**Fiscal Year 2022 Community Schools Incentive Initiative: Post Award Meeting**

Dec. 1, 2021 | Melissa Harper-Butler

# Agenda

- Overview of Community Schools Incentive Initiative Grant

- FY22 Community Schools Incentive Initiative Grantees

- Funding Information

- Grant Monitoring Requirements

- Key Dates

- Reimbursement Process

- Special Considerations

- Application Amendments

- Community of Practice

- Grant Updates and Reminders

- Expectations

- Q&A

**Overview: Community Schools Incentive Initiative Grant**

# Overview:  Community Schools Incentive Initiative Grant

The purpose of the Community Schools Incentive Initiative (CSII) grant is to increase student achievement and address many of the challenges faced by economically disadvantaged communities by providing resources to create and enhance community-based partnerships. The grant objectives are to:

| | |
|---|---|
| Improve academic achievement | Reduce absenteeism |
| Build stronger relationships among students, parents and communities | Improve the skills, capacity and wellbeing of the surrounding community residents |

# Overview: CSII 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).

# Overview: CSII 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:

| Medical/Dental Services | Mental Health Prevention/Treatment Services | Nutrition Services | Academic Supports |
|---|---|---|---|
| Attendance Supports | Early Childhood Education | Remedial Education | Adult Education |
| Youth Development Programs | Graduation/GED Support | Job-Training/Career-Counseling Services | Parent Engagement |
| | Child Care Services | Literacy Intervention Services | |

# Overview: CSII Additional Components

Applicants must demonstrate an ability to establish and sustain the following components:

- **Community Partnerships.** Eligible consortia will establish additional community partnerships to address needs of the LEA and community it will serve.

- **Community School Coordinator.** Eligible consortia must designate a paid Community School Coordinator to facilitate effective implementation and maintenance of the community school including providing ongoing vision for the community school, securing and maintaining the community partnership, integrating "eligible services" into the school community and assuring that students are participating in these services, managing and/or keeping abreast of the budget, seeking additional funding sources, among other things.

- **Community School Advisory Board**. Eligible consortia must develop a community school advisory board and include members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations and other community members. The board must convene, at minimum, four times per year.

# FY22 Community Schools Incentive Initiative Grantees

# FY22 Community Schools Incentive Initiative Grantees

## New Cohort

- Communities In Schools – Burrville ES

- Communities In Schools – Eastern HS

- Communities In Schools – H.D. Woodson HS

- Communities In Schools – J.O. Wilson ES

- District of Columbia Public Schools – Johnson MS

- Edgewood/Brookland Family Support Collaborative – Miner ES

- Latin American Youth Center – Cardozo EC

- Latin American Youth Center – Community School Consortium

- Mary's Center – Tubman ES

## Continuation Cohort

- AFC Scholarship Foundation, Inc. – Roosevelt Stay

- Briya Mary's Center Community School Consortium

- Communities In Schools – Stanton ES

- Dance Makers – Houston ES

- Dance Makers – Langdon ES

- Edgewood/Brookland Family Support Collaborative – Amidon-Bowen ES & Jefferson MS Academy

- Georgia Avenue Family Support Collaborative at Roosevelt HS

- Mary's Center E.L. Haynes Community School Partnership

Funding Information

# Funding Information: CSII FY22 New Cohort

**Purpose of Funds**

- The purpose of the grant is to fund nine 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 FY22 Community Schools Incentive Initiative is local District funds.

**Funding Period**

- The FY22 grant period is from the date of the award, **Nov. 1, 2021** to Sept. 30, 2022. Subject to annual funding availability and compliance with grant terms and conditions, grantees shall be eligible for funding for a total three-year grant award period, commencing in FY22. Applicants will be required to submit a continuation application for each fiscal year of the grant cycle.

**Funds Available**

- The total funding available for FY22 is $1,374,551.28. Each grantee will receive an award amount of $152,727.92 and, subject to funding availability, shall be eligible for continued funding in FY23 and FY24.

# Funding Information: CSII FY22 Continuation Cohort

**Purpose of Funds**

- The purpose of the grant is to fund eight continuing community schools in the District of Columbia, as defined by the Community Schools Incentive Act of 2012. FY22 is year two of a three-year grant cycle for grantees awarded in FY21.

