

The Commissioner's Network Wraparound Services Grant Application 2014 – 15

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Due Date: Tuesday, September 2, 2014

RFP 809



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





Connecticut State Department of Education
Office of Student Support and Organizational Effectiveness
Bureau of Health/Nutrition, Family Services and Adult Education

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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
860-807-2071



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I. Introduction

Within available appropriations, Section 10-265p of the Connecticut General Statutes (C.G.S.) provides grant funding to educational reform districts, as defined in C.G.S. § 10-262u, pursuing comprehensive wraparound strategies, including social-emotional behavioral supports, family involvement and support, student engagement, physical health and wellness and social work and case management. All districts with Commissioner's Network schools are "educational reform districts" except for Norwalk.

Commissioner's Network Schools are eligible to apply for 2014-15 Wraparound Services Grant funds. These funds are to be used to enhance coordination and implementation of wraparound services in alignment with the core academic program and school model. With the exception of Briggs High School in Norwalk, each Network School is eligible to apply for up to \$100,000 in grant funding. There is limited funding and only a few Network Schools will receive funds based on available funding and the quality of the wraparound plans submitted.

Please complete the attached application. Each applicant should use the application to briefly articulate its best approaches for enhancing and coordinating wraparound services to meet the needs of their students and local community. To facilitate timely dissemination of funds, please submit the attached wraparound service plan and budget on or before Tuesday, September 2, 2014, at 4:00 p.m., via email to Kari Sullivan at kari.sullivan@ct.gov.

II. About Wraparound Services

A. Wraparound Services are Collaborative Partnerships

In order to achieve maximum success in their education reform efforts, schools need to engage a set of partnerships between the school and other community resources. These partnerships develop a unified focus on academics, services, supports and opportunities that lead to improved student learning, stronger families and healthier communities. Schools become hubs of the community, accessible to children and families, including evenings and weekends, as needed. The purpose of this grant is for schools to implement integrated services through strong community partnerships to address the needs of students and families.

B. Key Elements of Wraparound Services

Key components of school reform consist of core instructional programs delivered by qualified teachers, challenging curriculum anchored by high standards and expectations for students and wraparound services, such as those in community school models. Wraparound services are provided in a manner that coordinates school and community services for children, including but not limited to:

- family engagement, parent leadership and adult education;
- extended learning opportunities and youth development;
- physical, dental and mental health programs and social services;
- afterschool, mentoring and tutoring programs;
- early childhood development; and
- full utilization of federal and state child nutrition programs (breakfast, lunch, supper, snack, and Healthy Food Certification).

C. Best Practices

Successful wraparound services include coordination with school and community initiatives to ensure students receive the adequate support and services necessary to be successful in school. Best practices for wraparound services include:

- **Coordination:** Assigning a high-level administrator, either at the school or with a community partner, who is responsible for the coordination of wraparound services is key to the success of these efforts. A person must be in place to coordinate, negotiate, mediate and make connections among nonprofits, schools and other partners.
- **Needs Assessment/Planning:** Identify service needs, gaps and existing programs, examine and share relevant research, develop plans, provide training and support to build local capacity.
- **Communication:** Engage a wide range of stakeholders, communicate among families, school staff, external service providers and the wider community.

III. WRAPAROUND SERVICES GRANT APPLICATION INSTRUCTIONS

A. Instructions

Please review and follow all directions carefully when completing this application. Please complete all of the required sections. The application will be deemed incomplete and/or deficient if required sections are not submitted. The application is due on or before September 2, 2014, and must be submitted in PDF format to Kari Sullivan, Associate Education Consultant, at kari.sullivan@ct.gov.

B. Application Guidelines and Scoring

Each section of the Wraparound Services Grant Application will be scored based on the following:

Rating Guidelines:

- Very Good - Specific and comprehensive. Complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas. (25 points)
- Good - General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses. (15 points)
- Fair - Unclear and non-specific. Criteria appear to be minimally met, but limited information is provided about approach and strategies. Lacks focus and detail. (5 points)
- Poor - Does not meet the criteria, fails to provide information, provides inaccurate information, provides information that requires substantial clarification as to how the criteria are met, or does not address the criteria or simply re-states the criteria. (0 points)



C. Freedom of Information

All of the information contained in a proposal submitted in response to this application is subject to the provisions of the Freedom of Information Act (FOIA), Section 1-200 et seq. of the Connecticut General Statutes. 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 statute) are public records and every person has a right to inspect such records and receive a copy of such records.

