

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

REGIONAL SCHOOL CHOICE OFFICE (RSCO)

SHEFF OFFICE



**APPLICATION  
FOR**

**Open Choice Academic, Student and Social Support (Sheff Region)**

**2013-14**

Purpose: To promote academic and social success for students participating in the Sheff Region Open Choice Program.

Section 10-266aa of the Connecticut General Statutes

Applications Due: September 20, 2013

Published: August 8, 2013

ED # 999

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Stefan Pryor  
Commissioner of Education**

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**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYEE**

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<b>Section</b>	<b>I</b>	<b>Purpose</b>
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The purpose of this grant is to ensure academic and social success for students participating in the Open Choice Program in the Sheff Region.

<b>Section</b>	<b>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 an agreement known as the Phase II Stipulation and Order (Order), which was approved by the court on June 11, 2008, (see Milo Sheff, et al. v. William A. O’Neill, et al. HHD-X07-CV89-4026240 April 4, 2008). The Order specifies interim performance benchmarks and goals concerning the percentage of Hartford-resident minority students placed in reduced racial isolation settings.

The Open Choice Program plays a significant role in the State’s plan to meet its responsibilities as outlined in the Order. This statewide program is intended to reduce racial, ethnic, and economic isolation, improve student achievement and provide parents with a choice of educational programming. A focus of the Connecticut State Department of Education (CSDE) is to raise awareness of open choice in the Sheff region, increase the scope and level of academic and social supports for participating students, their families, receiving districts, and thereby encourage Hartford area families and communities to increase participation in the program. The CSDE’s long-term goal is to increase each Hartford area district’s participation in the program to at least 3 percent of its student population, making it critical for students, families, and staff involved in the program – residing in Hartford and the participating suburbs – to receive academic and social supports that ensure student success.

**On April 30, 2013, an extension to the stipulated agreement was signed allocating a portion of the academic, student and social support grant for professional development activities during the school year to those districts accepting open choice students.**

<b>Section</b>	<b>III</b>	<b>Eligibility</b>
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To be eligible for a grant, each applicant must receive open choice students and submit a proposal outlining the strategies and programs that they will implement to provide academic, student and social support to the students in the Open Choice Program.

**Eligibility Requirements for 2013-14:**

Although open choice is a statewide program, only those school districts participating in the Open Choice Program in the Sheff region, that contribute to the State meeting the goals of the Sheff Phase II Stipulation and Order, are eligible for funding through this grant. A list of eligible applicants per Connecticut General Statutes Section 10-266aa (o) is in Appendix A, along with their entitlements.

Districts that choose not to apply for funding should email the State Department of Education Open Choice Academic, Student and Social Support Program Manager declining the funds no later than the due date on the grant application. The State Department of Education will reallocate those funds to other districts.

All districts receiving grant funding may receive site visits in 2013-14. Districts that do not respond to requests to schedule a site visit, or otherwise decline to participate, may jeopardize their current year's funding and will be ineligible for funding the following year.

<b>Section</b>	<b>IV</b>	<b>Funding</b>
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There is approximately \$3.2 million available to fund academic, student and social support activities. This funding is in addition to, not in place of, the statutorily provided open choice grant currently funded on a tiered basis depending on the district's level of participation in the program. Grants are awarded on an entitlement basis, upon CSDE's approval of the required grant application. See Appendix A for estimated district entitlements.

Funding is to be distributed as follows:

- **Per Pupil Award:** Districts receiving open choice students will receive \$575 per student in Grades PK-5 and \$900 per student in Grades 6-12 based on their January 2013, open choice enrollment as filed in the State's Public School Information System.
- **Tiered Incentive:** Districts that continue to increase their enrollment of open choice students in an effort to meet or exceed the 3 percent enrollment target are eligible for the Tiered Incentive.
  - \$50,000 if open choice student enrollment is greater than or equal to 2.1 percent and less than 2.7 percent of the district's enrollment;
  - \$75,000 if open choice student enrollment is greater than or equal to 2.7 percent and less than 3 percent of the district's enrollment; or
  - \$115,000 if open choice student enrollment is greater than or equal to 3 percent of the district's enrollment.
- **Hold Harmless:** All districts with enrollment greater than 1 percent, that increase seats over their January 2013 enrollment will be eligible for a hold harmless provision. This provision will provide them with at least as much funding as they received in fiscal year 2012-13.
- **Targeted Professional Development:** The \$5,000 professional development funding must be used for school climate and culturally responsive education programming. These funds should be informed by the district's approved school climate plan or similar document approved by the district. The funds should be expended only for such purposes and a separate program narrative and budget must be submitted detailing the use of the funds. Some programs that may be funded through this grant include but are not limited to: ADL Programming, Rachel's Challenge Program, Comprehensive School Climate Inventory, Culturally Proficient Leadership and Instruction Module; CALI Improving School Climate Training, Culturally Responsive Programming, Connecticut Welcoming Schools Initiative and Bully Proof Your Classroom.

