization's DUNS Number/SAM Expiration Date must be current. OSSE cannot process payments to organizations whose SAM Expiration Date has expired; even when a reimbursement request is submitted to OSSE and the SAM date expires while in review.

Note: Delay in updating this information could result in rejected reimbursement requests and delayed payments.



Reimbursement Process

Reimbursement Process

- Grant funds are paid on a reimbursement basis only.
- Grantee must submit a reimbursement request/detailed expenditure summary to OSSE through the EGMS by the 15th of the month for the previous month's activities.
- OSSE will review expenses and approve allowable costs that are aligned with the application. Note: Grantees shall obtain prior approval from OSSE before incurring a special or unusual cost.
- Grantee must provide supporting documentation when costs are for either (1) equipment or (2) professional services via EGMS. OSSE staff may request additional documentation to support the grantee's expenditures prior to approving reimbursement forms.
- OSSE will attempt to reimburse costs on a 30-day timeline.
- Reimbursement via ACH payment (direct deposit) is highly encouraged.
- All reimbursement requests for expenditures made during the District of Columbia's current fiscal year (ending Sept. 30, 2021) must be submitted by Dec. 1, 2021.



Reimbursement Process: Supporting Documentation

| EGMS Budget Category | Supporting Documentation Required with RR |
|-----------------------|---|
| Professional Services | Proof of Receipt of Goods/Services <u>AND</u> Proof of Payment |
| Equipment | Proof of Receipt of Goods/Services <u>AND</u> Proof of Payment |
| All other categories | None |

| Supporting Documentation Type | Examples of Acceptable Documents |
|------------------------------------|---|
| Proof of Receipt of Goods/Services | Contract Invoice Sign-in sheet from PD Equipment Receipt |
| Proof of Payment | Purchase Order Check Payment Confirmation Screenshot |

Reimbursement Process


- **Equipment** is identified as machinery, furniture, fixtures, technology-related hardware more than \$5,000 per unit.
- **Contracts:**
 - A contract may be signed prior to the start of the grant period for services that are being delivered during the grant period. This would be acceptable documentation.
 - If receiving ongoing services from one vendor, a contract would be needed. For one-time PD approved in the application; an invoice would be sufficient.

Reimbursement Process

Reimbursement Requests/Detailed Planning Expenditures

- Ensure the most recent approved budget is consulted and expenditures align as budgeted and described.

Revision:

- Ensure information provided for equipment and professional services in the reimbursement request coincide with the supporting documentation information; for example, name of payee/vendor, invoice date and total invoice amount.
 - Upload supporting documentation to coincide with corresponding Equipment and Professional Services tabs.
- 

PROFESSIONAL SERVICES EQUIPMENT
- Ensure expenditure period dates cover when the service was provided and not when paid.
 - Ensure any documentation provided containing personally identifiable information (PII) is redacted.

Reimbursement Process

➤ Technical Reminders:

- Do not use restricted “special” characters when uploading files.
- OSSE cannot process payments to organizations whose SAM Expiration Date has expired, even when a RR is submitted to OSSE and the SAM date expires while in review.
- Ensure not to include any PII in uploaded files.





Application Amendments

Application Amendments

- An application amendment is required when any change is needed to the original applications. Upon final approval of the amendment; this becomes the most recent approved application and thus, should be consulted.
- Amendments must be submitted via EGMS by clicking the “Amend” button.
- Application amendments may be submitted at any time prior to Dec. 1, 2021, and must be approved by OSSE before OSSE can reimburse on updated uses of funds.

Note: The EGMS system will not permit the creation of a reimbursement request and an application amendment at the same time. One must have received final approval prior to the creation of the other.



Key Dates

Key Dates

| | |
|---|-----------------------|
| Mid-Year Reports Due | April 30, 2021 |
| End-of-Grant Year Reports Due | Sept. 30, 2021 |
| CSII End-of-Grant Year Site Visits | September 2021 |
| FY21 Funds Expended & Services Rendered | Sept. 30, 2021 |
| Last Day to Submit FY21 Reimbursement Requests | Dec. 1, 2021 |



Q&A

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