

**Connecticut State Department of Education**

**Charlene M. Russell-Tucker**

**Commissioner of Education**

**Office of Strategic Planning and Partnerships**



**Application for the Sheff Open Choice Summer Enrichment Grant**

**Section 10-262s(b)(2) of the Connecticut General Statutes**

**Summer 2025 (Fiscal Years 2025 – 2026)**

**RFP 857**

**Application Due Date: April 11<sup>th</sup>, 2025**

**Published: March 21<sup>st</sup>, 2025**

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Section	I.	Background
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On April 18, 1989, eighteen school-aged children from the metropolitan Hartford, Connecticut area, acting through their parents, commenced the civil action *Sheff v. O'Neill (Sheff)* in the Hartford Superior Court against the State of Connecticut. In 1996, the Connecticut Supreme Court rendered a decision in the case and held that the de facto racial, ethnic and economic isolation of schools in Hartford violated Hartford students' State Constitutional rights.

Since 2003, the plaintiffs and the state have entered into several sequential stipulated agreements from Phase I through Phase IV, and, most recently, a Phase V final agreement, spelling out certain goals for reducing racial and ethnic isolation in Hartford and the steps the state would take to achieve such goals. The final agreement, referred to as the [Comprehensive School Choice Plan \(CCP\)](#), was signed by the state defendants, the plaintiffs and the City of Hartford on January 26, 2022, and the Connecticut Superior Court on March 21, 2022 as an Order of the Court. The CCP reflects the final agreement of the parties and articulates a plan for meeting the demand of Hartford-resident students for a diverse educational environment through a sustainable system of integrated education. Interdistrict magnet schools, the Open Choice Program, and the Hartford Region Technical High Schools within the Connecticut Technical Education and Career System (CTECS) provide the primary means for reducing isolation pursuant to the various agreements among the parties and play a consequential role in achieving the goals of the CCP. In the 2023-24 school year, more than 24,000 Connecticut students attended Sheff magnet schools, the Open Choice Program or a Hartford Region Technical High School, including over 12,000 Hartford-resident students. This represents over 57% of all Hartford-resident students.

The CCP articulates a complex and detailed strategic blueprint to increase opportunities for integrated, high quality educational opportunities for Hartford-resident students and students throughout Connecticut through a series of 42 commitments. These commitments reflect the State priority to support academic and social emotional development of students through high-quality, integrated educational programming through interdistrict school choice options.

Section	II.	Purpose
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Given the unique nature of interdistrict schools, which requires students to leave their home district to attend school outside of their neighborhood school, summer programming provides an educational continuum between school years to mitigate summer learning loss and builds community to strengthen student connections. Through this grant, the Connecticut State Department of Education (CSDE) seeks to expand enrichment and extracurricular programming opportunities to include summer enrichment offerings for Open Choice Districts in the Sheff Region to provide continuous opportunities to access integrated settings that support social, emotional, and academic growth.

The goal of the Sheff Open Choice Summer Enrichment Grant (the Grant) is to increase the involvement and participation of students in enrichment/extracurricular activities to support academic development, students' social-emotional well-being, and build community among

student participants pursuant to the commitments in the CCP. Thus, the purpose of this grant is to serve four (4) key priorities:

- provide students with access to enriching academic activities and supports through summer programming to promote student achievement, skills development and leadership;
- provide a continuum of academic and extracurricular enrichment between school years to promote academic and social engagement over the summer months;
- build school community among student participants in the Sheff Open Choice program and resident students through fun and engaging enrichment and extracurricular activities; and
- support student social-emotional development of student participants.

Section	III.	Eligibility
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Within available appropriations, the Commissioner of Education may award funds for academic support programs and summer school educational programs pursuant to Connecticut General Statutes (C.G.S.) § 10-262s(b)(2) to assist the state in meeting its obligations pursuant to the decision in *Sheff* and the CCP. The CSDE will award these academic and social support funds for summer programming through a competitive grant process based on the application requirements set forth herein.