D. Questions

All questions regarding the Wraparound Services Grant Application should be directed to:

Andrew Ferguson
Director of Strategic Initiatives
Turnaround Office
Connecticut State Department of Education
Telephone: 860-713-6793
E-mail: andrew.ferguson@ct.gov



IV. WRAPAROUND SERVICES GRANT APPLICATION

Cover Page

Name of School District:			
Name of School:			
Principal:			
Phone # of Principal:			
E-mail of Principal:			
Name of Superintendent:			
Signature of Superintendent:		Date:	

Wraparound Services Grant Application

- 1) Wraparound Services:** Explain how the school proposes to use grant funding to support wraparound programs and services in the 2014-15 school year. Describe the specific programs and services, why the services are needed and the data that supports the need to provide the integrated services. How will success be measured (e.g., increased attendance, reduction in suspensions)? (25 points)

- 2) Partnerships:** Describe your community partners and how each will contribute to specific services. What rationale was used to select the partners? How are referrals for non-school setting services coordinated? Provide letters of intent or memoranda of agreement for all partners providing services or programs described in this application. (25 points)

- 3) Coordination/Capacity:** Describe the organization and/or person who will be responsible for coordinating all integrated services with community partners. Please describe his or her role and responsibilities, experience/education level required to perform the job and the amount of time allotted for these responsibilities. Provide detailed job description(s) and/or resume(s) for any positions to be funded by this grant. (25 points)

- 4) Alignment:** How does your wraparound plan align with the goals of your school's academic model? Include any indicators that will be used to determine success. (25 points)



V. Budget Information

ED 114 BUDGET FORM AND BUDGET NARRATIVE

Complete the ED114 Budget Form and Budget Narrative Form. The budget narrative should describe the basis for determining the amounts shown on the budget page in detail. Both the budget and the narrative should be aligned with the activities described in the plan above.

BUDGET FORM
ED 114 FISCAL Year 2015

GRANT <input checked="" type="checkbox"/>			CONTRACT <input type="checkbox"/>		
GRANTEE NAME:			TOWN CODE:		
GRANT TITLE: Wraparound Services Grant 2014-15					
PROJECT TITLE: Commissioner's Network Schools					
CORE-CT CLASSIFICATION:					
FUND: 11000		SPID: 12544		PROGRAM: 82164	
CF1: 170003					
Project Code: SDE000000000002					
GRANT PERIOD: 7/1/14 – 6/30/15			AUTHORIZED AMOUNT:		
CODES	DESCRIPTIONS	BUDGET			
100	Personal Services – Salaries				
200	Personal Services – Employee Benefits				
300	Purchased Professional and Technical Services				
500	Other Purchased Services				
600	Supplies				
	TOTAL				

Original Request Date	State Department of Education	
Revised Request Date	Program Manager Authorization	Date of Approval



Budget Narrative

Provide a ***detailed description*** of the proposed use of funds for each line item amount listed on the budget page and include the basis for determining these amounts. The budget proposal must align with all elements of the application. (25 points)

Budget Code	Description (<i>Be Specific</i>)	Amount
100	Personal Services - Salaries	
200	Personal Services – Employee Benefits	
300	Purchased Prof/Tech Services	
500	Other Purchased Services	
600	Supplies	
	Total	



VI. Statement of Assurances

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: Wraparound Services Grant 2014-15
Commissioner’s Network Schools

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: _____

Wraparound Services Grant Application 2014-15	Reviewer Initials:
Name of School:	Application Number:
Applicant Total Score:	Maximum Allowable Score: 125

Reader instructions: Score the grant components based on how detailed and specific the proposal responds to the question. Each question and the budget/narrative will be evaluated and each is worth up to 25 points. Please score each section (using the scoring guidance in the table below) to best describe your rating:

Score	Description	Maximum Points Allowed
Very Good	Specific and comprehensive. Complete, detailed and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.	25
Good	General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor inconsistencies and weaknesses.	15
Fair	Unclear and non-specific. Criteria appear to be minimally met, but limited information is provided about approach and strategies. Lacks focus and detail.	5
Poor	Does not meet the criteria, fails to provide information, provides inaccurate information, provides information that requires substantial clarification as to how the criteria are met, or does not address the criteria or simply re-states the criteria.	0

Point reductions should be considered for scoring when required criteria for each component area are not provided. Total all component scores and write the final score at the top of this page. A section for comments is provided at the end of this form. Please provide comments for any strengths or weaknesses that you found in the application.

Wraparound Services Grant Application	Points
1) Wraparound Services (25 points)	
<ul style="list-style-type: none"> • Explains in detail how the school proposes to use the grant funding to support wraparound programs and services. • Describes the specific programs and services. • Provides data and documentation that the services are needed. • Provides an explanation on how success will be measured, e.g., increased attendance, reduction in suspensions. 	
2) Partnerships (25 points)	
<ul style="list-style-type: none"> • Applicant identifies community partners and the specific services and programs that will be provided by the partners. • A rationale for the selection of the community providers is included in the narrative. • A system for referring students and families for non-school setting services is in place. • Letters of intent or memorandums of agreement are included for all partners providing services or programs in this proposal 	
3) Coordination/Capacity (25 points)	
<ul style="list-style-type: none"> • An organization and/or individual has been identified that will be responsible for coordinating all integrated services with community partners. • The role and responsibilities of the coordinating entity are clear and adequate for the scope of the proposal. • A job description or resume for the coordinator is provided and is adequate for the level of responsibility. 	
4) Alignment (25 points)	
<ul style="list-style-type: none"> • The proposal is aligned with and supports the goals of the school’s academic model. • Appropriate and reasonable indicators to determine success are included in the proposal. 	
5) Budget/Budget Narrative (25 points)	
<ul style="list-style-type: none"> • Budget and budget narrative are aligned to support the programs and services to be provided. • Budget supports and enhances the school’s academic model and Network School grant. 	

Comments:

Strengths:

Weaknesses: