

**Connecticut State Department of Education
Hartford**

Strategic Planning Office and Partnerships



Dr. Miguel A. Cardona, Commissioner

Request for Proposal #001

**Interdistrict Cooperative Grant Program
2020-21**

Section 10-74d of the Connecticut General Statutes

Purpose: To maintain a competitive grant program for the purpose of assisting local and regional boards of education, regional educational service centers and nonsectarian, nonprofit organizations with the establishment of interdistrict cooperative programs that increase student achievement and reduce racial, ethnic and economic isolation.

Prior selection for a grant does not ensure continued funding or funding at any particular level. The Connecticut State Department of Education (CSDE) shall award grants beginning on July 1, 2020 (tentative) concluding on June 30, 2021

The CSDE reserves the right to make necessary policy changes after proposal submissions.

Applications Due: April 6, 2020 before 4:00pm

Published: February 2020

The Connecticut State Department of Education (CSDE) is committed to a policy of equal opportunity/affirmative action for all qualified persons. The CSDE does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the CSDE's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA)
Connecticut State Department of Education
450 Columbus Boulevard, Suite 502
Hartford, CT 06103-1841
860-807-2071
Levy.gillespie@ct.gov

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INTRODUCTION

Many students in Connecticut grow up attending school with students of the same race, ethnicity and social class. They have limited exposure to students who are members of different races, ethnicities, or socioeconomic groups from themselves. The Interdistrict Cooperative Grant Program (IDCG) exists to assist local and regional boards of education, regional educational service centers and nonsectarian, nonprofit organizations with the establishment of interdistrict cooperative programs that increase student achievement and reduce racial, ethnic and economic isolation.

The Connecticut State Department of Education (CSDE) is seeking applicants to establish interdistrict cooperative programs, particularly ones serving Hartford resident elementary and secondary students. In determining application approval and funds awarded, the CSDE shall consider the following factors as well as other factors as set forth in this application:

1. **Reducing Racial, Ethnic and Economic Isolation** – significant, meaningful, well-articulated programs and activities based on sound research;
2. **Increasing High Academic Achievement of All Students in Reading, Writing, Mathematics or Science** – programs that aligned with current Connecticut Standards and frameworks in K-12 English Language Arts and Mathematics, with academically sound enrichment activities as a significant component. Programs and activities must be designed to lead to observable and measurable improvement in student learning and academic achievement;
3. **Objectives and Description** of the proposed program;
4. **Cost of Program** (up to \$100,000);
5. **Number of school districts and students that will benefit** The Commissioner shall not award a grant for a program, other than a lighthouse school, in which more than 80 percent of the students are from one school district; and
6. **Relative wealth of the participating school districts.**

GENERAL INFORMATION

Applicant program goals should support urban, suburban and rural districts working voluntarily together to reduce the racial, ethnic and economic isolation of students and create settings where students can assemble, interact and learn. These programs should also increase student achievement and include research-based approaches to promote understanding and appreciation of cultural diversity.

Legal Authority

Connecticut General Statutes sections 10-74d. Grants for interdistrict cooperative programs. Directs that Department of Education shall, within available appropriations and after payments made pursuant to section 10-266j and for purposes of subsection (d) of section 10-266aa, maintain a competitive grant program for the purpose of assisting local and regional boards of education, regional educational service centers and nonsectarian nonprofit organizations approved by the Commissioner of Education with the establishment and

operation of interdistrict cooperative programs. Such programs may include programs pursuant to section 10-266bb, lighthouse schools, as defined in section 10-266cc, and programs conducted by interdistrict magnet schools, provided such magnet school programs (1) are conducted at the magnet school, (2) primarily serve children not enrolled in the magnet school, and (3) are not programs for which a local or regional board of education or a regional educational service center receives funds pursuant to section 10-264h or 10-264l.

NOTE: As stated in Section 35(d) of P.A. 19-117; The sum of \$463,479 of the amount appropriated in section 1 to the Department of Education, for Interdistrict Cooperation, for the fiscal years ending June 30, 2020, and June 30, 2021, shall be made available for a grant to Project Oceanology in Groton in each said fiscal year.

