

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## SHEFF OFFICE



### 2015-16 Application for Sheff Interdistrict Magnet Summer School Grant

Purpose: *In accordance with Section 10-264l(c)(5) of the Connecticut General Statutes (“CGS”), AND; to meet the goals of the stipulation and order for Milo Sheff, et al. v. William A. O’Neill, et al., the Connecticut State Department of Education (“CSDE”) is seeking **competitive** grant applications from interdistrict magnet schools to: (1) provide summer programs to enhance the academic achievement of students participating in interdistrict magnet schools; (2) promote social and emotional support of students in the Sheff magnet schools.*



**Applications Due: January 20, 2015**

**Published: December 5, 2014**

**RFP #800**

**SHEFF OFFICE, Connecticut State Department of Education**

**165 Capitol Avenue, Hartford, CT 06106**

**[www.sde.ct.gov](http://www.sde.ct.gov)**

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Stefan Pryor**

**Commissioner of Education**

## **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYEE**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

**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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## Providing Academic Support for Hartford Students in Interdistrict Magnet Schools

<b>Section I</b>	<b>Purpose</b>
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The purpose of this grant is to: (1) fund a summer program that provides academic assistance to the majority of Hartford-resident students in the Sheff interdistrict magnet schools; (2) provide funds for social and emotional development of students during the summer break.

<b>Section II</b>	<b>Background</b>
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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.

<b>Section III</b>	<b>Eligibility</b>
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To be eligible for this grant, each applicant must meet the following criteria:

**1. Operate as an interdistrict magnet school in the Sheff region supported by the state to meet the Sheff desegregation goals.**

**2. Submit the grant application that specifies the following:**

a. Details of proposed Summer Program information:

- Name and address of the school where the summer program will be held.
- Goal and measurable objectives of the summer program.
- School’s demographic and student achievement data; providing the justification for the proposed summer program.
- Type of program: Traditional Instruction or Digital Web Based Learning.

b. Program Dates:

- Proposed program dates.
- Number of days of instruction (program must provide minimum of 20 days of instruction).

c. Student Participation:

- Criteria for student identification and selection. Only students enrolled in interdistrict magnet schools are eligible for services. The majority of participants must include but are not limited to Hartford-resident minority students.
- Projected total summer school enrollment disaggregated by race, ethnicity, resident town (Hartford/Non Hartford) and grade.

d. Family Notification:

- School's outreach strategies to families of targeted students to maximize their participation in the summer program.

e. Cost

- Estimate of the total cost of the summer program.
- Proposed reasonable cost of service per child.

f. Instructional Staff:

- Specify staffing needs for the program (e.g. number of anticipated hires by position and provide qualifications for each position).

g. Curriculum and Teaching Strategies:

- By grade band, 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. (*Programs and activities must be designed to lead to observable and measurable improvement in student behavior and academic achievement*). Applicants are encouraged to consult their curriculum/theme coaches when writing the application.

h. Program's Student Focused Goals: Describe how a student's participation in the program will:

- Assist him/her in meeting (or exceeding) state academic standards.
- Support students' positive social and emotional development.
- Engage and collaborate with families to improve student learning and academic outcomes.

i. Student Assessment:

- Describe the method(s) and intervals for measuring student's progress during the program.
- Benchmarks for the program's success in terms of student academic and social emotional growth.

j. Program Evaluation:

- Describe the proposal for program evaluation by all stakeholders—students, families, and staff.

### 3. Program report:

End-of-program report must be submitted by each grantee to the Program Manager, Dr. Yemi Onibokun, by Friday, August 28, 2015. The end-of-program report should align with the program narrative and budget in the grant application, and must include the following data:

- a) Program: Dates and time(s) of operation.
- b) Enrolled Students: Demographic data (grade, race, ethnicity, resident town/Hartford-Non-Hartford) for all enrolled students.
- c) Subjects focused on: Skills developed; services provided and related assessment strategies.
- d) Indicators of Student Achievement: Academic/social emotional and skill development.
- e) Evidence of Student Achievement: Include data showing academic/ social emotional and skill development).
- f) Family Engagement: Evidence of implementation of meaningful family engagement strategies.
- g) Program Evaluation: Review the impact of the summer program; provide the report indicating the effect of the program on each stakeholder (families, students, staff); and
- h) 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).

