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### NYS Field Memo

**To:** Superintendent Receivers of Persistently Struggling and Struggling Schools

**From:** Dr. Kimberly Young Wilkins 

**Re:** Update on \$75,000,000 Community Schools Grants: Aid to Localities

**Date:** November 2, 2017

Upon receipt of your district's Community Schools Grant (CSG) application, New York State Education Department staff (NYSED) began to review all submitted documents. If there were clarifying questions or the need for additional information, Office of Innovation and School Reform (OISR) staff contacted district staff to further discuss. If the documents were in approvable format, OISR staff sent the FS-10 budget to the M/WBE Unit. Once the FS-10 has been processed, the district will receive a Grant Award Notification (GAN) from the NYSED Grants Finance Office and can proceed with its next steps. Below is a summary of the CSG application approval process and the next steps.

**Approved CSG applications:** Approval of Parts I, II, and III of the CSG application are needed; meaning a district narrative, school plans, and budgets aligned to each other and successfully addressing CR§100.19 requirements and all prompts. In addition, the preliminary MOUs, updated school intervention plans, and copies of the community-wide needs assessment must be satisfactorily completed; including waiver requests, if applicable.

#### **Next Steps:**

1. **M/WBE Unit:** If the M/WBE Unit has clarifying questions, they will directly contact the district. If not, they will approve the M/WBE documents and send them along with the OISR approved FS-10 to the Grants Finance Office. If you do not hear from them, your M/WBE has been approved.
2. **CSG Payments:** Upon issuance of a GAN, districts will receive an initial payment of 25% of the 2017-18 budget. To access the remainder of the award, districts must submit FS-25 budget forms. Districts may amend approved 2017-18 budgets by submitting FS-10As along with the required M/WBE documents. The 2017-18 CSG budget period ends June 30, 2018.
3. **Additional Requirements (Page 8 of the CSG Request for Applications):**
  - a. **Fully signed and executed Memorandum of Understandings (MOUs):** As indicated in the CSG application, districts were initially required to submit a preliminary MOU for each school's partners. With a July 28, 2017 application due date, districts were given until September 30, 2017 to submit final, fully signed and executed MOUs, or NYSED would withhold CSG funds pending receipt of this final MOU. If an application was approved after September 30, 2017, your OISR liaison provided you with a due date that was one month from the application approval date. If an application has not yet been approved, your OISR liaison will provide you with a due date that is one month from the application approval date.

- b. **Submission of Quarterly Reports:** As per Commissioner's Regulations §100.19, districts that receive CSG funds are required to submit quarterly written reports to the Commissioner in a form and format prescribed by the Commissioner containing specific information about the progress of the planning, implementation, and operations of the community schools grant. To satisfy this requirement, OISR updated its 2017-18 Receivership Schools Quarterly Report #1 template, by adding a CSG section. This first quarterly report was due on October 31, 2017. Because the required information includes "the progress of planning, implementation, and operations of the community schools grant, the district should provide specific information about the phase it is in during the reporting period.
4. **Community School Site Coordinator waivers:** If your district submitted and was approved for a waiver from designating a full-time staff person to serve as the Community School Site Coordinator at each Receivership school, you will receive a waiver approval letter from OISR. This step is part of the CSG application approval process.
5. **Capital Construction Projects:** For all approved uses of CSG funds on the district's FS-10, and specifically in Code 30 Minor Remodeling, the district must begin to work with the NYSED's Office of Facilities and Planning to begin to implement those remodeling or construction plans. Details about building permits and site managers are posted in the CSG section of the OISR website at: <http://www.p12.nysed.gov/oisr/CommunitySchoolsGrant.html>. Additional information will be posted as it becomes available.

**2017-18 OISR Progress Reporting and Performance Management:** On September 29, 2017, OISR emailed Superintendent Receivers a memo about the 2017-18 progress reporting and performance management processes. The memo covers Receivership and Non-Receiverhsip schools having Community School Grants, Persistently Struggling Schools Grants (PSSG), and/or School Improvement Grants (SIG).

Additional Community Schools Grant information and the documents referenced in this memo are posted at: <http://www.p12.nysed.gov/oisr/CommunitySchoolsGrant.html>.

To access additional OISR information please visit: <http://www.p12.nysed.gov/oisr/> or contact us at (518) 473-8852 or [OISR@nysed.gov](mailto:OISR@nysed.gov). OISR looks forward to continuing to work with your districts during the 2017-18 school year.