Eligible Applicants

Grants for interdistrict cooperative programs involve a competitive grant process. **ONE APPLICATION SHALL BE ALLOWED PER LEAD APPLICANT WITH AWARD REQUEST OF UP TO \$100,000.**

The CSDE shall base its grant awards on the strength of the project proposal in addressing the six factors mentioned in the introduction. The CSDE also reserves the right to limit awards, adjust specific grant amounts, and to select certain grantees, regardless of points awarded, as part of the evaluation process to meet the State Board of Education's priorities. The type of programs may span the summer or academic year or a combination of summer and academic year.

Eligibility for a grant under C.G.S 10-74d, each application shall be submitted pursuant to a cooperative arrangement on behalf of two or more local or regional boards of education, by a Regional Educational Service Center (RESC) solely or pursuant to a cooperative arrangement with one or more local or regional boards of education, by a nonsectarian nonprofit organization approved by the commissioner or, in the case of a lighthouse school, by a local or regional board of education or regional educational service center. Such programs, for local and regional boards of education and RESCs, may include programs funded pursuant to Section 10-266bb of the C.G.S. and interdistrict magnet school programs that meet the following criteria: 1) must be conducted at the magnet school; 2) must serve primarily children who are not enrolled in the magnet school; and 3) cannot be programs for which a local or regional board of education or a RESC receives funds pursuant to Sections 10-264h or 10-264l of the C.G.S.

Application Submission Requirements

All applicants must submit an electronic copy of the application via email to **SDE.StrategicPlanning@ct.gov**. The electronic copy must bear an authorized signature of the official legally authorized to apply on behalf of the board of education. This official must sign the cover page of the application, statement of assurances and Affirmative Action pages. Applications must follow the format prescribed in the "Format for Preparing the Application" section in this document. Questions regarding the applications can be sent to Teresa Boyd Cowles, Program Manager via email to **SDE.StrategicPlanning@ct.gov**.

All applications submitted become the property of the CSDE and become part of the public domain. The CSDE reserves the right to make necessary policy and programmatic changes after proposals are submitted. Districts or agencies designated as the "lead" organization will receive all formal notifications regarding the application status.

Application Deadline

Electronic version of the proposal must be submitted by April 6, 2020 on or before 4:00 PM.

Applicants must submit an electronic version of the grant application with signatures (electronic or scanned signatures acceptable) to **SDE.StrategicPlanning@ct.gov** by **April 6, 2020 on or before 4:00 PM**. The application submission must be in one file; multiple electronic files will not be accepted. The electronic document must be a PDF or Microsoft Word document and may include scanned copies of signatures.

Selection

The CSDE will determine eligibility for the period from July 1, 2020, through June 30, 2021. Applications and scoring rubrics will be viewed and sent electronically to teams, to review and rate proposals according to the criteria presented in **Appendix G** of this RFP. Teams of reviewers may include members from any of the six RESC regions. Proposal assignments for applicant review shall be selective to ensure that applicants are not reviewing their own application.

The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Applicants should submit proposals in the most favorable terms from both technical and cost standpoints. **The CSDE reserves the right to award grants to applicants that will assist the state in meeting its obligations pursuant to the decision in Sheff v. O'Neill, 238 Conn. 1 (1996), or any related stipulation or order in effect.** All awards are subject to the availability of funds and the passage of the state budget.

FORMAT FOR PREPARING APPLICATIONS

The application must be typed in Times New Roman, 12-point font, double spaced (with the exception of the Abstract Page). All applications **must not exceed 10 pages** and adhere to the following standard format:

Cover Page - A fillable pdf template for the format and content of the cover page is provided in **Appendix A**. Indicate if the program is currently, receiving funding has received funds in the past or has never received funds through IDCG.

Abstract - Following the cover page, on a separate sheet provide a one-page, single-spaced, 500-word limit or fewer, summary description of the proposed program. Use the format found in **Appendix B**.

Documentation of Local Education Board Approval to Submit the Application

Documentation (e.g., official board minutes, letter of support, superintendent approval) of a governing board's approval to submit a proposal is a required component.