<b>Section IV</b>	<b>Funding</b>
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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. The award of funding is contingent upon a proposal selected on the basis of the criteria described in the scoring rubric. 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.**

<b>Section V</b>	<b>Use of Funds</b>
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Activities 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.

<b>Section VI</b>	<b>Allowable Costs</b>
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The CSDE encourages participating Sheff interdistrict magnet schools 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.

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

- staff salary;
- 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; (not for any level of staff)
- activities to facilitate family engagement; and
- students' transportation. *The grant does not cover field trips except on a limited basis where academic content requires such visits (e.g. to science museum, or botanical park to study the ecosystem).*

Applicants are expected to properly complete and submit an ED114 and the narrative for the proposed summer program. **A copy of the ED114 form is attached on page 13.**

<b>Section VII</b>	<b>Funding Level</b>
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Each school will be provided with grants of up to eighty thousand dollars (\$80,000) depending on the number of students enrolled for the summer program.

<b>Section VIII</b>	<b>Ineligible Use of Funds</b>
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Indirect costs are not allowable for this grant. Funding cannot be used for any other program initiatives.

<b>Section IX</b>	<b>Management Control of the Program and Grant Consultation Role of CSDE Personnel</b>
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The grantee has overall management control of the 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. 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 in the final report. Budget and program revisions require pre-approval by the CSDE grant manager.

<b>Section X</b>	<b>Grant Period</b>
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Fiscal year (FY) 2016 funding for this grant is subject to the CSDE receiving an approved appropriation for this grant. Pending legislative authorization, it is anticipated that the grant period will begin July 1, 2015, and conclude on or before August 21, 2015. The final report for the program is due on Friday, August 28, 2015. 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.

<b>Section XI</b>	<b>Submission Requirements</b>
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Applicants must complete and submit the following:

1. **Proposal cover page:** Supply all information on the proposal cover page.
2. **Proposal Narrative:** Provide the proposal narrative as described in Section III and the Scoring Rubric.

3. **Budget:** Using the ED 114 (See page 13) present the budget for project costs. Budget code descriptions are provided to ensure that applicants appropriately allocate the funds within the ED 114.
4. **Budget Narrative:** Provide a detailed description of the uses of funds that includes all the elements of the ED 114.
5. **Affirmative Action:** If the applicant does not have a packet on file with the CSDE, an affirmative action packet should be completed and submitted with the application.
6. **Assurances:** All signed assurances should be included with the application.

**Submit** a completed proposal (original and three copies) **by 3:00 p.m. on Tuesday, January 20, 2015**; there will be **no extension of time** granted, and facsimile transmission of the application is not acceptable.

Please use regular mail or hand deliver the original application to:

**Sonya Efanayi  
Sheff Office  
Connecticut State Department of Education  
165 Capitol Avenue, Room 227  
Hartford, Connecticut 06106.**

You must also provide an electronic copy of the completed grant application to Sonya Efanayi at [sonya.efianayi@ct.gov](mailto:sonya.efianayi@ct.gov) **by 3:00 p.m. on Tuesday, January 20, 2015.**

<b>Section XII</b>	<b>Disclaimer</b>
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The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, proposals should represent the applicant’s unique and best effort from both a technical (program) and cost standpoint. The CSDE reserves the right to reject proposals that appear very similar in content (plagiarized). Grants are not final until the Grant Award Notification letter has been executed.

<b>Section XIII</b>	<b>Review of Proposals and Grant Awards</b>
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A team of evaluators will review each submitted proposal based on the criteria in the rubric located in Appendix A. 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 demonstrate the potential for achieving Sheff v. O’Neill court ordered goals as set forth in the Phase III extension of the Stipulation and Order.

