

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH/NUTRITION, FAMILY SERVICES
AND ADULT EDUCATION

Request for Proposals

After-School Grant Program for Grades K-12

July 1, 2019, to June 30, 2021

Grants must have LEA Superintendent Approval by 11:59 P.M. August 23, 2019.

Purpose: To implement or expand high-quality programs outside school hours that offer educational enrichment and recreational activities that are designed to reinforce and complement the regular academic program of students in grades K-12.

Pursuant to Connecticut General Statutes Section 10-16x.

The Connecticut State Department of Education reserves the right to make necessary policy changes after proposals are submitted and to negotiate awards with potential recipients.



CONNECTICUT STATE DEPARTMENT OF EDUCATION



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Dr. Dianna R. Wentzell
Commissioner of Education

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

Levy Gillespie
Equal Employment Opportunity Director
Connecticut State Department of Education
450 Columbus Boulevard, Suite 607
Hartford, CT 06103
860-807-2071
Levy.Gillespie@ct.gov

**THE CONNECTICUT STATE DEPARTMENT OF EDUCATION IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

2019-21 After-School Grant Program Application

TABLE OF CONTENTS

I.	Purpose	1
II.	Eligible Applicants	1
III.	Time Period, Size and Number of Grants	2
IV.	Eligible Activities	2
V.	Application Format.....	3
VI.	Application Requirements	3
	A. Need for Project.....	3
	B. Partnerships and Collaboration	3
	C. Project Design	4
	D. Adequacy of Resources	8
	E. Management Plan	9
VII.	Plan for Expenditure of Grant Funds	10
VIII.	Funding History and Experience.....	11
IX.	Data Collection, Evaluation, Quality Improvement and Professional Learning.....	11
X.	Licensing Requirements	12
XI.	Components of High Quality After-School Program.....	12
XII.	Review Process and Criteria.....	13
XIII.	Management Control of the Program	13
XIV.	Grant Award Decisions and Disposition of Proposals	13
XV.	Obligation of Grantees	13
XVI.	Fiscal Responsibility and Reporting Requirements	13
XVII.	Freedom of Information Act (FOIA).....	14
XVIII.	Annie E. Casey Foundation.....	14
XIX.	Timeline of Activities	15
XX.	Application Deadline.....	15

Appendices

A.	Budget Object Codes	27
----	---------------------------	----

I. Purpose

The After-School Grant Program was established by the Connecticut General Assembly for the purpose of creating high-quality after-school programs outside of regular school hours. After-school programs are defined as programs that take place when school is not in session (e.g., before and after school, summer recess and school breaks) and provide educational enrichment and recreational activities for students in Grades K-12. At the same time, after-school programs help support families by offering educational development opportunities and providing a safe environment for students when school is not in session. Programs can be situated across the grade levels in elementary, middle or high schools or other similar accessible academic facility and provide a range of high quality services to support student learning and development, including:

- providing opportunities for academic enrichment to help students meet state and local performance standards in core academic subjects, such as reading, mathematics and science;
- offering a broad array of additional services, programs and activities such as: youth development activities; drug, violence and pregnancy prevention programs; counseling; project-based learning; art; music; technology education programs; service learning; character education and recreation programs that are designed to reinforce and complement the regular academic program of participating students; and
- offering opportunities for family literacy and related educational development such as, adult development activities, family activities, opportunities for adult leadership involvement and participation in school and program events.

There are two after-school program options. The application cover sheet must identify one of the following options:

Option A: Elementary Implementation/Expansion; or

Option B: Middle and/or High School Implementation/Expansion.

II. Eligible Applicants

All local education agencies (LEAs), municipalities, not-for-profit and exempt community-based organizations (CBOs) including faith-based organizations and other public or private organizations, or a consortium of two or more agencies, organizations, or entities that may include, but are not limited to, local and regional boards of education, Regional Educational Service Centers (RESCs) applying on behalf of LEA(s), charter or magnet schools are eligible to apply/receive funds from the state under this program.