Documentation for Non-profit Status (if applicable)

First time nonsectarian nonprofit applicants must provide evidence of the organization's nonsectarian nonprofit status to the Commissioner of Education for approval **prior** to the Request for Proposals (RFP) submission deadline. Such evidence may include the organization's charter and filings with the Office of the Secretary of State.

PROGRAM NARRATIVE REQUIREMENTS

The application program narrative must include a program overview, objectives, description of the cost for implementation and facilities, characteristics of the district student population, administration and personnel, duration, timeline, sustainability plan and program evaluation. The proposal program narrative **MUST NOT EXCEED 10 PAGES (ONE SIDED)**. The required program narrative components are labeled A through G in the following section:

A. Program Overview

State the program goal(s) including how funding the program will reduce racial, ethnic or economic isolation and how the goal (s) will increase academic achievement.

B. Program Objectives

State the program objectives. The objectives should be clearly stated and measurable. The objectives should be directly related to the purpose of the grant and include the methods and resources that will be used to implement the program objectives.

C. Program Cost for Implementation and Facilities

Describe how the program objectives are associated with the cost, budget and how the funding will be used to implement services for students in order to meet the goals of the program. Indicate how the grant funds will be expended. If the applicant plans to charge tuition as part of the program to participating students, indicate the amount of

tuition per student and justify the need for tuition fees in order to assure that participant are not denied admission due to economic hardship.

Include location (name of school/facility/building), frequency (meeting times per week) and extent (hours/minutes per session). Indicate the resources available to your district that will aid in the implementation of the program including where the program will take place and the facilities that will be used during the course of the program. Indicate if there will be dedicated space or location for the program. It is expected that building use will be an in-kind contribution of the recipient agency.

D. Target District and Student Population

Describe the characteristics of the district/town and the student population to be served including such factors as socio-economic status or wealth factors, size, pupil enrollment, racial/ethnic make-up, median income and other demographics as appropriate. Indicate how the target population be selected or reached for participation. Indicate what grades would be served by the program. Indicate if specific services will be offered only to certain target population of students within a grade or age range, and if applicable describe any screening and/or data collection of the target or sub-populations and provide the rationale.

E. Administration and Personnel

Identify the name and position of the key contact staff person in the lead district or RESC administering the program and grant activities. Indicate key personnel and briefly, how they will be recruited, supervised and trained (including statewide training), as well as how many hours per week they will work in the program at each school site if applicable.

Include staff by background, role, experience and amount of time to be given to the project. Attach a resume for each professional member of the project. Indicate how teachers and other school personnel and educators will be informed about, and involved in, program goals and implementation.

F. Program Duration, Timelines and Sustainability

Provide a calculation for the duration and total number of operating hours for the program and length of time for activities on a daily and weekly basis. Explain how many contact hours will be used for face-to-face student interactions associated with reducing racial, ethnic and economic isolation. Indicate when the program will take place during the 2020-21 school year or summer by providing the projected start of the program and the program completion date. Include district and board of education support for continuation of the program beyond the funding cycle.

G. Program Evaluation

Describe the methods and procedures that will be used to determine if and to what extent the objectives of the grant program proposal have been achieved. Include how the district will evaluate program impact based on the program objectives and the overall goals of the program. Grantees must provide the CSDE with 2 program

updates, an end-of-year report and collect additional data (including pre- and post-measures) as prescribed by the CSDE and the Accountability Plan requirement found on page 6 of this RFP for purposes of program analysis, evaluation and assessment of student progress.

Budget (Appendices C)

Using the budget instructions (**Appendix C**), and Budget Form-ED 114 (**Appendix C**), show the state funds requested up to \$100,000 and how the cost will be used in the project. Proposed expenses are to be those that are **above and beyond normal operational** costs and must be attributed directly to the program described in the proposal. Using the Budget Narrative Object Code Descriptions form and instructions (**Appendix C**), provide a detailed description and explanation for each line item on the Budget Form specifying the local contribution and the state funds requested. Line items in budget category 100 are to be itemized on a per diem basis for each individual.

Assurances

Each application must include a Statement of Assurances undersigned by the authorized official of the district (**see Appendix D**).

All applications submitted become the property of the CSDE and become part of the public domain. The CSDE reserves the right to make necessary policy and programmatic changes after proposals are submitted and to negotiate awards with potential recipients.