<b>Section XIV</b>	<b>Bidder’s Conference</b>
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The CSDE will hold a bidders’ conference on Monday, December 15, 2014, from 10 a.m. to 12 p.m. in Room 227, State Department of Education, 165 Capitol Avenue, Hartford, Connecticut. Please register attendance by emailing [sonya.efianayi@ct.gov](mailto:sonya.efianayi@ct.gov)



<b>Section XV</b>	<b>Freedom of Information Act</b>
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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.

<b>Section XVI</b>	<b>Obligation of Grantees</b>
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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.

<b>Section XVII</b>	<b>Grant Timelines</b>
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<b><u>Release Date:</u></b>	<b>December 5, 2014</b>
<b><u>Application Date:</u></b>	<b>January 20, 2015</b>
<b><u>Grant Award Notification:</u></b>	<b>February 27, 2015</b>

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](mailto:yemi.onibokun@ct.gov).

# **Interdistrict Magnet Summer School Grant**

## ***APPLICATION PACKET***

**FY 2015-16**

# Proposal Cover Page

Connecticut State Department of Education  
 Sheff Office  
 Hartford, Connecticut  
**SHEFF GRANT APPLICATION FY 2016**  
 Sheff Interdistrict Magnet Summer School Grant

Name: of Sheff Partner.	
Name: Address of Interdistrict Magnet School. Grade Span.	
Justification for Summer Program.	
Objective and Plan for Grant.	
Proposed Dates of Summer Program.	
Number of days of Instruction (Minimum of 20 days).	
Proposed Total Summer School Enrollment by Hartford and Suburban.	
Proposed Hartford, Non-Hartford Enrollment by Grade (may be attached).	
Type of Program: Traditional or Online or Both.	
Contact Person's Name, Title, E-Mail, Phone Number and Fax Number.	
Estimated Budget of Program.	
Amount of Grant Applied for (See ED114).	
Estimated cost of program per child.	
Proposed number of grant supported instructional staff.	
Name of District Superintendent/RESC Director.	
Name of Principal.	

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

# Proposal Narrative

If the school plans to utilize the Sheff Interdistrict Magnet Summer School Grant to fund more than one program (e.g. School A (middle), School B (high), in different locations, please copy this page and provide the narrative of each program separately. Please title additional pages appropriately for ease of review.

**1. Justification for the Program:**

- Describe the need for the proposed program using relevant data.

**2. Objective and detailed description of the program:**

- Describe how implementing the proposed program will meet the need(s) identified.

**3. Program Goals:**

- Specify how a student's participation in the program will assist him/her in meeting (or exceeding) state academic standards;
- Support his/her social and emotional development;
- Provide opportunities to engage and collaborate with families to improve student learning and academic outcomes.

**4. Curriculum and Teaching Strategies:**

- Provide an overview of the curriculum by grade level and describe the research-based teaching and learning strategies planned to meet students' needs.
- Specify the instructional strategies, and indicate age or grade-level grouping of students.

**5. Students' Assessment:**

- Describe indicators of students' achievement and the method(s) for measuring student progress in the program.

**6. Students' Participation:**

- Identify the impacted grade level(s), and specify the criteria for needs identification, as well as the indicators for student selection. (Majority of students must be Hartford-resident.)
- Describe the school's outreach strategies to families and identified students to maximize meaningful participation in the summer program.

**7. Number of Instruction Days:**

- Provide actual dates of summer program and number of instruction days (must be a minimum of 20 days).

**8. Program Instructional Staff:**

- Identify staffing needs for the program.
- Specify the number of anticipated instructional staff by positions and provide qualifications for each person.
- Specify number of non-instruction staff required.

**9. Cost:**

- Estimate the total budget for the summer program
- Provide amount of grant request.
- Estimate the cost of student transportation.
- Describe how funds are aligned with the needs of the program

**10. Program Evaluation:**

- Describe how the program will be evaluated by each stakeholder group (students, families and staff).