- **Districts that do not offer additional Open Choice seats for the 2013-14 school year will not be eligible for an Academic, Student and Social Support Grant.**

*Please note that the entitlement amounts listed in Attachment A are estimates, and that all participating districts are eligible for the Tiered Incentive portion of the grant if the enrollment criteria are met. Actual amounts will be based on 2012-13, open choice student enrollments. All awards are subject to the availability of funds.*

<b>Section</b>	<b>V</b>	<b>Allowable Costs</b>
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The CSDE encourages participating districts to implement strategies that will benefit students in need of academic and/or social support as well as to improve social climate within the schools in order to ensure that students remain in and complete the Open Choice Program. Students benefitting from programs or services funded by the grant must include, but are not limited to, students enrolled in the district through the Open Choice Program. In order for the proposal to be approved, districts must propose and implement strategies that are research based or those with which they have evidence of past success.

Activities that may be funded through this grant include, **but are not limited to:**

- summer school or other summer programs;
- school climate activities and/or programs;
- professional development for teachers;
- parent/family activities including program information and academic development;
- before and after school enrichment programs;
- school – family liaison;
- bilingual services for English Language Learner students and/or parents;
- supplemental reading and/or mathematics programs;
- tutorial services; and
- technology used to assist and/or enhance students academically (no more than 10 percent not including professional development funds).

Districts that are unable to purchase services within current resources may enter into agreements with other districts in order to secure cooperative services. Examples of such services include but are not limited to professional development, a support specialist, or a combined summer school program.

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

- staff with benefits;
- staff stipends;
- substitute teachers (to provide release time if necessary for professional development);
- instructional supplies and materials, including educational software and technology;
- school climate professional development and services;
- snacks for before and/or after school academic and social activities;
- contracts for academic and/or social support services by an outside agency or community partner;
- parent/guardian transportation; and
- pupil transportation for activities beyond the school day, not covered by the CREC open choice transportation grant.

***Indirect costs are not allowable for this grant.***

Other costs may be approved. You should contact the CSDE program manager prior to submitting the grant application if you plan to expend funds on items or services other than those listed above. Funds must be used to supplement, not supplant, the district’s educational offerings. All budgeted expenses must clearly support the proposed strategies.

<b>Section</b>	<b>VI</b>	<b>Grant Period</b>
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The CSDE shall award this grant for fiscal year 2013-14 with the anticipation of funding being available for fiscal year 2014-15, also. We anticipate that the grant period will begin July 1, 2013, and conclude June 30, 2014. Status reports are due on January 17, 2014, and July 18, 2014. *Grantees must not assume automatic renewal of their grant. Funding is dependent upon available funds, sustaining and/or increasing participation in the Open Choice Program, successful site reviews, submission of acceptable and complete interim and final reports and other factors affecting the quality or delivery of services.*

<b>Section</b>	<b>VII</b>	<b>Submission Requirements</b>
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1. A completed application packet (original and an electronic copy): to include: district’s school climate statement and/or policy; cover page; program narrative; ED 114; budget narrative; Certification That A Current Affirmative Action Plan Is On File page; and Standard Statement of Assurances, **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL**, must be received by 3:00 p.m. on September 20, 2013. Facsimile copies of the application will not be accepted.
2. Mail or hand deliver one signed original application to:

Sonya Efanayi RSCO/Sheff Office Room 304 Connecticut State Department of Education 165 Capitol Avenue Hartford, Connecticut 06106
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3. An electronic copy of the grant must be submitted to Ann R. Gaulin at [ann.gaulin@ct.gov](mailto:ann.gaulin@ct.gov) by 3:00 p.m. on September 20, 2013. Grant extensions will be allowed. Email Ann R. Gaulin, Program Manager, with your request.

<b>Section</b>	<b>VIII</b>	<b>Review of Proposals and Grant Awards</b>
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Funds will be awarded to eligible districts on an entitlement basis, in amounts to be determined as described in Section IV, provided the applicant’s proposal meets the 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 both program and cost effectiveness. Under this application, CSDE will grant awards only to applicants that will assist in achieving court ordered goals in the stipulated agreement in the case of Sheff v. O’Neill. All awards are subject to the availability of funds.