Although Open Choice is a statewide program, this grant is specifically intended to support school districts and families participating in the Open Choice program in the Sheff Region pursuant to the CCP through academic and social support programming authorized by C.G.S. § 10-262s(b)(2) from Sheff Settlement funding. Only those school districts that participate in the Open Choice Program in the Sheff Region (Sheff Open Choice District) are eligible for funding through this grant (See C.G.S § 10-266aa and § 10-262s(b)(2)).

To be considered for this grant, any such Sheff Open Choice District must submit a proposal that meets the requirements of this competitive grant application and articulates the proposed summer enrichment strategies, actions and/or programs that the district will implement to provide students enrolled or newly registered in Sheff Open Choice District schools (Sheff Open Choice School) with high-quality, enrichment opportunities to support academic development, social-emotional well-being, community building, skills development, and physical fitness. Proposals must include a general budget and plan for identifying, developing and implementing a meaningful and cohesive summer enrichment program. The primary location for the proposed summer programming must be a Sheff Open Choice school.

Eligible entities must submit a complete application for each proposed summer enrichment program.

Eligible entities that do not submit a complete grant application by **April 11<sup>th</sup>, 2025** will not be eligible for funding pursuant to this competitive grant opportunity, unless the CSDE communicates a deadline extension for all eligible entities.

<b>Section</b>	<b>IV.</b>	<b>Funding</b>
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Total funds for this competitive grant are up to \$100,000 in Fiscal Year 2025 (FY25) and \$500,000 in FY26 pursuant to C.G.S. § 10-262s(b)(2) to fund summer enrichment programming for students enrolled or newly registered to Sheff Open Choice districts that assist the state in meeting its obligations pursuant to the decision in *Sheff*. This funding is in addition to, not in place of, the statutorily provided Open Choice enrollment grant currently funded on a tiered basis pursuant to C.G.S. § 10-266aa(g)(2), and other funding provided by the CSDE and through other sources.

All awards will be in the form of reimbursement grants based on funds requests after funds are expended. Grants are not final until the execution of award letters and are subject to the availability of funding. The level of funding and reporting requirements will be set forth in the notification of the grant award.

<b>Section</b>	<b>V.</b>	<b>Allowable Activities and Costs</b>
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Submissions for the Grant must include a detailed budget and plan for identifying, developing, and implementing a meaningful, cohesive summer enrichment program. When determining how to use the funds from this grant, eligible entities should consider, at a minimum, the academic and social needs of students enrolled in Sheff Open Choice districts and the types of extracurricular and enrichment activities that will improve and enrich students' experience. Summer enrichment programs must offer full-week, full-day programming hosted at a Sheff Open Choice School using one of the following program models:

- summer bridge programming for current and newly registered students;
- full day summer enrichment programming; and
- half day academic programming, half day summer enrichment/extracurricular programming.

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

- field trip experiences;
- programs to support student specialized enrichment experiences (e.g., culinary arts, robotics, tutorial services, athletic programming, etc.);
- family engagement activities;
- transition or promotion support to prepare for the upcoming school year;
- certification courses for students (Driver's education, lifeguard training and certification, etc.);
- programs across one or more Sheff Open districts or schools, or in partnership with community organizations, outside agencies, businesses, or institutions of higher education;
- evidence-based programming that supports the social-emotional or academic needs of students;
- extracurricular activities, including athletics; and

- team-building activities.

Allowable programming for this grant include expenditures which support the aforementioned purpose, are expendable in the respective fiscal year, and are authorized via the competitive grant review, include the following:

- salaries and benefits of summer enrichment program staff;
- program curriculum, supplies, and materials directly related to the summer enrichment program or activity, including software and technology;
- fees and travel costs for student participation in competitions or special events related to summer enrichment programming;
- student transportation to and from site(s);
- contracts for professional and expert services with community-based organizations, institutions of higher education, organizations and/or businesses to provide academic, social-emotional, or enrichment opportunities and programming;
- contracts for professional or expert speakers to provide academic, social-emotional, or enrichment-based supports;
- staff training and professional development directly related to the summer enrichment program;
- subsidizing fingerprinting/background checks for summer enrichment program staff;
- equipment directly related to the summer enrichment program or activity, **up to a maximum of \$5,000;**
- t-shirts and other spirit wear for participants and staff;
- awards and recognition of participants; and
- incentives for attendance and participation of students.