The Connecticut State Department of Education (CSDE) will give competitive priority to applications that propose to serve students in low-performing schools and to applications submitted jointly by LEA(s) and public or private community organizations.

All proposals require the signature of the superintendent of schools and the principal of the participating school in the applicant's district. **These signatures serve as attestation to the accuracy of the information provided in the proposal and certify compliance with state and federal laws and regulations, including the sharing of State Assigned Student Identifier (SASID) numbers for the CSDE data collection and reporting.**

2019-21 After-School Grant Program Application
Community partners will provide the LEAs with student information (e.g. last name, first name, DOB).

III. Time Period, Size and Number of Grants

Time Period

The grant is funded for two years: fiscal years 2019-20 and 2020-21. Funding for each year is subject to the state budget appropriations. Programs will be required to submit an End-of-Year Report (EYR) for year 1 and a budget for year 2 prior to receiving year two funding. The second year of funding is also contingent upon adequate progress toward program goals and use of funds in the first year.

Size of Grants

The minimum grant award is \$25,000 per fiscal year. The maximum grant award is \$200,000 per fiscal year. Historical average annual cost per program has ranged from \$150,000 to \$200,000, for two program sites serving a total of 150 students, plus their parents/guardians. Actual costs per program may be higher or lower depending on the number of students served, the variety of activities provided and the availability of additional resources.

Number of Grants

The number of grants funded will depend on the number of applicants and funds available.

IV. Eligible Activities

Each eligible organization that receives an award may use the funds to carry out a broad array of activities during before and after school, summer recess and school breaks that advance student achievement including:

- remedial education activities and academic enrichment programs;
- mentoring for college and career options;
- science, technology, engineering, arts and/or mathematics (STEAM) activities;
- arts and music education activities;
- entrepreneurial education programs;
- tutoring services (including those provided by senior citizen volunteers and mentoring programs);
- after school activities for English Learners (EL) that emphasize language skills and academic performance;
- health and wellness activities, including physical and mental health;
- recreational activities;
- telecommunication and technology education programs;
- assistance to students who have been chronically absent, truant, suspended or expelled to improve their school attendance, engagement and academic performance;
- drug, teen pregnancy and violence prevention programs, counseling programs and character education programs;
- programs that promote social/emotional learning and development;
- service learning activities;
- global education and world languages;

2019-21 After-School Grant Program Application

- college and career readiness activities;
- virtual high school and other credit recovery opportunities; and
- family engagement activities and family literacy.

It is also essential that grantees provide significant opportunities for the students to have input as to which activities will be offered, as well as the ability to choose the activities in which they participate with appropriate guidance.

V. Funding History and Experience

Programs can gain up to 30 points in this section based on performance. The CSDE will assess the 2018-19 performance data for any applicant who is currently receiving state after-school grant funding. Assessment will be based on the following criteria:

- program operations met state guidelines, including number of weeks, days and hours that services were provided;
- program met the goal for the total number of students and number of students on any given day targeted in the grant proposal or approved change request;
- program met the goal for the number of students attending 60 percent of program activities targeted in the grant proposal or approved change request;
- program met state guidelines for per pupil expenditures;
- program provided family engagement activities, as evidenced in the Parent Engagement Reporting Form; and
- program has participated in quality improvement activities including program self-assessment using the Assessment of Afterschool Program Practices (APT) Observation Tool and as evidenced in the Quality Improvement Report.

VI. Data Collection, Evaluation, Quality Improvement and Professional Learning

Data Collection

A funded applicant must submit program and student data for Monthly Attendance Reports by the seventh day of each month of programming. The data to be collected will include:

1. Program data:
 - a. site information;
 - b. details of activities offered (e.g. start and end dates, type of activity);
 - c. teacher surveys; and
 - d. staff information.
2. Student data:
 - a. SASID information;
 - b. student demographics;
 - c. program attendance; and
 - d. school attendance.