<b>Section</b>	<b>IX</b>	<b>Freedom of Information Act</b>
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All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act, Connecticut General Statutes (C.G.S.), Section 1-200 et seq. 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</b>	<b>X</b>	<b>Management Control of the Program and Grant Consultation Role of CSDE Personnel</b>
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The grantee has complete management control of this grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors nor will they be directly involved in the expenditure and payment of funds.

<b>Section</b>	<b>XI</b>	<b>Obligation of Grantees</b>
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All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Sections 4a-60 and 4a-60a and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and at such time as may be prescribed by the Commission on Human Rights and Opportunities.

<b>Section</b>	<b>XII</b>	<b>Open Choice Academic, Student and Social Support Grant Timelines</b>
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August 8, 2013	Release Date
September 20, 2013	Applications Due

If you have any questions about this grant, please contact Ann R. Gaulin, Program Manager, at [ann.gaulin@ct.gov](mailto:ann.gaulin@ct.gov).



OPEN CHOICE ACADEMIC, STUDENT  
AND  
SOCIAL SUPPORT GRANT (SHEFF REGION)

Application Packet

# ***COVER PAGE***

Connecticut State Department of Education  
RSCO/Sheff Office  
Hartford, Connecticut

GRANT APPLICATION FY 2013-14  
OPEN CHOICE ACADEMIC, STUDENT AND SOCIAL SUPPORT GRANT  
(SHEFF REGION)

Name of Applicant District	
Town Code	
Contact Person's Name and Title	
Address	
Phone	
Fax	
E-mail	
Funds Requested	
Name of Superintendent	

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 you plan to utilize the Open Choice Academic, Student and Social Support grant to fund more than one strategy, please copy this page and provide one page per strategy, and title appropriately for clarification.

CSDE understands that appropriate measures of strategy success and progress will vary across open choice districts. A discussion of such measures will be part of the existing iterative process carried out with each district.

Strategy \_\_\_\_\_

Please check as appropriate:

- Districtwide strategy
- School-based strategy

List schools and grade spans:

1. Describe the need to be addressed with this funding. How did you determine there was a need in this area? Please provide data as evidence of these needs. Have you used the funding for this strategy in past years? How did you determine there was still a need? Please provide data to demonstrate the need you are trying to address. Has progress been made? If not why?
2. Describe the strategy, which you will implement, including the research base and other evidence of effectiveness that supports the strategy. Please include a timeline for implementation and a description of the population to be served. If this is a strategy continued from a prior year, please include data indicating evidence of success/progress. Has progress been made? If not why?
3. What is (are) your intended outcome(s)?
4. Are the families that live out of district engaged and involved with their children's school? What strategies are being used and/or planned to increase family engagement? If this is a strategy continued from a prior year, please include data indicating evidence of success/progress. Has progress been made? If not why?
- 5.

# Program Narrative: School Climate and Culturally Responsive Education Programming

If you plan to utilize the Open Choice Academic, Student and Social Support grant to fund more than one strategy, please copy this page and provide one page per strategy, and title appropriately for clarification.

CSDE understands that appropriate measures of strategy success and progress will vary across open choice districts. A discussion of such measures will be part of the existing iterative process carried out with each district.

Strategy \_\_\_\_\_

<p>Please check as appropriate:</p> <p><input type="checkbox"/> District-wide strategy</p> <p><input type="checkbox"/> School-based strategy</p> <p>List schools and grade spans:</p>
<p>1. Describe the need to be addressed with this funding. How did you determine there was a need in this area? Please provide data as evidence of these needs. Have you used the funding for this strategy in past years? How did you determine there was still a need? Please provide data to demonstrate the need you are trying to address. Has progress been made? If not why?</p>
<p>2. Describe the strategy, which you will implement, including the research base and other evidence of effectiveness that supports the strategy. Please include a timeline for implementation and a description of the population to be served. If this is a strategy continued from a prior year, please include data indicating evidence of success/progress. Has progress been made? If not why?</p>
<p>3. What is (are) your intended outcome(s)?</p>
<p>4. How will you engage the families that live out of district in this activity? Will transportation and other needed services be provided?</p>