**Source of Funds**

- The source of funds for the FY22 Community Schools Incentive Initiative is local District funds.

**Funding Period**

- The FY22 grant period is from Oct. 1, 2021, to Sept. 30, 2022.

**Funds Available**

- The total funding available for FY22 is $1,221,823.36. Each grantee will receive an award amount of $152,727.92 and, subject to funding availability, shall be eligible for continued funding in FY23.

# 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 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. In addition, the DC Nonprofit Compensation Fairness Act of 2020, in full implementation for FY22, allows nonprofits to receive their full federally negotiated indirect cost rate from all city grants and contracts beginning in FY22. Nonprofits without a federally negotiated indirect cost rate will receive an unrestricted set rate.

- Funding may **not** be used for 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.

# Grant Monitoring Requirements: Mid-Year & End-of-Grant Year Reports

All CSII grantees will be required to submit to OSSE a mid-year report, due on the last business day of April and an end-of-grant year report, due on the last business day of September, 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 tab titled *Yearly Reports*. The system will require an amendment to the application to upload the reports. See Yearly Reports Template & Components for report content.

# Grant Monitoring Requirements: Site Visit

OSSE will conduct a two to three-hour on-site or virtual visit for all CSII grantees, monitoring program services and grant administration pursuant to the terms of the grant. OSSE staff and/or Community Schools Advisory Committee members will attend site visits.

Keys to a Successful Site Visit:
- Select top three preferred dates from the site visit schedule. Top choice will be considered; however, selection will be on a first-come, first-served basis.
- Complete *Site Visit Date Preference Google Document* **by Aug. 12, 2022**.
- Schedule a meeting to discuss the site visit process, if desired.
- Invite consortium partner, school administration and faculty staff, community partners, parents/caregivers and students to participate in site visit once confirmed.
- Prepare to share FY22 grant activities, including providing a tour of programming space and activities.
- Visual presentation is encouraged in the event the site visit is virtual.

# Grant Monitoring Requirements: Evaluation

All CSII grantees will be evaluated using the *OSSE Community Schools Incentive Initiative Evaluation Rubric*, tailored for the CSII grant. The tool will be used to evaluate grantees' implementation of the grant and use of funds in accordance with grant requirements and the application.

Keys to a Successful Evaluation:
- Collect evidence documentation that fully addresses rubric indicators and demonstrates all grant program activities.
- Upload evidence documentation into your OSSE issued DC Box folder by the last business day of September.
- Schedule a meeting to discuss the evaluation process, if desired.



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

DC Community Schools Incentive Initiative (CSII)
Evaluation Rubric[1]
Fiscal Year (2022)

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:
   ☐ Partnership agreements/memorandum of agreement (MOA)/memorandum of understanding (MOU)
   ☐ School's website or other promotional materials describe the services provided by the consortium
   ☐ Schedules/rosters document student and other stakeholder receipt of services
   ☐ Reports (e.g., data report; mid-year report; end-of-grant year report, etc.)
   ☐ Evidence of physical space in the school where services are provided
   ☐ Visual observation by this reviewer of services being provided (Name of reviewer: _____)

| Deficient | Limited | Good | Strong/Exceptional |
|---|---|---|---|
| ☐ No evidence that any of the required elements were implemented. | ☐ Evidence that one element was implemented, however, no goals in the application were met. | ☐ Evidence that two elements were implemented, and some goals identified in the application were met. | ☐ 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.

**Key Dates**

# Key Dates

| | |
|---|---|
| Mid-Year Reports Due | Apr. 29, 2022 |
| Site Visit Date Preference Due | Aug. 12, 2022 |
| End-of-Grant Year Reports Due | Sept. 30, 2022 |
| CSII End-of-Grant Year Site Visits | September 2022 |
| FY22 Funds Expended & Services Rendered | Sept. 30, 2022 |
| Last Day to Submit FY22 Reimbursement Requests | Dec. 1, 2022 |

# Reimbursement Process

# Reimbursement Process

- Grant funds are paid on a reimbursement basis only.

- Reimbursement for expenses incurred prior to the award date, will not be accepted.