Summer enrichment programs must serve students currently enrolled or registered at a Sheff Open Choice district pursuant to C.G.S. § 10-266aa and identify a Sheff Open Choice school as the primary location of the summer program. Programs must designate which school(s) and their respective students will be served through the Grant opportunity in the grant application. To be eligible for the award, proposed programs must serve both Hartford resident students and non-Hartford resident students.

Eligible entities may enter into cooperative agreements with other Sheff Open Choice Schools. Examples of such services include, but are not limited to, combined summer camp or enrichment programs, shared professional vendors or experts, expert speakers, transportation services, and shared facility space, equipment or activities.

As set forth above, allowable costs must be directly related to the purpose of this grant and the implementation of academic, extracurricular and enrichment programming. Costs for other activities, programs, and supports may be approved beyond those listed in this section.

If you plan to include items or services other than those listed above in your proposal, contact the CSDE program manager, Kerry Mattson, at **kerry.mattson@ct.gov** prior to submitting your application.

***Funds must be used to supplement, not supplant, Sheff Open Choice district's summer enrichment offerings. All budgeted expenses must clearly support the proposed strategies. All offerings must be made at no additional cost to participants. Indirect costs are not allowable for this funding opportunity.***

Section	VI.	Grant Period
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The CSDE will award this grant across FY25 and FY26 with a total award amount of up to \$600,000 in the aggregate for all grantees.

Successful submissions will provide a detailed ED114 budget narrative for each program for FY25 and FY26.

The FY25 grant period shall begin upon notification of award and cover allowable costs and services through June 30<sup>th</sup>, 2025. FY25 funds requests must be submitted June 13<sup>th</sup>, 2025 for reimbursement for expenditures and all other obligations that exist in June and will be liquidated the end of July. The FY26 grant period for this award begins July 1<sup>st</sup>, 2025 and ends August 15<sup>th</sup>, 2025.

Section	VII.	Application Requirements
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Eligible entities must submit a separate application packet for each proposed summer enrichment program. To be considered, proposal submissions must conform with the required proposal outline and include the components listed below in order to be considered for a grant award.

### **Signed Cover Page**

**Executive Summary:** Brief description of the proposed program, identifying the needs to be addressed with the funding and how evidence-based programming will be used to address the identified need. The summary should include the total requested funding for FY25 and FY26.

### **Main Proposal Body:**

#### **1. Program Operations**

- a. description of program structure, including Sheff Open Choice school(s) and grade(s) served, total number of students to be served, program length, and hours;
- b. description of facility(ies), with at least one facility being a Sheff Open Choice school, as the primary location of the program;
- c. identification of partners or vendors, including any Memoranda of Agreement/proposed contract(s) with said partners or vendors. If a partner has not yet been identified, a description of what services will be sourced to potential partners and expected budget:
  - i. describe the qualifications of the partner/vendor;
  - ii. indicate whether the association is from an existing or preexisting partnership or contract relationship and the impact of that relationship on student support systems;



