

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Hartford**

**SHEFF OFFICE**



**Application for  
Open Choice Academic, Student and Social Support Grant (Sheff Region)  
2018-19**

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

Section 10-266aa of the Connecticut General Statutes

Applications Due: September 14, 2018

Published: August 2018

ED #999

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
Hartford**

**Dr. Dianna R. Wentzell, Commissioner of Education**

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Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
Connecticut State Department of Education  
450 Columbus Blvd., Suite 607  
Hartford, CT 06103-1841  
860-807-2071  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)

**The Connecticut State Department of Education is an affirmative action/equal opportunity employer.**

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<b>Section</b>	<b>I.</b>	<b>Purpose</b>
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The purpose of this grant is to promote academic and social success for students participating in the Open Choice program in the Sheff Region. The grant is intended to provide supplemental funding toward programs and supports that work to ensure Open Choice students have positive school experiences and academic and social success. Activities funded by this grant should assist schools in developing specific goals related to limiting student attrition, reducing chronic absenteeism, increasing high school graduation rates, and increasing academic preparedness for college and careers. The grant also allows districts to implement a variety of strategies to improve school climate and student academic achievement for all students.

<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 of Connecticut 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 performance benchmarks and goals concerning the percentage of Hartford-resident minority students enrolled in reduced racial isolation settings. On April 30, 2013, a one-year extension to the stipulated agreement was signed to continue the Phase II stipulation, as amended, through June 20, 2014, 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. The parties then entered into a stipulation dated December 13, 2013, (the “Phase III Stipulation”) which set forth a one-year plan for reasonable progress in reducing racial, ethnic and economic isolation for Hartford-resident minority students through June 30, 2015. The parties extended the Phase III Stipulation through June 30, 2016, (the “Phase III Extension”) and extended the Stipulation for a second time through June 30, 2017 (the “Phase III Second Extension”). In June 2017, the court extended significant portions of the “Phase III Second Extension” as the parties could not reach an agreement.

As outlined in each of the stipulations and orders, the Open Choice program is among those voluntary interdistrict programs that contribute to compliance with the terms of the applicable stipulation. 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 and increase the scope and level of academic and social supports for participating students, their families and receiving districts; thereby, encouraging Hartford area families and communities to increase participation in the program.

In the Hartford region, the Open Choice program contributes to the State’s Sheff goal. In 2017-18 Hartford-resident students attended desegregated schools through the Open Choice program. This is slightly over 10 percent of all Hartford students, therefore, the Open Choice program made a substantial contribution toward meeting the State’s Sheff goal.

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. To accomplish this goal, it is critical for students, families and staff involved in the program – residing in Hartford and the participating suburbs – to receive academic, student and social supports that lead to student success.

<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 the district will implement to provide academic, student and social support to the students, along with limiting attrition in the Open Choice program.

**Eligibility Requirements for 2018-19:**

Although Open Choice is a statewide program, only those school districts participating in the Open Choice program in the Sheff region, which contribute to the state meeting the goals of the Sheff Phase III Stipulation and Order and its extensions, are eligible for funding through this grant (see Connecticut General Statutes (C.G.S.) Section 10-266aa (o)).

Districts that do not submit a grant application by the due date will not be eligible for funding pursuant to this grant opportunity. Districts must increase the total number of seats available.

**Therefore, districts that do not offer new additional Open Choice seats for the 2018-19 school year will not be eligible for an Academic, Student and Social Support Grant.**

Districts receiving grant funding are required to have site visits on a rotating basis. Districts that do not respond to requests by the CSDE 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 **\$2.3 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 enrollment grant currently funded on a tiered basis depending on the district's level of participation in the program. Upon CSDE's approval of the required grant application, grants are awarded on an entitlement basis.

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 October 1, 2017, Open Choice enrollment, as filed in the CSDE's Public School Information System (PSIS).
- **Limiting Attrition Award:** Districts receiving Open Choice students will receive \$300 per student in Grades PK-12 based on their October 1, 2017, Open Choice enrollment, as filed in the CSDE's Public School Information System (PSIS).

- **Targeted Professional Learning:** The \$5,000 professional development/learning funds must be used for school climate and culturally responsive education programming. **These funds should be used in concurrence with the district’s approved school climate plan or similar plan approved by the district and the Hartford Region Open Choice School Plan.** The CSDE strongly encourages districts to participate in professional learning related to culturally responsive teaching that can help with the development of positive relationships with students and families and reduce attrition.

