

Connecticut State Department of Education

Sheff Office



Request for Proposals 2014-15 Application for Sheff Interdistrict Magnet Summer School Grant

Section 10-264l(c)(5) of the Connecticut General Statutes

Purpose: For entities that operate an interdistrict magnet school that assists the state in meeting the goals of the stipulation and order for Milo Sheff, et al. v. William A. O'Neill, et al., to promote academic support and success for students participating in interdistrict magnet school programs.

Applications Due: April 28, 2014

Published: March 31, 2014



Stefan Pryor, Commissioner of Education
Connecticut State Department of Education
165 Capitol Avenue | Hartford, CT 06106
www.sde.ct.gov

RFP # 800

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Stefan Pryor
Commissioner of Education**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYEE

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Levy Gillespie
Equal Employment Opportunity Director
Title IX/ADA/Section 504 Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
Telephone 860-807-2101 or 860-807-2071
Fax 860-807-2157

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Section	I	Purpose
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The purpose of this grant is to fund a summer intersession program to provide academic assistance to students in Sheff interdistrict magnet schools and to provide funding for programs in need of educational support.

Section	II	Background
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With the July 1, 2007, expiration of the first Sheff v. O’Neill Stipulation and Order (see Milo Sheff, et al. v. William A. O’Neill, et al., No. X03-89-0498119S, January 22, 2003), the state and the plaintiffs entered into the Phase II Stipulation and Order (Order), approved by the court on June 11, 2008, (see Milo Sheff, et al. v. William A. O’Neill, et al., HHD-X07-CV89-4026240-S, April 4, 2008). The Order specified interim performance benchmarks and goals for reduced racial isolation settings for Hartford-resident minority students. On April 30, 2013, the parties entered into an agreement for a one-year extension through June 30, 2014, to support the state’s efforts to achieve the compliance standards set by the Order. On December 13, 2013, the parties entered into the Phase III Agreement for an additional one-year extension through June 30, 2015, to achieve “reasonable progress” in reducing racial, ethnic, and economic isolation for Hartford-resident students (see Stipulation and Proposed Order in Milo Sheff, et al. v. William A. O’Neill, et al., HHD-X07-CV89-4026240-S, December 13, 2013). Interdistrict magnet schools in the Sheff region continue to play a significant role in the state’s plan to meet its responsibilities as outlined in the Phase III Agreement, specifically, and improved student outcomes, generally, for Hartford-resident students.

Section	III	Eligibility
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To be eligible for this grant, each Sheff school/program applicant must meet the following criteria:

1. Operate an existing interdistrict magnet school in the Sheff region that assists the state in meeting the Sheff goals.
2. Submit a proposal that specifies the following:
 - a) **Proposed Summer School/Program Information:**
 - name and address of the school where the summer program will be held;
 - grade levels of enrolled students to be served;
 - projected total summer school enrollment disaggregated by race, ethnicity and resident town by grade; and the proposed number of seats, per grade, for the summer school program, disaggregated by resident town — Hartford/non-Hartford.
 - List “other” schools that may be in your summer program’s catchment area i.e., where other students may be recruited from)
 - b) **Program Dates:** proposed program dates.
 - c) **Student Participants:** specify the criteria for student identification and selection. **Only students enrolled in interdistrict magnet schools are eligible under this grant.**
 - d) **Family Notification:** describe the school’s outreach strategies to families and identified students to maximize meaningful participation in the summer program.
 - e) **Summer School Staff**
 - a. Program Staff: Identify staffing needs for the program. Specify the number of anticipated hires by position and provide qualifications for each position. Describe recruitment strategies to attract and hire diverse staff, and include demographic targets for anticipated staff.
 - b. Curriculum and Teaching Strategies: By grade level, provide an overview of the curriculum and describe the research-based teaching and learning strategies proposed

to meet student needs. Also, specify the method(s) of delivering instruction and indicate age or grade-level grouping of students.

- c. Program Goals: Specify how a student’s participation in the program will:
 - i. assist him/her in meeting (or exceeding) state academic standards;
 - ii. support his/her academic achievement during the regular school year; and
 - iii. provide opportunities to engage and collaborate with families to improve student learning and academic outcomes.
- d. Student Assessment: Describe the method(s) and times for measuring student progress in the program, and during the following school year; specify the benchmarks for success for the program’s success in terms of student academic growth.
- e. Program Evaluation: specify the proposal for program evaluation by all stakeholders (students, families, and staff).