- iii. describe how proposed partner(s) or vendor(s) will be used to facilitate and enhance summer programming relative to academic development, social-emotional well-being, and/or community building; and
    - iv. describe the timeline for securing the partner/vendor and the plan for implementation.
  - d. inclusion of a comprehensive timeline for planning and implementation of the summer program;
  - e. the plan for recording summer program attendance and evaluating effectiveness;
  - f. description of meal and transportation plan for students at no cost to students; and
  - g. description of process for outreach to potential participants, application, placement, and registration plan.
- 2. Program Design**
  - a. program focus, including a detailed description of academic, enrichment, and/or extracurricular activities, including field trips and other off-site programming;
  - b. description of how the program will serve currently enrolled or newly registered Sheff Open Choice students and facilitate academic development, community building and support enrollment in the Sheff Open Choice program;
  - c. description of how the summer program will support participants' social-emotional development, citing evidence-based strategies;
  - d. description of how the program will be accessible to multi-language learners and students with special needs; and
  - e. description of how proposed partner(s) will be used to enhance student experience.
- 3. Staffing Structure**
  - a. description of staffing structure and training for the summer program, identifying certified staff for programs involving academic components and staff to student ratios of at least 10:1 for Prekindergarten, 18:1 for elementary school, and 20:1 for middle and high school;
  - b. identification of a designated point of contact for each site, who will work with the CSDE Program Manager throughout the program's planning and implementation phases; and
  - c. confirmation that prior to the start of the program, a successful applicant will submit an attestation that all school staff, partner staff, and volunteers working with participants have undergone required background checks and DCF mandated reporter training.
- 4. Budget**
  - a. detailed ED114 budget narratives for FY25 and FY26 that directly align with the summer program proposal and are reasonable in cost given the number of students served, duration of program, and scope of services provided.

### **Signed Standard Statement of Assurances**

A completed application packet must be e-mailed to Kerry Mattson at [Kerry.Mattson@ct.gov](mailto:Kerry.Mattson@ct.gov) no later than **April 11<sup>th</sup>, 2025**. To be eligible for consideration, the application packet must be submitted no later than the communicated deadline and include:

- signed cover page;
- program narrative, including the information set forth in this Section VII;
- budget narrative, including the information set forth in this Section VII; and

- signed Standard Statement of Assurances.

<b>Section</b>	<b>VIII.</b>	<b>Review of Proposal and Grant Awards</b>
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Only proposals that meet the application requirements detailed in Section VII will be reviewed for award.

The CSDE will convene a panel to review all completed applications meeting minimum requirements detailed in Section VII. Grant awards will be negotiated and accepted, with modifications, if necessary, in time for final award. Each application will be rated using the rubric in the Appendix.

The CSDE reserves the right to award in part, or to reject a proposal, in its entirety or in part, if, in its judgment, the best interest of the state would be served. After receiving the grant application, the CSDE reserves the right to not award all grants, to negotiate specific grant amounts, and to select certain grantees, regardless of points awarded, as part of the evaluation process to meet the Connecticut State Board of Education's priorities.

All awards are subject to availability of funds. Grants are not final until award letters are executed.

The CSDE will notify applicants of the acceptance or rejection of their proposals in writing. The level of funding and effective dates of the projects will be set forth in the notification of the grant award.

<b>Section</b>	<b>IX.</b>	<b>Freedom of Information Act</b>
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All the information contained in an application submitted in response to this Request for Applications is subject to the provisions of the Freedom of Information Act (FOIA), C.G.S. Sections 1-200 et seq. The FOIA provides that, except as provided by Federal or State law, 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 upon award, they will not be directly responsible for the selection of vendors, nor will they be directly involved in the expenditure and payment of funds.

<b>Section</b>	<b>XI.</b>	<b>Summer Enrichment Grant Timelines</b>
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<b>Grant Application Posted</b>	<b>March 21<sup>st</sup>, 2025</b>
<b>Grant Application Due</b>	<b>April 11<sup>th</sup>, 2025</b>
<b>Notification of Award</b>	<b>April 21<sup>st</sup>, 2025</b>

# **Sheff Open Choice Summer Enrichment Grant**

## **Application Packet**

**Connecticut State Department of Education**  
Office of Strategic Planning and Partnerships  
FY25 and FY26  
Sheff Open Choice Summer Enrichment Grant Cover Page

Name of Open Choice District	
District Code	
Grant Contact Person's Name and Title	
Phone	
E-mail	
Name of Summer Enrichment Coordinator	
Email of Summer Enrichment Coordinator	
Total Number of Students Enrolled in the Open Choice School(s) served	Total Students Enrolled:  Total Hartford Resident Students:  Total Non-Hartford Resident Students:
Total Estimated Capacity for Student Enrollment in the Summer Program	Total Program Capacity:  Total Hartford Resident Student Participants:  Total Non-Hartford Resident Student Participants:
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.  Superintendent or Designee  Signature:	Date
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## **PROGRAM NARRATIVE**

Please describe your proposal for the Sheff Open Choice Summer Enrichment Grant for FY25 and FY26 in this program narrative.