**Connecticut State Department of Education  
RSCO/Sheff Office**

**Open Choice Academic, Student and Social Support Grant (Sheff Region)**

**ED 114**

**Fiscal Year 2014**

**BUDGET FORM**

**FUNDING STATUS:**

GRANTEE NAME:		
GRANT TITLE: Sheff Settlement PROJECT TITLE: Open Choice Academic, Student and Social Support (Sheff Region) CORE-CT CLASSIFICATION: FUND: 11000 SPID: 12457 PROGRAM: 82160 BUDGET REFERENCE: 2014 CHARTFIELD 1: 170101 CHARTFIELD 2:		
GRANT PERIOD: 7/01/13 – 6/30/14		AUTHORIZED AMOUNT: \$
CODES	DESCRIPTIONS	BUDGET AMOUNT
100	Personal Services/Salaries	
200	Personal Services/Employee Benefits	
300	Purchased Professional & Technical Services	
500	Other Purchased Services	
600	Supplies and Instructional Technology	
800	Other Objects	
	<b>TOTAL</b>	

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

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

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

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



**Connecticut State Department of Education  
RSCO/Sheff Office**

**Open Choice Academic, Student and Social Support Grant (Sheff Region)**

ED 114

Fiscal Year 2014

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME:		
GRANT TITLE: Sheff Settlement PROJECT TITLE: Open Choice Academic, Student and Social Support (Sheff Region) (School Climate and Culturally Responsive Education Programming) CORE-CT CLASSIFICATION:      FUND: 11000      SPID: 12457      PROGRAM: 82160 BUDGET REFERENCE: 2014    CHARTFIELD 1: 170101      CHARTFIELD 2:		
GRANT PERIOD:      7/01/13 – 6/30/14		AUTHORIZED AMOUNT: \$5,000
CODES	DESCRIPTIONS	BUDGET AMOUNT
100	Personal Services/Salaries	
200	Personal Services/Employee Benefits	
300	Purchased Professional & Technical Services	
500	Other Purchased Services	
600	Supplies and Instructional Technology	
800	Other Objects	
	<b>TOTAL</b>	

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

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

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

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

## BUDGET NARRATIVE

CODE	OBJECT	AMOUNT
100	PERSONAL SERVICES-SALARIES: Amounts paid to both permanent and temporary grantee employee, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.	
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 is part of the cost of personal services.	
300	PURCHASED PROFESSIONAL/TECHNICAL SERVICES: Services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.	
500	OTHER PURCHASED SERVICES: Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	
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. Including instructional technology, with a value under \$1,000 and a useful life less than five years.	
800	OTHER OBJECTS: Amounts paid for goods and services not otherwise classified above.	
TOTAL AMOUNT		

**BUDGET NARRATIVE: SCHOOL CLIMATE AND CULTURALLY RESPONSIVE  
EDUCATION PROGRAMMING**

CODE	OBJECT	AMOUNT
100	PERSONAL SERVICES-SALARIES: Amounts paid to both permanent and temporary grantee employee, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.	
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 is part of the cost of personal services.	
300	PURCHASED PROFESSIONAL/TECHNICAL SERVICES: Services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.	
500	OTHER PURCHASED SERVICES: Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	
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. Including instructional technology, with a value under \$1,000 and a useful life less than five years.	
800	OTHER OBJECTS: Amounts paid for goods and services not otherwise classified above.	
	TOTAL AMOUNT	



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

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

\_\_\_\_\_ is on file with the Connecticut State  
[local school district 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

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
***STANDARD STATEMENT OF ASSURANCES***  
GRANT PROGRAMS

**PROJECT TITLE:** Open Choice Academic, Student and Social Support Grant (Sheff Region)

July 1, 2013 – June 30, 2014

**THE APPLICANT** \_\_\_\_\_ **HEREBY ASSURES THAT:**

(Insert Agency/School 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 Connecticut State Board of Education and the 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 State Department of Education, including information relating to the project records and access thereto as the 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 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 State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

- K. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.
- L. 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.

**M. Required Language:**

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

For the purposes of this section, “Commission” means the Commission on Human Rights and Opportunities.

For the purposes of this section “minority business enterprise” means any small contractor or supplier of materials fifty-one per cent 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 section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. “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.

- 2) (a) 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, mental retardation 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. 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, mental retardation, 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; (b) 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; (c) 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 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; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) 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 section 46a-56.

- 3) 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.
- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- 5) The contractor shall include the provisions of section (2) above 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 section 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.
- 6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
- 7) (a) 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 of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) 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; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) 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 section 46a-56.
- 8) For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "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: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Statute Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "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.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

- 9) 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, mental retardation 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. If the contract is for a public works project, 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 project. 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, mental retardation, 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; (b) 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; (c) 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, advising the labor union or worker's 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; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said Commission pursuant to said sections; (e) 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 section 46a-56.
- 10) 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.