The professional learning funds should be expended only for such purposes and a 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; Improving School Climate Training; Culturally Responsive Programming; Connecticut Welcoming Schools Initiative; Bully-Proof Your Classroom; and Courageous Conversations.

***Actual amounts will be based on 2017-18 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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In order to ensure that students remain in and complete the Open Choice program, the CSDE encourages participating districts to implement strategies that will benefit students in need of academic and/or social support, as well as improving social climate within the schools. When determining how to use these grant funds, districts should consider the academic and social needs of the students in the Open Choice program and the types of supports that will improve and enrich their school experience. 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 research-based strategies or those with evidence of past success. **An area of focus for this 2018-19 grant award is limiting attrition of students enrolled in an Open Choice program. In order to reduce attrition prior to graduation, the CSDE expects that districts will focus a portion of the grant funds on projects designed to keep students in the Open Choice program and will specify in their application what measures they will implement to accomplish this goal to improve the academic work and social experiences of students participating in the program.**

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 learning for teachers;
- family engagement activities, including program information and academic development;
- before- and after-school enrichment programs;
- family–school liaison;
- bilingual services for English learners and/or parents;
- supplemental reading and/or mathematics programs; and
- tutorial services.

In order to secure cooperative services, districts that are unable to purchase services within current resources may enter into agreements with other districts. 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, include the following:

- staff with benefits;
- staff stipends;
- substitute teachers (if necessary, to provide release time for professional learning);
- 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. If you plan to expend funds on items or services other than those listed above, contact the CSDE program manager prior to submitting the grant application. 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 2018-19 with the anticipation of funding being available for the fiscal year. The CSDE anticipates that the grant period will begin July 1, 2018, and conclude June 30, 2019. The final status report is due on July 19, 2019. *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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A completed application packet must be e-mailed to Ann R. Gaulin at [ann.gaulin@ct.gov](mailto:ann.gaulin@ct.gov) by 3 p.m. on September 14, 2018. The application packet must include: district's school climate statement and/or policy (if it has changed from 2017-18); cover page; program narrative; ED 114 budget form; budget narrative; Certification that a Current Affirmative Action Plan is on File page; and Standard Statement of Assurances. **Facsimile copies of the application will not be accepted.**

To request an extension, you can e-mail Ann Gaulin at the e-mail address noted above.

<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 subject to availability, 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, the 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 Request for Proposals is subject to the provisions of the Freedom of Information Act (FOI), C.G.S., Section 1-200 et seq. The FOI 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 the 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 subgrantees or vendors nor will they be directly involved in the expenditure and payment of funds.

<b>Section</b>	<b>XI.</b>	<b>Open Choice Academic, Student and Social Support Grant Timelines</b>
Friday, September 14, 2018		Applications Due
Friday, July 19, 2019		Final Status Report 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 2018-19  
OPEN CHOICE ACADEMIC, STUDENT AND SOCIAL SUPPORT GRANT  
(SHEFF REGION)

Name of Applicant District	
Town Code	
Contact'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: (Superintendent /Designee)	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, provide one page per strategy (copy page) and title appropriately for clarification. *Please note:* Activities tied to the School Climate and Culturally Responsive Education Programming portion of the grant should be reported on Page 11.

The CSDE understands that appropriate measures of strategy success and progress will vary across open choice districts. A discussion of such measures will be carried out with each district, as appropriate.

Strategy: \_\_\_\_\_

<p>Please check as appropriate:</p> <p><input type="checkbox"/> Districtwide strategy</p> <p><input type="checkbox"/> School-based strategy</p> <p>List schools and grade spans:</p>
<p>1. Describe the needs to be addressed with this funding. How did you determine there was a need in this area? Provide data as evidence of these needs. In past years, did you use funding for this strategy? How did you determine there was still a need? To demonstrate the need you are trying to address, please provide data. 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) the intended outcome(s)?</p>
<p>4. Are the families that live out-of-district engaged and involved with their children’s school? If yes, please explain how. To increase family engagement, what strategies are being used and/or planned? 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>5. Will emergency and other family transportation needs be provided by the district using local or grant funds? Please explain.</p>
<p>6. Part of the grant funding focuses on limiting student attrition. What strategies will you implement so children remain in the Open Choice program through graduation?</p>