Please provide narrative responses for each item detailed in the document below, which are found in Section VII. Application Requirements. If necessary, please attach any related documents or appendices to supplement the narrative and support your responses. You can use the following as a Table of Contents.

### **Executive Summary:**

In this section, please provide a brief description of the proposed program, identifying the needs to be addressed with the funding and how evidence-based programming will be used to address the identified need. The summary should include the total requested funding for FY25 and FY26.

### **Main Proposal Body:**

Please respond to each of the following sections in your proposal.

#### **1. Program Operations**

- a. description of program structure, including Sheff Open Choice school(s) and grade(s) served, total number of students to be served, program length, and hours;
- b. description of facility(ies), with at least one facility being a Sheff Open Choice school, as the primary location of the program;
- c. identification of partners or vendors, including any Memoranda of Agreement/proposed contract(s) with said partners or vendors. If a partner has not yet been identified, a description of what services will be sourced to potential partners and expected budget:
  - i. describe the qualifications of the partner/vendor;
  - ii. indicate whether the association is from an existing or preexisting partnership or contract relationship and the impact of that relationship on student support systems;
  - iii. describe how proposed partner(s) or vendor(s) will be used to facilitate and enhance summer programming relative to academic development, social-emotional well-being, and/or community building; and
  - iv. describe the timeline for securing the partner/vendor and the plan for implementation.
- d. inclusion of a comprehensive timeline for planning and implementation of the summer program;
- e. the plan for recording summer program attendance and evaluation of effectiveness;
- f. description of meal and transportation plan for students at no cost to students; and
- g. description of process for outreach to potential participants, application, placement, and registration plan.

## **2. Program Design**

- a. program focus, including a detailed description of academic, enrichment, and/or extracurricular activities, including field trips and other off-site programming;
- b. description of how the program will serve currently enrolled or newly registered Sheff Open Choice students and facilitate academic development, community building and support enrollment in the Sheff Open Choice program;
- c. description of how the summer program will support participants' social-emotional development, citing evidence-based strategies;
- d. description of how the program will be accessible to multi-language learners and students with special needs; and
- e. description of how proposed partner(s) will be used to enhance student experience.

## **3. Staffing Structure**

- a. description of staffing structure and training for the summer program, identifying certified staff for programs involving academic components and staff to student ratios of at least 10:1 for Prekindergarten, 18:1 for elementary school, and 20:1 for middle and high school;
- b. identification of a designated point of contact for each site, who will work with the CSDE Program Manager throughout the program's planning and implementation phases; and
- c. confirmation that prior to the start of the program, a successful applicant will submit an attestation that all school staff, partner staff, and volunteers working with participants have undergone required background checks and DCF mandated reporter training.

## **4. Budget**

- a. detailed ED114 budget narratives for FY25 and FY26 (see pages 16-21) that directly align with the summer program proposal, and are reasonable in cost given the number of students served, duration of program, and scope of services provided.

Grantee Name:		
Grant Title: <b>Sheff Open Choice Summer Enrichment</b> Project Title: Core-CT Classification: Fund: <b>11000</b> SPID: <b>12457</b> Program: <b>82065</b> Budget Reference: <b>2025</b> Chartfield 1: <b>170003</b> Chartfield 2:		
Grant Period: <b>07/01/2024 to 06/13/2025</b> Authorized Amount: \$		
Codes	Descriptions	FY25 Budget
100	Personal Services - Salaries	
200	Personal Services – Employee Benefits	
300	Purchased Professional and Technical Services	
400	Purchased Property Services	
500	Other Purchased Services	
510	Student Transportation Services	
600	Supplies	
700	Property	
800	Other Objects	
	Total	

Original Request Date:

CSDE Program Manager Authorization:

Date:



## Budget Narrative FY25

<b>Applicant:</b>		
<b>Code</b>	<b>Object</b>	<b>Amount</b>
100	<b>Personal Services- Salaries:</b> Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This can include stipends for teachers, staff, etc.	
200	<b>Personal Services – Employee Benefits:</b> Amounts paid by the grantee on behalf of the employees whose salaries are reported in object 100. These amounts are not included in the gross salary but are in addition to that amount.	
300	<b>Purchased Professional/Technical Services:</b> Services that can be performed only by persons or firms with specialized skills and knowledge.	
400	<b>Purchased Property Services:</b> Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	
500	<b>Other Purchased Services:</b> 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.  <b>Please specify separately, amounts budgeted for transportation services in 510 – Student Transportation Services.</b>	

510	<b>Student Transportation Services</b> – Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips, and payments for drivers for transporting handicapped children.	
600	<b>Supplies:</b> Amounts paid for items that are consumed, worn out or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances, which includes instructional technology with a value under \$5,000 and a useful life less than five years.	
700	<p><b>Property:</b> Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.</p> <p>In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$5,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$5,000.00 and a useful life of not less than five years.</p>	
800	<b>Other Objects:</b> Amounts paid for goods and services not otherwise classified above.	
	<b>Total</b>	

**ED114    FY26            Sheff Summer Enrichment Budget Form**

Grantee Name:		
Grant Title: <b>Sheff Open Choice Summer Enrichment</b> Project Title: Core-CT Classification: Fund: <b>11000</b> SPID: <b>12457</b> Program: <b>82065</b> Budget Reference: <b>2026</b> Chartfield 1: <b>170003</b> Chartfield 2:		
Grant Period: <b>07/01/2025 to 06/13/2026</b> Authorized Amount: \$		
Codes	Descriptions	FY26 Budget
100	Personal Services - Salaries	
200	Personal Services – Employee Benefits	
300	Purchased Professional and Technical Services	
400	Purchased Property Services	
500	Other Purchased Services	
510	Student Transportation Services	
600	Supplies	
700	Property	
800	Other Objects	
	Total	

Original Request Date:

CSDE Program Manager Authorization:

Date:

## Budget Narrative FY26

<b>Applicant:</b>		
<b>Code</b>	<b>Object</b>	<b>Amount</b>
100	<b>Personal Services- Salaries:</b> Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This can include stipends for teachers, staff, etc.	
200	<b>Personal Services – Employee Benefits:</b> Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100. These amounts are not included in the gross salary but are in addition to that amount.	
300	<b>Purchased Professional/Technical Services:</b> Services that can be performed only by persons or firms with specialized skills and knowledge.	
400	<b>Purchased Property Services:</b> Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.	
500	<p><b>Other Purchased Services:</b> 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.</p> <p><b>Please specify separately, amounts budgeted for transportation services in 510 – Student Transportation Services.</b></p>	

510	<b>Student Transportation Services</b> – Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips, and payments for drivers for transporting handicapped children.	
600	<b>Supplies:</b> Amounts paid for items that are consumed, worn out or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances, which includes instructional technology with a value under \$5,000 and a useful life less than five years.	
700	<b>Property:</b> Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.  In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$5,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$5,000.00 and a useful life of not less than five years.	
800	<b>Other Objects:</b> Amounts paid for goods and services not otherwise classified above	
	<b>Total</b>	

## Standard Statement of Assurances for Grant Programs

Connecticut State Department of Education

Project Title:	
Applicant:	

The Applicant hereby assures the Connecticut State Department of Education that:

- 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 C.G.S., 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. Nondiscrimination

1) For purposes of this Section, the following terms are defined as follows:

- a. "Commission" means the Commission on Human Rights and Opportunities;
- b. "Contract" and "contract" means this grant;
- c. "Contractor" and "contractor" means the applicant and any successors or assigns;
- d. "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.
- e. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- f. "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;
- g. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- h. "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;
- i. "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 C.G.S. § 32-9n; and
- j. "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.