- 11) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- 12) The contractor shall include the provisions of subsection (2) 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 this section and Conn. Gen. Statute Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; 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.
- 13) 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.
- 14) 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 matter prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) 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; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the general statutes; (d) 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 section 46a-56 of the general statutes.
- 15) The contractor shall include the provisions of subsection (7) 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 section 46a-56 of the general statutes; 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.

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

Signature \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title (typed) \_\_\_\_\_

Date \_\_\_\_\_

Rev. 8/06

**APPENDIX A**  
**Greater Hartford Region Open Choice Academic, Student and Social Support (Sheff Region)**  
**Funding**

	<b>Total Pupil</b>		<b>Hold</b>		<b>Estimated</b>
	<b>Award</b>	<b>Tiered Incentive</b>	<b>Harmless</b>	<b>PD Grant</b>	<b>Total</b>
Avon	\$66,325	\$115,000	\$0	\$5,000	\$186,325
Berlin	\$70,175	\$115,000	\$0	\$5,000	\$190,175
Bolton	\$19,350	\$115,000	\$3,650	\$5,000	\$143,000
Canton	\$46,325	\$115,000	\$0	\$5,000	\$166,325
Cromwell	\$45,800	\$115,000	\$4,450	\$5,000	\$170,250
East Granby	\$37,875	\$115,000	\$0	\$5,000	\$157,875
East Windsor	\$33,600	\$115,000	\$5,350	\$5,000	\$158,950
Ellington	\$39,600	\$75,000	\$0	\$5,000	\$119,600
Enfield	\$42,525	\$0	\$0	\$5,000	\$47,525
Farmington	\$72,175	\$75,000	\$0	\$5,000	\$152,175
Glastonbury	\$38,450	\$0	\$0	\$5,000	\$43,450
Granby	\$55,900	\$115,000	\$8,770	\$5,000	\$184,670
Hartford	\$59,150	\$0	\$0	\$5,000	\$64,150
Newington	\$73,575	\$50,000	\$0	\$5,000	\$128,575
Plainville	\$69,850	\$115,000	\$0	\$5,000	\$189,850
Portland	\$11,900	\$75,000	\$0	\$5,000	\$91,900
Rocky Hill	\$13,500	\$0	\$0	\$5,000	\$18,500
Simsbury	\$98,775	\$115,000	\$0	\$5,000	\$218,775
Somers	\$12,375	\$0	\$1,550	\$5,000	\$18,925
South Windsor	\$71,150	\$115,000	\$0	\$5,000	\$191,150
Southington	\$22,900	\$0	\$0	\$5,000	\$27,900
Suffield	\$59,675	\$115,000	\$0	\$5,000	\$179,675
West Hartford	\$90,400	\$0	\$0	\$5,000	\$95,400
Wethersfield	\$34,300	\$50,000	\$0	\$5,000	\$89,300
Windsor Locks	<u>\$33,700</u>	<u>\$115,000</u>	<u>\$0</u>	<u>\$5,000</u>	<u>\$153,700</u>
<b>TOTAL</b>	<b>\$1,219,350</b>	<b>\$1,820,000</b>	<b>\$23,770</b>	<b>\$125,000</b>	<b>\$3,188,120</b>

**Per Pupil Award**

*\$575 per PK - 5 student and \$900 per 6 - 12 student for academic and social supports based on January 2013 Open Choice enrollment.*

**Tiered Incentive - Estimates**

*Districts that continue to increase their enrollment of Open Choice students in an effort to meet or exceed the 3% enrollment target are eligible for the Tiered Incentive.*

- a. Districts that enroll 2.1% - 2.7% as Open Choice students based on January 2013 Open Choice enrollment receive an incentive of \$50,000.*
- b. Districts that enroll 2.7% - 2.9% as Open Choice students based on January 2013 Open Choice enrollment receive an incentive of \$75,000.*
- c. Districts that enroll 3% or greater as Open Choice students based on January 2013 Open Choice enrollment receive an incentive of \$115,000.*

**Hold Harmless**

*All districts with enrollment greater than 1 percent that increase seats over their January 2013 enrollment level will be eligible for a hold harmless provision. This provision will provide them with at least as much funding as they received in Fiscal Year 2012-13.*



**APPENDIX B-1**

**Open Choice Academic, Student and Social Support (Sheff Region) Status Report**

Instructions: Use this form to report on the status of your grant. Provide information on the following:

- Implementation of strategies
- Progress of students
- Expenditures to date
- Projected expenditures through end of grant year (mid-year report only)

Reports should relate directly to the program narrative and budget provided in the grant application.