<b>GRANTEE NAME:</b>		<b>TOWN CODE:</b>
<b>GRANT TITLE: SHEFF INTERDISTRICT MAGNET SUMMER SCHOOL GRANT</b> <b>PROJECT TITLE (SCHOOL):</b> <b>CORE-CT CLASSIFICATION: FUND: 11000 SPID: 17057 YEAR: 2016 PROGRAM: 82065</b> <b>CF1: 170037 CF2: SDE_____</b>		
<b>GRANT PERIOD: 07 / 01 / 15 – 09 / 30 / 15</b>		<b>AUTHORIZED AMOUNT:\$</b>
<b>AUTHORIZED AMOUNT by SOURCE:</b> <b>LOCAL BALANCE:\$ CARRY-OVER DUE:\$ CURRENT DUE:\$</b>		
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>
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	
	<b>TOTAL</b>	

\_\_\_\_ ORIGINAL REQUEST DATE:

\_\_\_\_ REVISED REQUEST DATE:

\_\_\_\_\_  
 STATE DEPARTMENT OF EDUCATION  
 PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_  
 DATE OF  
 APPROVAL

## ED114 NARRATIVE

**Connecticut State Department of Education  
Sheff Office  
Sheff Interdistrict Magnet Summer Schools Funds**

CODE	OBJECT	AMOUNT
111A	<b>NON-INSTRUCTIONAL.</b> 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	<b>INSTRUCTIONAL.</b> 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	<b>PERSONAL SERVICES-EMPLOYEE BENEFITS.</b> 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.	
300	<b>PURCHASED PROFESSIONAL &amp; TECHNICAL SERVICES.</b> Payments for services performed only by persons or firms with specialized skills and knowledge.	
400	<b>PURCHASED PROPERTY SERVICES.</b> 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	<b>TRANSPORTATION.</b> 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	<b>COMMUNICATION.</b> 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	<b>SUPPLIES.</b> 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.	
	<b>TOTAL AMOUNT</b>	

**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

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:**

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**THE APPLICANT:**

HEREBY ASSURES THAT:

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(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.

<b>Superintendent Signature:</b>	
<b>Name: (typed)</b>	
<b>Title: (typed)</b>	
<b>Date:</b>	

## Appendix A:

### Scoring Rubric

<b>Applicant Name</b>	
<b>Reader Number</b>	
<b>Date Reviewed</b>	

**Note:** The CSDE shall reject applications (and will not score them) if programs are less than 20 days of “face to face” contact with students.

**Proposals that are very similar in content will not be scored.**

**Reader Instructions:** Give the proposal a score that best describes the attributes in each category.

<b>Section</b>	<b>Maximum Points</b>
1. <b>Justification:</b> - Student data included, Students demographics,- Need for Program presented	10
2. <b>Program Goals:</b> -Description of effectiveness in increasing student academic achievement and social emotional skills.	10
3. <b>Objective of Program:</b> -Clearly stated in measurable terms	5
4. <b>Curriculum Content and Teaching Strategies:</b> - Description of curriculum content by grade levels; research based evidence supporting curriculum and instructional strategies.	20
5. <b>Student’s Assessment:</b> -Description of indicators of student’s progress; appropriateness of type and interval(s) of measurement.	20
6. <b>Parent Involvement and Student Participation:</b> -Majority of enrolled students are Hartford-resident; parents were informed and engaged in a timely manner.	10
7. <b>Program Dates:</b> -Description of adequacy of instruction time to meet program goals: period of instruction includes minimum of 20 contact days	5
8. <b>Program Staff:</b> -Appropriateness of qualifications to meet program goals; sufficient number of staff available to increase student achievement.	5
9. <b>Budget:</b> - Description of justification of program cost; adequate cost information presented in ED114 and narrative.	10
10. <b>Program Evaluation:</b> - Description of empirical method of program review	5
<b>TOTAL POINTS</b>	<b>100</b>

**1. JUSTIFICATION:**

<b>Criteria: Data provided to support program needs.</b> <i>Program uses appropriate student achievement data to justify the need for summer program.</i>	<b>Excellent (10)</b>	<b>Good (8)</b>	<b>Fair (6)</b>	<b>Weak (4)</b>	<b>Inadequate (2)</b>