3. **Program Report**: Summative end-of-program report must be submitted to the Program Manager, Dr. Yemi Onibokun, by Friday, August 29, 2014. The end-of-program report should align with the program narrative and budget in the grant application below, and include the following data:

- (a) Enrolled Students: demographic data (grade, race, ethnicity, resident town) for all enrolled students; daily program attendance data by grade, disaggregated by Hartford, non-Hartford resident town; comparative analysis of pre-and-post- program student assessment data;
- (b) Program Staff: demographic data (position, race, ethnicity, resident town) of employed staff;
- (c) Family Engagement: evidence of implementation of meaningful family engagement strategies;
- (d) Program Evaluation: review the impact of the summer program; provide the report indicating the effect of the program on each stakeholder group (families, students, staff); and
- (e) Fiscal Close Out: final grant expenditure calculations, including detailed information regarding daily transportation costs (daily bus rate, number of buses and daily ridership, and if bus passes are provided, provide the cost per bus pass and the number of students awarded passes).

Section	IV	Funding
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Pending legislative authorization, the Connecticut State Department of Education (CSDE) expects to make available up to \$1.2 million to fund summer academic support activities for Sheff interdistrict magnet schools. This funding is in addition to, not in place of, the statutorily provided interdistrict magnet per pupil grant. Grant award allocations are subject to available appropriations, up to \$1.2 million, and contingent upon CSDE approval of timely submitted grant applications. **All awards are subject to the availability of funds.**

Section	V	Allowable Costs
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The CSDE encourages participating interdistrict Sheff magnets to implement strategies that will benefit students in need of academic support in order to ensure their academic success. Students benefitting from programs or services funded by this grant must include, but are not limited to, Hartford-resident minority students enrolled in the interdistrict magnet school/program. To receive approval for a grant, the interdistrict Sheff magnet must propose and implement teaching and learning strategies that are research-based or those for which there is evidence of past success.

Activities that this grant can fund include, but are not limited to:

- bilingual academic services for English language learners;

- credit recovery for high school students;
- post-secondary education preparation; and
- supplemental English/reading, math and/or science classes/programs for struggling students.

Allowable costs for this grant, in support of academic activities such as those listed above:

- staff salary, provided costs attributable to staff do not exceed 40 percent of the total grant award;
- instructional supplies and materials, including educational software, provided it has use or application by the school for students during the regular school year;
- meals/food for students;
- activities to facilitate family engagement; and
- student transportation.

You are expected to properly complete and submit an ED114 and narrative for the proposed summer program. See an example of the ED114 narrative on page 17.

Indirect costs are not allowable for this grant.

Other costs require prior approval. You should contact Dr. Yemi Onibokun at yemi.onibokun@ct.gov, or 860-713-6575, prior to submitting the grant application regarding funding for items or services other than those listed above. Funds must supplement, not supplant, the school’s educational offerings. All budgeted expenses must clearly support the strategies proposed; a final expenditures report is required.

Budget and program revisions require pre-approval by the grant contact above.

Section	VI	Grant Period
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Fiscal year (FY) 2015 funding for this grant is subject to the CSDE receiving an approved appropriation for this grant. Pending legislative authorization, we anticipate that the grant period will begin July 1, 2014, and conclude on or before August 8, 2014. The final report for the program is due on Friday, August 29, 2014. Grantees should not assume renewal of this grant for FY 2016. Subsequent funding is dependent on available resources, submission of a timely and acceptable end of program status report, and other factors related to effective delivery of services as determined by demonstrated student outcomes.

Section	VII	Submission Requirements
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1. You must submit a properly completed application by 3:00 p.m. on Monday, April 28, 2014; there will be no extension of time granted, and facsimile transmission of the application is not acceptable.
2. You may use regular mail or hand deliver the original application to:

<p>Sonya Efanayi RSCO/Sheff Office, Room 304 Connecticut State Department of Education 165 Capitol Avenue Hartford, Connecticut 06106</p>
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You must also provide an electronic copy of the completed grant application to Sonya Efanayi at sonya.efianayi@ct.gov by 3:00 p.m. on Monday, April 28, 2014.