- Grantees must submit a reimbursement request/detailed expenditure summary to OSSE through EGMS by the 20th of the month for the previous month's activities. **Note:** In the event the 20th of the month is on a Saturday, reimbursement requests will be due on Friday. In the event the 20th of the month is on a Sunday, reimbursement requests will be due on Monday.

- OSSE will review expenses and approve allowable costs that are aligned with the terms and conditions and the approved application. **Note:** Grantees shall obtain prior approval from OSSE before incurring a special or unusual cost.

- Grantees 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 requests.

# Reimbursement Process

- OSSE aims 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's current fiscal year (ending Sept. 30, 2022) must be submitted by Dec. 1, 2022.

# Reimbursement Process: Supporting Documentation

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

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

# Reimbursement Process

**Reimbursement Requests/Detailed Planning Expenditures**

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

  **Revision:** Amendment 1 ▾

- 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.

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 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: Data Universal Numbering System (DUNS)/System for Award Management (SAM)**

Your organization's Data Universal Numbering System (DUNS)/System for Award Management (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.

▪ **Other Reminders**

- Do not use restricted "special" characters when uploading files.

- Do not to include any personal identifiable information (PII) in uploaded files.

**Application Amendments**

# Application Amendments

- An application amendment is required in the event any change is needed to the original application.

- Notify the grant point of contact via email of proposed changes prior to submission of the application amendment.

- Amendments must be submitted via EGMS by clicking the "Amend" button.

- Application amendments submitted to make budget changes must be approved by OSSE before reimbursement on updated use of funds.

- Upon final approval of the amendment; this becomes the most recent approved application and thus, should be consulted.

- Application amendments may be submitted at any time prior to Dec. 1, 2022.

**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.**

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 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

**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. 9, 2021**. The session will focus on: **Culturally Responsive Practices.** This session will address the teacher/student dynamic and connecting students' culture, language and life experiences with what they learn in school to foster academic achievement.

Grant Updates and Reminders

# Grant Updates and Reminders

The **OSSE Division of Systems and Supports, K-12 Grants Newsletter** will be the primary source of information for grant updates and reminders previously sent via email. The newsletter is distributed biweekly on Wednesday. The newsletter includes: *Grant Announcements & Actions Needed, New This Week, Reminders, Upcoming Trainings and Events* Grantees are strongly encouraged to subscribe to receive this publication. To subscribe, ask your LEA data manager to register you as an "LEA Finance/Grants Manager" in eSchoolPLUS. Community-based organizations (CBOs) or other entities may register for the newsletter distribution list here.

**OSSE Division of Systems and Supports, K-12**

## Grants Newsletter

### July 27, 2021

On July 30, LEAs may access their American Rescue Plan Act Elementary and Secondary School Emergency Relief funding (ESSER III-ARP) applications in the Enterprise Grants Management System (EGMS). We're looking forward to learning more about how your LEAs will leverage these recovery funds to support a safe return to school and provide essential learning opportunities for District students in fiscal year 2021 (FY21) and beyond. We encourage you to plan early and submit completed ESSER grant applications prior to the final EGMS deadlines. As you'll see in the table below, several formula and competitive grant applications are due by 3 p.m. on Sept. 30. Please plan your schedules accordingly, inform your LEA leadership of these key deadlines, and reach out to OSSE for support with these applications throughout the next few weeks. Going forward, this newsletter will be distributed bi-weekly on Wednesdays. Please expect to receive the next edition on Aug. 11.

The **OSSE LEA Look Forward** will also continue to be a source for some grant information, as well other OSSE information. To subscribe, register here.

Expectations

# Expectations

**Grantees are expected to:**

- Ensure spending is aligned with eligible services as outlined in the RFA and approved application.

- Maintain an accurate description of funded expenditures with all accounts tracked by a single accounting system.

- Submit reimbursement requests by the 20th of each month 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.

- Respond in a timely manner to requests for information by OSSE.

- Participate in OSSE-sponsored activities related to the grant.

- Consult the OSSE Division of Systems and Supports, K12 Grants Newsletter for grant updates and reminders.

Q&A

## FIND US

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

**PHONE:**

(202) 478-2409

**FAX:**

**EMAIL:**

Melissa.Harper-Butler@dc.gov

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