**Score:**

**2. PROGRAM GOALS:**

<b>Criteria: The program will have significant impact on the academic achievement of student participants.</b> <i>Program describes an effective plan to increase students' achievement and emotional development.</i>	<b>Excellent (10)</b>	<b>Good (8)</b>	<b>Fair (6)</b>	<b>Weak (4)</b>	<b>Inadequate (2)</b>

**Score:**

**3. OBJECTIVE OF PROGRAM:**

<b>Criteria: The program will have significant impact on the academic achievement of Hartford- resident students.</b> <i>Program describes an effective plan to increase students' achievement and emotional development.</i>	<b>Excellent (5)</b>	<b>Fair (3)</b>	<b>Inadequate (1)</b>

**Score:**

**4. CURRICULUM AND TEACHING STRATEGIES:**

<b>Criteria: Increasing student achievement is the key focus. Research cited to support appropriateness of the curriculum content and instructional strategies. Proposal provides evidence of effectiveness of curriculum to increase student achievement. Identifies the content area(s) by grade bands. Social and emotional supports are provided.</b>	<b>Excellent (20)</b>	<b>Good (16)</b>	<b>Fair (12)</b>	<b>Weak (8)</b>	<b>Inadequate (4)</b>

**Score:**

**5. STUDENTS' PARTICIPATION AND PARENTAL INVOLVEMENT:**

<b>Criteria: Program shows activities for informing parents and recruiting Hartford students. Proposal describes the plan to recruit and retain majority of Hartford-resident students. Describe the needs of the student. Proposal describes the plan to retain students as program addresses their issues individually. Proposal aligns parents' vision to student participation to high student achievement.</b>	<b>Excellent (10)</b>	<b>Good (8)</b>	<b>Fair (6)</b>	<b>Weak (4)</b>	<b>Inadequate (2)</b>

**Score:**

**6. STUDENTS' ASSESSMENT:**

<b>Criteria: Program shows student assessment measures academic achievement and is communicated.</b>	<b>Excellent (20)</b>	<b>Good (16)</b>	<b>Fair (12)</b>	<b>Weak (8)</b>	<b>Inadequate (4)</b>
<i>Proposal specifies indicators of student academic achievement and acquisition of advanced behavioral skills and of program tests are provided. Example: Proposal lists types of assessment and appropriateness for subject / skills(s) development.</i>					

**Score:**

**7. DATES OF PROGRAM:**

<b>Criteria: Proposal provides timelines that are adequate for executing a successful program.</b>	<b>Excellent (5)</b>	<b>Fair (3)</b>	<b>Inadequate (1)</b>
<i>Program dates are specified. Dates include timelines for student pre and post testing. Proposal includes minimum of 20 online / face-to-face instruction days. Proposal shows evidence that “days of instruction” are adequate to meet program goals.</i>			

**Score:**



**8. PROGRAM STAFF:**

<b>Criteria: The program will employ CT certified teachers to assure students' success.</b>	<b>Excellent (5)</b>	<b>Fair (3)</b>	<b>Inadequate (1)</b>
<i>Proposal provides number and qualification of grant paid teachers. Explains source of funding for non-instructional staff. Proposal describes plan for program coordination and staff monitoring.</i>			

**Score:**

**9. BUDGET:**

<b>Criteria: The budget supports the program goals and objectives.</b>	<b>Excellent (10)</b>	<b>Good (8)</b>	<b>Fair (6)</b>	<b>Weak (4)</b>	<b>Inadequate (2)</b>
<i>Proposal requests reasonable funds. Cost of transportation per child is estimated and provided. Budget form is completed with all required information. Budget is added correctly on ED114.</i>					

**Score:**

**10. PROGRAM EVALUATION:**

<b>Criteria: Program describes processes for self-evaluation. <i>Proposal demonstrates how it will conduct systematic evaluation of its goals, methods, instructional materials and staff used to foster academic achievement of Hartford students. Proposal provides sample of measurement tool or strategy that will indicate program success.</i></b>	<b>Excellent (5)</b>	<b>Fair (3)</b>	<b>Inadequate (1)</b>

**Score:**

**Grand Total Score:**