- 2) For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (a) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (b) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (c) the federal government, (d) a foreign government, or (e) an agency of a subdivision, state or government described in the immediately preceding enumerated items (a), (b), (c), or (d).
- 3) (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, gender identity or expression, status as a veteran, status as a victim of domestic violence, 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 ensure 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, status as a veteran, status as a victim of domestic violence, 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; (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 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; (d) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (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 C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- 4) 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.

- 5) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- 6) The Contractor shall include the provisions of subsection (3) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, 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 C.G.S. § 46a-56, as amended; 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 regarding the State contract, 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.
- 7) 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.
- 8) (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 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 C.G.S. § 46a-56; and (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 C.G.S. § 46a-56.
- 9) 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 C.G.S. § 46a-56, as amended; 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 regarding a

State contract, 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.

- 10) Nondiscrimination Certification. Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by signing this Statement of Assurances below.

- 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 C.G.S. 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.

Signature of Authorized Official:	
Name: <i>(typed)</i>	
Title: <i>(typed)</i>	
Date:	

## Appendix – Scoring Rubric

### Maximum Total Score: 100

<b>Application Packet Review</b>	<b>Yes</b>	<b>No</b>
Application packet includes a signed cover page.		
Application packet includes a signed Standard Statement of Assurances.		

<b>Program Operations (Maximum 20 Points)</b>
Proposal identifies program model.
Programs offer services to students currently enrolled or newly registered to Sheff Open Choice school(s), identifying which school(s) and grade(s) will be served, and identifies total number of students to be served, program length, and hours.
Proposal provides start and end dates; total weeks; hours per day, and days per week.
Proposal identifies host facilities, with the primary facility being a Sheff Open Choice school.
Proposal identifies partners and vendors, including a description of qualifications, a description of how proposed partner(s) or vendor(s) will be used to facilitate and enhance summer enrichment programming, as well as any Memoranda of Agreement/proposed contract(s). If partner has not been identified, program provides a description of what services will be sourced to potential partners.
Proposal provided comprehensive timeline for planning and implementation of the summer program.
Proposal identified plans for recording summer program attendance and evaluation of effectiveness.
Proposal provided a transportation and meals plan at no cost to participants.
Proposal provided a description of the process for outreach to potential participants, including any program applications, placement, and registration plans if applicable.
Program is operated between June 24 and August 16.

<b>Program Design (Maximum 34 Points)</b>
Program provides a wide array of enrichment activities, maximum points awarded to programs that offer activities aligned with a specialized theme, focus on athletic development, or offer academic enrichment.
Program provides students with opportunities to engage in field trips and other off-site programming.
Proposal details how the program will serve currently enrolled or newly registered Sheff Open Choice students and offers creative and innovative program activities that promote community building and support enrollment in the Sheff Open Choice program.
Proposal focuses on RFP priorities and describes evidence-based strategies for fostering relationships and supporting participants' social and emotional growth opportunities for students.

Program demonstrates its ability to serve multi-language learners and children with special needs.
Proposal describes how partnerships will be used to enhance student experience.

<b>Staffing and Student Ratios (Maximum 16 Points)</b>
Program describes staffing structure, including a commitment to not exceed a ratio maximum of 10:1 for PK, 18:1 for grades K-5, and 20:1 for grades 6-12 for the duration of the program. For programs that involve academic components, applicant identifies certified staff.
Proposal describes training opportunities for staff prior to the start of the summer program.
Proposal identifies designated point of contact for each site, who will work with the CSDE Program Manager throughout the programs' planning and implementation phases.
Applicant states that prior to the start of the program, they will submit an attestation that all staff and volunteers working with participants have undergone required background checks and DCF mandated reporter training.

<b>Budget &amp; Expenditures (Maximum 30 Points)</b>
Request includes detailed ED114 budget narratives for both FY25 and FY26 for instructional salaries, non-instructional salaries, employee benefits, other purchased services and supplies that directly align with the summer program proposal. If an applicant is requesting centralized salary for position(s) covering multiple programs, budget includes Full Time Equivalent (FTE) breakdowns for each proposed program.
Funding request is justified given the target number, staffing, scope of program, and duration.