NOTE: Applicants are encouraged to seek the assistance of district and central office staff with experience in writing and implementing objectives that propose to reduce racial, ethnic or economic isolation and increase academic achievement by addressing the Connecticut Core Standards in K-12 English Language Arts, Literacy, and Mathematics Standards or the Next Generation Science Standards (NGSS) for elementary and secondary students not enrolled in interdistrict magnet school programs.

Accountability Plan

Funded applications, as required by program component G. Program Evaluation, must provide an accountability plan for interdistrict cooperative grant awards. The plan requires the submission of online final reports, which will include both student progress reports and program evaluations.

To access the Interdistrict Cooperative Grant Database for submitting online final reports, go to the CSDE Web site at www.csde.state.ct.us using the district state issued login name and password. For password and login names or technical assistance, please contact: *David Williamson* at 860-713-6615 or david.williamson@ct.gov.

Final online reports for all programs must be completed on or before **June 30, 2021**.

Freedom of Information Act

All the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), and Section 1-200 et seq. of the C.G.S. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

Management Control of the Program and Grant Consultation Role of CSDE Personnel

The grantee has complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Acknowledgement of Cooperation

The CSDE shall accept the signature of the superintendent of schools/or designee, a RESC director or director of a cooperative arrangement on behalf of two or more local or regional boards of education, as acknowledging the fact that the school districts listed in the application are officially participating in this interdistrict project. The CSDE will require the lead signature of an authorized representative of any nonsectarian, nonprofit agency.

Obligation of Applicants

All applicants are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Sections 4a-60 and 4a-60a of the C.G.S. and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies. Furthermore, the applicant must submit periodic reports of its employment and subcontracting practices in such form, in such manner and at such time as may be prescribed by the Commission on Human Rights and Opportunities.

Below is the CSDE's stance on liability insurance for the IDCG Program:

If a nonprofit corporation does not hold insurance liability coverage for an IDCG program and believes the district sending students to its program is obligated for such coverage, the nonprofit entity should request such documentation from the district. Otherwise, the nonprofit should hold such coverage.

Interdistrict Cooperative Grant Timeline

February 2020	Release Date
April 6, 2020 by 4:00pm	Application Proposals Due from Applicants
May 2020	Notification of Awards

Interdistrict Cooperative Grant Program 2020-21

Grant Application Packet

Application Cover Page

APPLICATION FY 2020-2021 INTERDISTRICT COOPERATIVE GRANT

Connecticut State Department of Education
Office of Strategic Planning and Partnerships, Hartford, Connecticut

PROPOSAL MUST NOT EXCEED 10 PAGES (ONE SIDED) Excluding Affirmative Action Plan; Statement of Assurances and Sign-off pages. NO MORE THAN ONE APPLICATION SUBMISSION PER APPLICANT.

Email completed applications to **SDE.StrategicPlanning@ct.gov**

- Program currently receives IDCG funds for FY 2019-20
- Program received IDCG funds in prior FY
- Program has never received IDCG funding

Program Title								
Name of Lead Applicant District/LEA/Non Profit Agency								
Town Code Town Name								
Check the Appropriate Sponsor Type (i.e., Local Board of Education, RESCs or Nonsectarian, Nonprofit)	<input type="checkbox"/> ACES <input type="checkbox"/> CES <input type="checkbox"/> CREC <input type="checkbox"/> EASTCONN <input type="checkbox"/> LEARN <input type="checkbox"/> EdAdvance	<input type="checkbox"/> Cooperative Arrangement between two or more local or regional school boards <input type="checkbox"/> Cooperative Arrangement between a RESC and two or more local or regional school boards <input type="checkbox"/> Nonsectarian Nonprofit						
Targeted Number of Students Who Will Participate <i>(For more than 5 towns/districts include in narrative under section D. Target District.</i>	TOWN/ DISTRICT NAME(S)	American Indian/ Alaska Native	Asian	Black/ African American	Hispanic/ Latino	White	Two or More Races	TOTAL
	1.							
	2.							
	3.							
	4.							
	5.							
Grade levels (check all that apply) <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High								

Socio Economic/Wealth Profile <i>(For more than 5 towns/districts include in narrative under section D. Target District.)</i>	PARTICIPATING TOWN(S) NAME MEDIAN INCOME (Use link below)
	(e.g.) Hartford Median Income = \$33,841
	1.
	2.
	3.
	4.
	5.
	Use the pull down menu above or the link found below to find the median household income of the Lead District/Town for the application and any other participating districts/towns. https://www.courant.com/news/connecticut/hc-census-highest-household-income-connecticut-htmlstory.html
Program Duration (minimum of 45 hours required)	
Program Contact Time (proposed number of contact hours per student)	
Lead District/LEA/Nonprofit Contact Person's Name and Title	
Lead District/LEA/ Nonprofit Contact Phone	
Lead District/LEA/ Nonprofit Contact E-mail	
Year 2020-2021 Funds Requested (must match the ED 114)	
Print Name of Lead Superintendent/Agency Director	
I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief. Signature of Lead Superintendent of Schools/Director: _____ Date _____	
Provide additional names if applying as a cooperative arrangement between two or more local or board of education, a cooperative arrangement between a RESC and two or more local or board of education or as a Nonprofit.	
Print Name of Superintendent of Schools/ RESC Director/Nonprofit Director	Date
Print Name of Superintendent of Schools/ RESC Director/Nonprofit Director	Date
Print Name Superintendent of Schools/or RESC Director/ Nonprofit Director	Date

ABSTRACT PAGE

Provide a one-page typed summary of the program activities. Applications with incomplete abstracts or abstracts with more than the five-hundred (500)-word count and proposals that exceed the 10-page limit will not be accepted for review process.

Program Title	
Name of Lead Applicant District/Nonprofit Agency	
Program Length	
Program Contact Hours	
Lead District/LEA/ Nonprofit Contact Person Name	
Lead District/LEA/ Nonprofit Contact Person Title	
Lead District/LEA/ Nonprofit Contact Person Email	

Program Abstract

BUDGET INSTRUCTIONS**Instructions for ED114 Budget Form**

- GRANTEE NAME:** Enter grantee name. (i.e. Lead applicant on cover page)
- TOWN CODE:** Enter three-digit local education agency code assigned by the Connecticut State Department of Education.
- AUTHORIZED AMOUNT:** Enter total amount of grant allotment.
- BUDGET:** Enter amount of proposed expenditures on appropriate object code lines. Note: Round all amounts to the nearest whole dollar.
- TOTAL:** Enter the total of proposed expenditures. Note: This figure should equal the AUTHORIZED AMOUNT.
- PROGRAM CATEGORIES:** List the amount of the grant that is being expended for each of the program areas. The total amount should equal the authorized amount and the amount listed on the total line above.

Instructions for Budget Narrative Object Code Descriptions

In preparing the budget narrative, provide a complete description of the expenditure for each of the codes being used and identify the program component area to which the expenditure applies.

- 1) Each line item in the budget narrative must identify the program component area that will receive funds.
- 2) Each line item in the budget narrative must give a detailed description of the item(s) being proposed for purchase, including quantity and unit cost. Personnel costs should be shown by the number of positions, time involved, and hourly rate.
- 3) Only school districts and regional educational service centers that have submitted indirect cost proposals for fiscal year 2019-20 may apply indirect costs.
- 4) Compute all expenditures to the nearest dollar by line item. Do not include cents.



BUDGET FORM (ED 114)

Connecticut State Department of Education
Office of Strategic Planning and Partnerships
Interdistrict Cooperative Grant Program

APPENDIX C

FUNDING STATUS:		
GRANTEE NAME:		
GRANT TITLE: INTERDISTRICT COOPERATIVE PROJECT TITLE:		
CORE-CT CLASSIFICATION:	FUND: 11000	SPID: 17045
BUDGET REFERENCE: 2020		PROGRAM: _ _ _
		CHARTFIELD 1:
		CHARTFIELD 2: SDE _ _ _ _ _
GRANT PERIOD: 7/01/20 – 6/30/21		AUTHORIZED AMOUNT: \$
OBJECT CODES	DESCRIPTIONS	BUDGET AMOUNT
100	Personal Services/Salaries	
200	Personal Services/Employee Benefits	
300	Purchased Professional & Technical Services	
400	Purchased Property Services	
500	Other Purchased Services	
600	Supplies	
700	Property	
800	Other Objects	
917	Indirect Costs	
	TOTAL	

	DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	DATE OF APPROVAL

ORIGINAL REQUEST DATE

REVISED REQUEST DATE

BUDGET NARRATIVE OBJECT CODE DESCRIPTIONS

CODE	OBJECT	AMOUNT
100	<p>PERSONAL SERVICES-SALARIES: Amounts paid to both permanent and temporary grantee employee, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
200	<p>PERSONAL SERVICES-EMPLOYEE BENEFITS: Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments. While not paid directly to employees, these payments are nevertheless a part of the cost of personal services.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
300	<p>PURCHASED PROFESSIONAL/TECHNICAL SERVICES: persons or firms with specialized skills and knowledge can only perform Services, which by their nature. While a product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
400	<p>PURCHASED PROPERTY SERVICES: Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
500	<p>OTHER PURCHASED SERVICES: Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.</p> <p>DESCRIPTION:</p>	

BUDGET NARRATIVE OBJECT CODE DESCRIPTIONS

CODE	OBJECT	AMOUNT
600	<p>SUPPLIES: Amounts paid for items that are consumed, worn out or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
700	<p>PROPERTY: Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over <u>\$5,000.00</u> and the useful life of more than one year and data processing equipment that has unit price under \$5,000.00 and a useful life of not less than five years.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
800	<p>OTHER OBJECTS: Amounts paid for goods and services not otherwise classified above.</p> <p>DESCRIPTION:</p>	

CODE	OBJECT	AMOUNT
917	<p>INDIRECT COSTS: Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim.</p> <p>DESCRIPTION:</p>	

TOTAL AMOUNT

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STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

**THE LEAD
APPLICANT:**

HEREBY ASSURES THAT:

(insert Agency/School/CBO Name)

- A.** The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B.** The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C.** The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- E.** Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F.** Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G.** The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H.** The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I.** If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

Non-discrimination.

(a) For purposes of this Section, the following terms are defined as follows:

- i. “Commission” means the Commission on Human Rights and Opportunities;
- ii. “Contract” and “contract” include any extension or modification of the Contract or contract;
- iii. “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.
- v. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. “good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders;
- ix. “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active

in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and

- x. “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers’ representative of the Contractor’s commitments under this section and to post copies of the

notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature: _____

Name: *(typed)* _____

Title: *(typed)* _____

Date: _____

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO), municipalities that operate school districts and file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.

I, the undersigned authorized official, hereby certify that the applying organization/agency: _____, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____

Date: _____

Name and Title: _____

CONNECTICUT STATE DEPARTMENT OF EDUCATION
AFFIRMATIVE ACTION PACKET EXTRACT (if applicable)

According to the Connecticut Commission on Human Rights and Opportunities (CHRO), municipalities that operate school districts and file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education.

The State Department of Education (SDE) is committed to Equal Opportunity and Affirmative Action and will not knowingly do business with any grantees, bidders, contractors, subcontractors or suppliers of materials who engage in acts of unlawful discrimination. In accordance with Administrative Regulations Sections 46a-68-31 through 46a-68-74 "Affirmative Action By State Government" and 4a-60 through 4a-60a and 46a-68c through 46a-68k "Contract Compliance" as administered by the Commission on Human Rights and Opportunities (CHRO), the SDE encourages grantees, bidders, contractors, subcontractors, and suppliers of materials to develop and implement Affirmative Action Plans.

Contractors with 50 or more employees and contract awards that total **\$4,000** or more for leases, rental and personal service agreements are required to have or develop a written Affirmative Action Plan addressing any identified underutilization of minorities and women. Further, contractors with fewer than 50 employees regardless of contract amount or contractors with 50 or more employees with a total contract amount of less than \$4,000 for leases, rental and personal service agreements are required, at a minimum, to develop a written Affirmative Action Policy Statement.

