

CONNECTICUT STATE DEPARTMENT OF EDUCATION

REGIONAL SCHOOL CHOICE OFFICE (RSCO)

SHEFF OFFICE



**APPLICATION
FOR
OPEN CHOICE CAPITAL GRANT (SHEFF REGION)
2014-15**

Purpose: To provide an incentive for increasing the number of Open Choice students by funding capital expenditures that are linked to servicing the increased number of Open Choice students for improving the educational experiences at schools that participate in the Open Choice program in the Sheff Region.

Section 10-266aa of the 2014 Supplement to the Connecticut General Statutes

Applications Due: May 2, 2014

Published: March, 2014

Information Session: March 18, 2014, 9:00 a.m. – 10:00 a.m.

CT State Department of Education, 165 Capitol Avenue, Hartford, CT 06106

Conference Room 307A

RFP # 805

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Stefan Pryor
Commissioner of Education**

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

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Section	I	Purpose
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Purpose: To provide an incentive for increasing the number of Open Choice students by funding capital expenditures that are linked to servicing the increased number of Open Choice students for improving the educational experiences at schools that participate in the Open Choice Program in the Sheff Region.

Additionally the grant is to encourage Open Choice districts to accept a group or cohort of new students who would progress through the district's grades together, thus decreasing the social isolation of a smaller, disparate group of students and enable the Open Choice district to provide social support services on a more effective and cost-efficient basis.

Section	II	Background
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With the July 1, 2007, expiration of the first Sheff v. O'Neill Stipulation and Order (see Milo Sheff, et al. v. William A. O'Neill, et al. No. X03-89-0498119S January 22, 2003), the State and the plaintiffs entered into an agreement known as the Phase II Stipulation and Order (Order), which was approved by the court on June 11, 2008, (see Milo Sheff, et al. v. William A. O'Neill, et al. HHD-X07-CV89-4026240 April 4, 2008). The Order specifies interim performance benchmarks and goals concerning the percentage of Hartford-resident minority students placed in reduced racial isolation settings.

In December 2013 the State, the plaintiffs, and the City of Hartford completed negotiations and signed a one-year agreement, which is pending approval of the General Assembly. The agreement, known as Sheff Phase III, continues to focus on increasing the percentage of Hartford-resident minority students attending schools that have reduced isolation settings.

The Open Choice Program plays a significant role in the State's plan to meet its responsibilities as outlined in the stipulated agreements. The purpose of this statewide program is to reduce racial, ethnic, and economic isolation, improve student achievement and provide parents with a choice of educational programming. A focus of the Connecticut State Department of Education (CSDE) is to raise awareness of Open Choice in the Sheff region, increase the scope and level of academic and social supports for participating students, their families, receiving districts, and thereby encourage Hartford area families and communities to increase participation in the program. The CSDE's long-term goal is to increase each Hartford area district's participation in the program to at least four (4) percent of its student population, making it critical for students, families, staff, and communities involved in the program – residing in Hartford and the participating suburbs – to receive academic and social supports that ensure student success.

Section	III	Eligibility
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To be eligible for a grant, a district must increase the number of students participating in the Open Choice Program during the 2014-15 school year by twelve (12) or more over the number that participated during the 2013-14 school year.

Eligibility Requirements for 2014-15:

Although Open Choice is a statewide program, only those school districts participating in the Open Choice Program in the Sheff Region, that contribute to the state meeting the goals of the Sheff Phase III Stipulation and Order, are eligible to apply for funding through this grant. A list of eligible applicants is located in Appendix A. The CSDE shall conduct site visits of all districts that receive funding pursuant to this grant. Districts that do not respond to requests to schedule a site visit, or otherwise decline to participate, may jeopardize their current year's funding and will be ineligible for future funding.

Section	IV	Funding
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The General Assembly has appropriated \$750,000 for the Open Choice capital expenditure projects. This funding is in addition to, not in place of, the Open Choice grants that are currently funded on a tiered basis depending on the district's level of participation in the program. Open Choice Capital Cost Grants will be awarded on a competitive basis upon the CSDE's approval of the grant application and the district's declaration of at least twelve (12) additional seats for Open Choice students for the 2014-15 academic year above the 2013-14 declaration.