Elementary and middle school programs are required to meet a minimum of 60 percent average daily attendance. High school programs are required to meet quarterly benchmarks to ensure that 75 percent of the targeted number of students reach 50 total days of attendance by the end of the program year.

2019-21 After-School Grant Program Application

Programs must designate a staff member for data entry. Identified staff must attend database trainings and address data issues by required deadlines. Programs that do not meet attendance requirements are subject to a reduction in funding, or termination of funding, even after a program is underway.

Evaluation

Programs must complete an End-of-Year Survey by June 30th of each year of funding describing project activities, accomplishments and outcomes. The End-of-Year Survey is used to demonstrate progress in meeting program objectives and to collect data that addresses the performance indicators of a quality after-school program.

Quality Improvement

Programs must participate in a designated quality improvement process with the CSDE and subcontracted providers. This process may include trainings, meetings, conference calls, scheduled site visits for program observation and feedback and interviews with administrators, staff, families and students.

Programs must submit appropriate forms and receive prior approval from the CSDE Program Manager before any changes are made that differ substantially from what is presented in the grant application.

Professional Learning

Programs must send a representative team to required CSDE technical assistance workshops and networking meetings (maximum of four per year).

VII. Licensing Requirements

Please note that programs that plan to serve school age students through this funding opportunity may be obligated to meet child day care licensing requirements, as defined under Connecticut General Statutes, Section 19a-77. Programs that are administered by public or private schools, or municipal agencies or departments, may be exempt from this requirement. All applicants must provide the requested assurance on the Grant Cover Page or a copy of their current license. For access to licensing information, please see the following Website:

<http://www.ct.gov/oec/cwp/view.asp?a=4542&q=544636> or call the Connecticut Department of Early Childhood at (860) 500-4450 for more information.

VIII. Components of a High-Quality After-School Program

According to the U.S. Department of Education publication, *Working for Children and Families: Safe and Smart After-School Programs*, there are nine components present in high-quality after-school programs. These include:

- goal setting, strong management and sustainability;
- quality after-school staffing;
- high academic standards;
- attention to safety, health and nutrition issues;

2019-21 After-School Grant Program Application

- effective partnerships with CBO(s), juvenile justice agencies, law enforcement and youth groups;
- strong involvement of families;
- enriching learning opportunities;
- linkages between school day and after-school personnel; and
- evaluation of program progress and effectiveness.

IX. Review Process and Criteria

The CSDE will convene a panel to review all completed applications received by the due date. Grant awards will be negotiated and accepted, with notifications if necessary, in time for final award notification by September 2019. Each application will be rated according to the criteria provided within the rating form found in Appendix C.

X. Management Control of the Program

The grantee has complete management responsibility for this grant. While the CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

XI. Grant Award Decisions and Disposition of Proposals

The CSDE reserves the right to award in part, to reject all proposals, in its entirety or in part, and to waive technical defects, irregularities or omissions if, in its judgment, the best interest of the state would be served. After receiving the grant application, the CSDE reserves the right not to 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 State Board of Education's priorities.

The CSDE will notify applicants in writing of the acceptance or rejection of their proposals. If a proposal is selected for funding, the Bureau of Health/Nutrition, Family Services and Adult Education will initiate a grant award letter. The level of funding and effective dates of the projects will be set forth in the notification of the grant award. The CSDE will retain all proposals submitted and such proposals will become part of the public domain.

XII. Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements, as set forth in C.G.S. Section 4a-60 and Sections 4a-68j-1 et seq., of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time, as may be prescribed by the Connecticut Commission on Human Rights and Opportunities (CCHRO).

2019-21 After-School Grant Program Application

XIII. Fiscal Responsibility and Reporting Requirements

The grantee will be responsible for adherence to all state and federal regulations governing expenditures, accounting and reporting requirements and shall prepare and submit all reports, as required by the CSDE.

XIV. Freedom of Information Act (FOIA)

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act [FOIA] Sections 1-200 to 1-242, inclusive). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.