In accordance with CHRO Regulations concerning contract compliance procedures for state agencies, this link was prepared to assist all bidders for contractual services to comply with legally mandated application procedures. **All contractors and grantees must read and complete the appended forms where appropriate, and submit their Affirmative Action Policy Statement and Plan where appropriate.** These forms are found at URL: https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf

Sample Scoring Rubric (for reference only)

Program Proposal Narrative Components A through C; Program Overview, Objectives, Implementation & Facilities					
Proposal Components	Excellent (20 points)	Good (15 points)	Fair (5 points)	Information not provided (0 points)	TOTAL Available Points (20 per component)
A. Program Overview The proposal states the program goal(s) including how funding the program will reduce racial, ethnic or economic isolation and how the goal (s) will increase academic achievement.					points out of 20
B. Program Objectives The proposal clearly states objectives, which are associated to and aligned with the purpose and background stated in the RFP in measurable terms. States the methods and resources used to implement the objectives and includes research-based evidence or documentation of the effectiveness of the program activities or interventions.					points out of 20
C. Program Cost for Implementation and Facilities The proposal describes how program services will be implemented for students, includes the spaces, rooms and buildings and other resources used in the implementation of the program and is reflected in the budget form ED 114.					points out of 20
SUBTOTAL I					TOTAL Available Subtotal Points out of 60

Sample Scoring Rubric (for reference only)

Program Proposal Narrative Components D through G; Target Population, Administration, Personnel, Timeline & Sustainability and Program Evaluation					
Proposal Components	Excellent (10 points)	Good (8 points)	Fair (5 points)	Information not provided (0 points)	TOTAL Available Points 10 per component
D. Target Student and District Population The proposal specifies demographics of the target population, such as size, enrollment, racial/ethnic, socio-economic status/wealth profile and other demographics as appropriate.					points out of 10
E. Administration and Personnel The proposal describes key personnel including key staff involved in the program, their roles, training and hours operating the program.					points out of 10
F. Program Duration, Timeline and Sustainability The proposal explains operating and contact hours and a planned timeline for program implementation and district and school board support for continuation of the program beyond the funding cycle.					points out of 10
G. Program Evaluation The proposal includes a district plan for evaluation of the program, including and the use of collecting data to evaluate program impact and effectiveness based on the objectives and overall goals of the program.					points out of 10
SUBTOTAL II					TOTAL Available Subtotal Points 40
Subtotal I Components A-C (60 available points)					
Subtotal II Components D-G (40 available points)					
GRAND TOTAL (Subtotal I +Subtotal II)					GRAND TOTAL Out of 100 Available points

Application Submission Checklist

Request for Proposal #001

**Interdistrict Cooperative Grant Program
2020-21**

Section 10-74d of the Connecticut General Statutes

Carefully review and check off the following boxes to ensure the application submission package is complete. Submit one electronic version of the application as one file only and email completed applications to SDE.StrategicPlanning@ct.gov by **April 6, 2020 4:00pm.**

Required materials for all applications:

Program Title	
Name of Lead Applicant District/Nonprofit Agency/LEA	

- Application Submission Checklist**
- Application Cover Page** (*Appendix A*)
- Abstract** (*Appendix B*) (Limited to one-page single spaced 500 words)
- Program Narrative** (10 page limit, double-spaced and set at 12-point font). Other forms and required materials are not counted in the page limit. As stated on pages 4-5 of the RFP, the program narrative describes the following components: A. Overview, B. Objectives, C. Cost D. Target District and Student Population, E. Administration and Personnel F. Duration, Timeline, Sustainability and G. Program Evaluation.
- Budget Form –ED 114** (*Appendix C*)
- Budget Narrative Object Codes Descriptions** (*Appendix C*)
- Signed Standard Statement of Assurances for Grant Programs** (*Appendix D*)
- Affirmative Action Certification or Affirmative Action Compliance Report** (if applicable) (*Appendix E*)
- Affirmative Action Certification** (if applicable) (*Appendix F*)

Additional materials required for nonprofit organizations applying as a lead applicant.

- Evidence of the Organization’s Nonsectarian Nonprofit Status.** First time nonsectarian nonprofit applicants must provide documentation for approval to the Commissioner of Education **prior** to the submission deadline. Such evidence may include the organization’s charter and filings with the Office of the Secretary of State.