Districts can apply for funding up to \$75,000 in capital expenditures. The funding should focus on one school building.

The CSDE will give preference to districts that link the capital grant funding to the other Open Choice grants such as the Academic, Student and Social Support Grant or agree to take a cohort of students that in that school.

Funding is contingent upon the approval of the State Bond Commission.

Section	V	Allowable Costs
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Districts may use the funds for a variety of purposes related to the increased educational services demand arising out of increasing the number of Open Choice students.

These purposes may include, but are not limited to:

- renovating classrooms to be used for full day kindergarten or Pre-K classes that will include Open Choice students and the entire school community;
- expanding a school library that will serve the Open Choice students;
- updating middle or high school science labs;
- purchasing furniture, fixtures and equipment;
- developing a multi-media lab that would allow students to create presentations relating to diversity and other topics; and
- purchasing technology hardware.

Indirect costs are not allowable for this grant.

The CSDE may approve other costs upon request. Contact the CSDE program manager prior to submitting the grant application if your district plans to expend funds on items or services that are not similar to those listed above. Funds must be used to supplement, not supplant, the district's educational offerings. All budgeted expenses must clearly support the proposed capital improvements.

Section	VI	Grant Period
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The CSDE shall award this grant for fiscal year 2014-15. The CSDE anticipates that the grant period will begin July 1, 2014, and shall conclude June 30, 2015. Grantees must submit status reports on January 16, 2015, and July 17, 2015. *Grantees must not assume automatic renewal of this grant. Funding is dependent upon available funds, sustaining and/or increasing participation in the Open Choice Program, successful site visit reviews, submission of acceptable and complete interim and final reports and other factors affecting the quality or delivery of services.*

Section	VII	Submission Requirements
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A completed application packet (original and an electronic copy) must include: a copy of the signed approved district's seat declaration form; cover page; program narrative; ED 114; budget narrative; Affirmative Action Plan Certification; and the Standard Statement of Assurances. **IRRESPECTIVE OF THE POSTMARK DATE AND THE MEANS OF TRANSMITTAL**, districts must submit applications no later than 3:00 p.m. on May 2, 2014. The CSDE will not accept facsimile copies of the application. An electronic copy of the grant must be submitted to Ann R. Gaulin at ann.gaulin@ct.gov by 3:00 p.m. on May 2, 2014. The CSDE will not allow grant extensions.

Mail or hand deliver one signed original application to:

<p>Sonya Efanayi RSCO/Sheff Office Room 304 Connecticut State Department of Education 165 Capitol Avenue Hartford, Connecticut 06106</p>

Section	VIII	Review of Proposals and Grant Awards
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The CSDE will award this grant to eligible districts on a competitive basis, in amounts to be determined as described in Section IV, provided the applicant's proposal meets the criteria described in this grant application. The CSDE reserves the right to request additional information from applicants prior to making the award, including information about both program and cost effectiveness. Pursuant to 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.*

Section	IX	Freedom of Information Act
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All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Connecticut General Statutes, Section 1-200 et seq. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

Section	X	Management Control of the Program and Grant Consultation Role of the CSDE Personnel
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The grantee has complete management control of 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.

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

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

Section	XII	Open Choice Capital Grant (Sheff Region) Timelines
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March, 2014	Published Date
March 18, 2014	Information Session 9:00 a.m. – 10:00 a.m. CT State Department of Education, 165 Capitol Avenue Hartford, CT 06106 Conference Room 307A RSVP to Ann Gaulin @ ann.gaulin@ct.gov no later than March 14, 2014.
May 2, 2014	Application Due Date

If you have any questions about this grant, please contact Ann R. Gaulin, Program Manager, at ann.gaulin@ct.gov.