**ED 114 FISCAL YEAR 2019 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: 2019 CHARTFIELD 1: 170101 CHARTFIELD 2:		
GRANT PERIOD: 7/01/18 - 6/30/19 AUTHORIZED AMOUNT: \$		
CODES	DESCRIPTIONS	BUDGET AMOUNT
100	Personal Services/Salaries	
200	Personal Services/Employee Benefits	
300	Purchased Professional and Technical Services	
500	Other Purchased Services	
600	Supplies and Instructional Technology	
800	Other Objects	
	TOTAL	

	ORIGINAL REQUEST DATE		
	REVISED REQUEST DATE	DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	DATE OF APPROVAL

### Budget Narrative: Program

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 that 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, technical 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.	
800	OTHER OBJECTS: Amounts paid for goods and services not otherwise classified above.	
	<b>TOTAL AMOUNT</b>	

## Program Narrative: School Climate and Culturally Responsive Education Programming (Targeted Professional Learning)

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

The CSDE understands that appropriate measures of strategy success and progress will vary across open choice districts. A discussion of such measures will be carried out with each district, as appropriate.

Strategy: \_\_\_\_\_

<p>Please check as appropriate:</p> <p><input type="checkbox"/> Districtwide strategy</p> <p><input type="checkbox"/> School-based strategy</p> <p style="margin-left: 20px;">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? Provide data as evidence of these needs. In past years, did you use funding for this strategy? How did you determine there was still a need? To demonstrate the need you are trying to address, please provide data. 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) the 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? Have families that live out-of-district participated in these types of activities in the past?</p>
<p>5. How is the funded activity connected to the district's approved School or District Climate Plan or related plan?</p>



**Connecticut State Department of Education  
RSCO/Sheff Office  
Open Choice Academic, Student and Social Support Grant  
(Targeted Professional Learning)**

**ED 114    Fiscal Year 2019    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) Targeted Professional Development CORE-CT CLASSIFICATION:    FUND: 11000    SPID: 12457    PROGRAM: 82160 BUDGET REFERENCE: 2019    CHARTFIELD 1: 170101    CHARTFIELD 2:		
GRANT PERIOD: 7/01/18 - 6/30/19    AUTHORIZED AMOUNT: \$		
CODES	DESCRIPTIONS	BUDGET AMOUNT
100	Personal Services/Salaries	
200	Personal Services/Employee Benefits	
300	Purchased Professional and Technical Services	
500	Other Purchased Services	
600	Supplies and Instructional Technology	
800	Other Objects	
	<b>TOTAL</b>	

	ORIGINAL REQUEST DATE	
	REVISED REQUEST DATE	DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION
		DATE OF APPROVAL

**Budget Narrative: School Climate and Culturally Responsive Education  
Programming (Targeted Professional Learning)**

<b>CODE</b>	<b>OBJECT</b>	<b>AMOUNT</b>
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 that 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, Technical 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.	
800	OTHER OBJECTS: Amounts paid for goods and services not otherwise classified above.	
	TOTAL AMOUNT	

## AFFIRMATIVE ACTION CERTIFICATE

### CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

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

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

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

## STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

**PROJECT TITLE:** Open Choice Academic, Student and Social Support Grant  
July 1, 2018 - June 30, 2019

**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:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and “contract” include any extension or modification of the Contract or contract;
- (3) "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- (4) "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.
- (5) “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "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;
- (7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;

- (8) "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;
- (9) "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
- (10) "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 1267, (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, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply

with each provision of this Section and 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:

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Name: *(typed)*

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Title: *(typed)*

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Date:

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# APPENDIX A-1 - Open Choice Academic, Student and Social Support (Sheff Region)

## Program Final 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; and
- final expenditures.

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

The final status report is due **July 19, 2019**.

### 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 Toward 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 Toward Intended Outcome	Method of Measuring Progress

**APPENDIX A-1 - Open Choice Academic, Student and Social Support  
(Sheff Region)**

**Program Final 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.

<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			

**An electronic copy of the final status report must be submitted to Ann R. Gaulin, at [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 A-2 - Open Choice Academic, Student and Social Support  
(Sheff Region)**

**Final Status Report**

**(School Climate and Culturally Responsive Education Programming)  
Targeted Professional Learning**

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

- implementation of strategies;
- progress of students; and
- final expenditures.

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

The final status report is due **July 19, 2019**.

**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 Toward 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 Toward Intended Outcome	Method of Measuring Progress

**APPENDIX A-2 - Open Choice Academic, Student and Social Support  
(Sheff Region)**

**Final Status Report (continued)**

**(School Climate and Culturally Responsive Education Programming)  
Targeted Professional Learning (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.

<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			

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