Section	VIII	Review of Proposals and Grant Awards
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Funds awarded to eligible Sheff schools will be determined as described in Sections III and IV, provided the applicant’s proposal meets all other criteria described in this grant application. The CSDE reserves the right to request additional information from applicants prior to making the award, including information about the proposed program and its cost effectiveness. Under this application, the CSDE will make grant awards only to applicants that assist in achieving Sheff v. O’Neill court ordered goals as set forth in the Phase III extension of the Stipulation and Order. **All awards are subject to the availability of funds.**

Section	IX	Freedom of Information Act
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All information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the provisions of the Freedom of Information Act (FOIA), Connecticut General Statutes (C.G.S.) Section 1-200 et seq. Succinctly stated, 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.

Section	X	Management Control of the Program and Grant Consultation Role of CSDE Personnel
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The grantee has complete management control of this grant. Grantees may consult CSDE staff for technical assistance. However, the CSDE is neither directly responsible for the selection of sub-grantees or vendors, nor directly involved in the expenditure and payment of funds to them.

Section	XI	Obligation of Grantees
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This grant is awarded subject to: (1) contract compliance requirements being met by grantees, as set forth in C.G.S. Sections 4a-60 and 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies; and (2) submission of employment and subcontracting reports as prescribed by the Commission on Human Rights and Opportunities.

Section	XII	Grant Timelines
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March 31, 2014	Release Date
April 28, 2014	Applications Due
May 29, 2014	Grant Award Notification

If you have any questions about this grant, please contact Program Manager, Dr. Yemi Onibokun in the Sheff Office at 860-713-6575 or at yemi.onibokun@ct.gov.

Sheff Interdistrict Magnet Summer School Grant

**APPLICATION PACKET
FY 2015**

COVER PAGE

Connecticut State Department of Education
Sheff Office
Hartford, Connecticut

SHEFF GRANT APPLICATION FY 2015 Sheff Interdistrict Magnet Summer School Grant

Name of District or RESC Operator	
Name and Address of Sheff Interdistrict Magnet School & Grade Span, including grades enrolled	
Objective and Plan for Funds	
Proposed Total Summer School Enrollment and Demographic Information	
Proposed Hartford, Non-Hartford Enrollment by Grade (may be attached)	
Proposed Summer Program Dates	
Contact Person's Name and Title	
Contact Person's Address - include Telephone and Fax Numbers	
Contact Person's E-mail	
Total Amount of Funds Requested for FY 2015	
Name of District Superintendent/RESC Director	

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief. Signature:	Date:
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Program Narrative

If the school plans to utilize the Sheff Interdistrict Magnet Summer School Grant to fund more than one program, please copy this page and provide the narrative of one program per page. Please title additional pages appropriately for ease of review. Note: you must provide data/evidence of the success of EACH program in the Program Evaluation report.

Strategy _____

1. **Participation:** Identify the impacted grade level(s), and specify the criteria for needs identification, as well as the indicators for student selection. Describe the school's outreach strategies to families and identified students to maximize meaningful participation in the summer program.
2. **Curriculum and Teaching Strategies:** By grade level, provide an overview of the curriculum and describe the research-based teaching and learning strategies planned to meet student needs. Also, specify the method(s) of delivering instruction, and indicate age or grade-level grouping of students.
3. **Program Goals and Student Assessment:**
 - a. **Goals:** Specify how a student's participation in the program will:
 - i. assist him/her in meeting (or exceeding) state academic standards;
 - ii. support his/her academic achievement during the regular school year; and
 - iii. provide opportunities to engage and collaborate with families to improve student learning and academic outcomes.
 - b. **Student Assessment:** Describe the method(s) and times for measuring student progress in the program and during the following school year; specify the benchmarks for the program's success in terms of student academic growth.
4. **Program Staff:** Identify staffing needs for the program. Specify the number of anticipated hires by position and provide qualifications for each position. Describe recruitment strategies to attract and hire diverse staff, and include demographic targets for anticipated staff.
5. **Program Evaluation:** Specify the proposal for program evaluation by each stakeholder group (students, families, and staff).