The mid-year report is due on January 17, 2014, and the final report is due on July 18, 2014.

Definitions:

**Description of Strategy:** Describe the strategy implemented with the funds. Include whether this is a districtwide strategy or a school-based strategy and the grade levels served.

**Implementation to Date:** Describe the services/activities provided as of the date of this report, including the number of students/staff/family members/others served by grade level.

**Progress Towards Intended Outcome:** Provide data indicating progress towards the intended outcome described in your application.

**Method of Measuring Progress:** Describe how such progress was measured.

Description of Strategy	Implementation to Date	Progress Towards Intended Outcome	Method of Measuring Progress

Additional Comments:

**APPENDIX B-1**

**Open Choice Academic, Student and Social Support (Sheff Region) Status Report (continued)**

Definitions:

**Budgeted Amount:** Amount budgeted for the budget code per approved budget.

**Expended:** Amount expended per budget code through the date of this report.

**Projected Expenditures:** Amount that you expect to spend by the end of the grant year per budget code, including funds already expended.

**Timeline for Projected Expenditures:** Describe how you will ensure that all remaining funds are expended by the end of the grant year.

<b>Code</b>	<b>Object</b>	<b>Budgeted Amount</b>	<b>Expended</b>	<b>Projected Expenditures</b>
100	PERSONAL SERVICES-SALARIES			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
300	PURCHASED PROFESSIONAL/TECHNICAL SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES AND EDUCATIONAL TECHNOLOGY			
800	OTHER OBJECTS			
	TOTAL AMOUNT			

**Timeline for Projected Expenditures:**

**An electronic copy of the midyear and final report must be submitted to Ann R. Gaulin @ [ann.gaulin@ct.gov](mailto:ann.gaulin@ct.gov) from the district contact person for the grant. No signed original / hard copy is needed.**

**APPENDIX B-2**

**Open Choice Academic, Student and Social Support (Sheff Region) Status Report  
(SCHOOL CLIMATE AND CULTURALLY RESPONSIVE EDUCATION PROGRAMMING)**

Instructions: Use this form to report on the status of your grant. Provide information on the following:

- Implementation of strategies
- Progress of students
- Expenditures to date
- Projected expenditures through end of grant year (mid-year report only)

Reports should relate directly to the program narrative and budget provided in the grant application.

The mid-year report is due on January 17, 2014, and the final report is due on July 18, 2014.

Definitions:

**Description of Strategy:** Describe the strategy implemented with the funds. Include whether this is a districtwide strategy or a school-based strategy and the grade levels served.

**Implementation to Date:** Describe the services/activities provided as of the date of this report, including the number of students/staff/family members/others served by grade level.

**Progress Towards Intended Outcome:** Provide data indicating progress towards the intended outcome described in your application.

**Method of Measuring Progress:** Describe how such progress was measured.

Description of Strategy	Implementation to Date	Progress Towards Intended Outcome	Method of Measuring Progress

Additional Comments:

**APPENDIX B-2**

**Open Choice Academic, Student and Social Support (Sheff Region) Status Report (continued)  
(SCHOOL CLIMATE AND CULTURALLY RESPONSIVE EDUCATION PROGRAMMING)**

Definitions:

**Budgeted Amount:** Amount budgeted for the budget code per approved budget.

**Expended:** Amount expended per budget code through the date of this report.

**Projected Expenditures:** Amount that you expect to spend by the end of the grant year per budget code, including funds already expended.

**Timeline for Projected Expenditures:** Describe how you will ensure that all remaining funds are expended by the end of the grant year.

<b>Code</b>	<b>Object</b>	<b>Budgeted Amount</b>	<b>Expended</b>	<b>Projected Expenditures</b>
100	PERSONAL SERVICES-SALARIES			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
300	PURCHASED PROFESSIONAL/TECHNICAL SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES AND EDUCATIONAL TECHNOLOGY			
800	OTHER OBJECTS			
	TOTAL AMOUNT			

**Timeline for Projected Expenditures:**

**An electronic copy of the midyear and final report must be submitted to Ann R. Gaulin @ [ann.gaulin@ct.gov](mailto:ann.gaulin@ct.gov) from the district contact person for the grant. No signed original / hard copy is needed.**