GRANTEE NAME:		TOWN CODE:
GRANT TITLE: SHEFF INTERDISTRICT MAGNET SUMMER SCHOOL GRANT PROJECT TITLE (SCHOOL): CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17057 YEAR: 2015 PROGRAM: 82065 CF1: 170037 CF2: SDE_____		
GRANT PERIOD: 7 / 1 / 14 – 6 / 30 / 15		AUTHORIZED AMOUNT:\$
AUTHORIZED AMOUNT by SOURCE: LOCAL BALANCE:\$ CARRY-OVER DUE:\$ CURRENT DUE:\$		
CODES	DESCRIPTIONS	BUDGET AMOUNT
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES/EMPLOYEE BENEFITS	
300	PURCHASED PROFESSIONAL & TECHNICAL SERVICES	
400	PURCHASED PROPERTY SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
600	SUPPLIES	
	TOTAL	

____ ORIGINAL REQUEST DATE:

____ REVISED REQUEST DATE:

 STATE DEPARTMENT OF EDUCATION
 PROGRAM MANAGER AUTHORIZATION

 DATE OF
 APPROVAL



**Connecticut State Department of Education
Bureau of Choice Programs
Sheff Interdistrict Magnet Summer School Funds**

CODE	OBJECT	AMOUNT
111A	NON-INSTRUCTIONAL. Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.	
111B	INSTRUCTIONAL. Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category.	
200	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 and, while not paid directly to employees, nevertheless are parts of the cost of personal services.	
400	PURCHASED PROPERTY SERVICES. Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees. Most frequently allowed expenditures include: Rentals - costs for renting or leasing land, buildings, equipment or vehicles; Repair and Maintenance services – expenditures for repairs and maintenance services not provided directly by grantee personnel, including contracts and agreements covering the upkeep of buildings and equipment..	
510	TRANSPORTATION. Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.	
530	COMMUNICATION. Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.	
600	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.	
	TOTAL AMOUNT	

**CERTIFICATION THAT A CURRENT
AFFIRMATIVE ACTION PLAN IS ON FILE**

I, the undersigned authorized official, hereby certify that the current affirmative action plan for

_____ is on file with the Connecticut State
[local school district/RESC name]

Department of Education. The Affirmative Action Plan is, by reference, part of this application.

Name of Authorized Official

Title

Signature of Authorized Official

Date

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE:

THE 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.

(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 Connecticut General Statutes § 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, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an

agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (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, mental retardation, 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, mental retardation, 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 Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; 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 Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works 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 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 Connecticut General Statutes §46a-56; 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, 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 Connecticut General Statutes § 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 Connecticut General Statutes § 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 Connecticut General Statutes § 46a-56; 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, 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: _____

ED114 NARRATIVE EXAMPLE



<p align="center">Connecticut State Department of Education Bureau of Choice Programs Sheff Interdistrict Magnet Summer School Funds</p>

CODE	OBJECT	AMOUNT
111A	<p>NON-INSTRUCTIONAL: Project Director \$40/hr. x 8 hr./day x 25 days = \$8,000 1 Nurse \$30/hr. x 4 hr./day x 20 days = \$2,400 15 Assistant Teachers/bus monitors (Elem) \$ 15/hr. x 7 hr./day x 21 days = \$33,075 Office Assistant \$16/hr. x 7 hr./day x 21 days = \$2,352</p>	
111B	<p>INSTRUCTIONAL: 17 Certified Teachers \$30/hr. x 6 hr./day x 20 days = \$61,200 1 Social Worker \$30/hr. x 5 hr./day x 20 days = \$3,000 Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category.</p>	
200	<p>PERSONAL SERVICES/EMPLOYEE BENEFITS. Certified Personnel Benefits (e.g., # and positions of employees @3.55% = \$2,280) Non-certified Personnel Benefits (e.g., # and positions of employees @9.65% = \$4,422)</p>	
400	<p>PURCHASED PROPERTY SERVICES. Expenditures for services to operate, repair, maintain and rent property owned and/or used by the grantee. These are payments for services performed by persons other than grantee employees. Most frequently allowed expenditures include: Rentals - costs for renting or leasing land, buildings, equipment or vehicles; Repair and Maintenance services – expenditures for repairs and maintenance services not provided directly by grantee personnel, including contracts and agreements covering the upkeep of buildings and equipment..</p>	
510	<p>PUPIL –TRANSPORTATION. HROCSP at Two Rivers 5 buses @ \$225/day x 20 days = \$22,500 Transportation -Choice students attending suburban programs = \$28,928 Field Trips -8 @ \$ 1,250 (admission & transportation) = \$ 10,000 Copying \$200; Postage \$ 142; Liability Insurance \$372</p>	
530	<p>COMMUNICATION. Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.</p>	
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>	
	TOTAL AMOUNT	