**OPEN CHOICE CAPITAL GRANT
(SHEFF REGION)**

Application Packet

COVER PAGE

Connecticut State Department of Education
RSCO/Sheff Office
Hartford, Connecticut
GRANT APPLICATION FY 2014-15
OPEN CHOICE CAPITAL GRANT (SHEFF REGION)

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

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief. Signature:	Date
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Program Narrative

Target School: _____

Target Cohort for the School (include number of students): _____

Seat Declarations

List and provide documentation of the district's seat declarations for the following years:

2013-14 _____

2014-15 _____

1. Describe the need to be addressed with this funding. How did you determine there was a need in this area? Please provide data as evidence of these needs.
2. Describe the capital improvement, 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.
3. What is (are) your intended outcome(s)?
4. How is your capital improvement connected to your Open Choice Academic, Student and Social Support grant?
5. Will the funds support the school in taking a cohort of students each year?



**Connecticut State Department of Education
RSCO/Sheff Office
Open Choice Capital Grant (Sheff Region)**

ED 114

Fiscal Year 2014

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME:		
GRANT TITLE: Sheff Settlement PROJECT TITLE: Open Choice Capital Grant (Sheff Region) CORE-CT CLASSIFICATION: FUND: 12052 SPID: 43583 PROGRAM: 82159 BUDGET REFERENCE: 2014 CHARTFIELD 1: 170060 CHARTFIELD 2:		
GRANT PERIOD: 7/01/14 – 6/30/15		AUTHORIZED
AMOUNT: \$		
CODES	DESCRIPTIONS	BUDGET AMOUNT
300	Purchased Professional & Technical Services	
700	Property	
	TOTAL	

_____ ORIGINAL REQUEST DATE

DEPARTMENT OF EDUCATION
PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

_____ REVISED REQUEST DATE

Budget Narrative

CODE	OBJECT	AMOUNT
300	PURCHASED PROFESSIONAL/TECHNICAL SERVICES: Services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the services provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.	
700	PROPERTY: Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.	
TOTAL AMOUNT		

CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE

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

_____ is on file with the Connecticut State
[local school district name]

Department of Education. The Affirmative Action Plan is, by reference, part of this application.

Name of Authorized Official

Title

Signature of Authorized Official

Date

CONNECTICUT STATE DEPARTMENT OF EDUCATION
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: Open Choice Capital Grant (Sheff Region)

July 1, 2014 - June 30, 2015

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:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "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;
- v. “good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "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;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "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;
- ix. "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
- x. "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 1-267, (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, mental retardation, 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, mental retardation, 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: _____

Name: *(typed)* _____

Title: *(typed)* _____

Date: _____

APPENDIX A

Hartford Region Open Choice (Sheff Region) Eligible Applicants

**Avon
Berlin
Bolton
Bristol
Canton
Cromwell
East Granby
East Windsor
Ellington
Enfield
Farmington
Glastonbury
Granby
Hartford
Newington
Plainville
Portland
Rocky Hill
Simsbury
Somers
South Windsor
Southington
Suffield
West Hartford
Wethersfield
Windsor Locks**

APPENDIX B

Open Choice Capital Grant (Sheff Region) Status Report

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

- Progress of the capital improvement
- Expenditures to date
- Projected expenditures through end of grant year (mid-year report only)

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

The mid-year report is due on January 16, 2015, and the final report is due on July 17, 2015.

Definitions:

Capital Improvement: 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,

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

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

Capital Improvement	Implementation to Date	Progress Towards Intended Outcome	Method of Measuring Progress

Additional Comments:

APPENDIX B
Open Choice Capital Grant (Sheff Region) Status Report (continued)

Definitions:

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

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

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

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

Code	Object	Budgeted Amount	Expended	Projected Expenditures
300	PURCHASED PROFESSIONAL/ TECHNICAL SERVICES			
700	PROPERTY			
TOTAL AMOUNT				

Timeline for Projected Expenditures:

An electronic copy of the mid-year and final report must be submitted to Ann R. Gaulin @ ann.gaulin@ct.gov from the district contact person for the grant. No signed original/hard copy is needed.

APPENDIX C APPLICATION SCORING RUBRIC

Applicant: _____	Total Score: _____ / 100
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Section	1-Below	2-Partially Meets	3-Meets	4-Exceeds
Need for Funds and Intended Outcome	Insufficient evidence of need and unclear outcome	Partial evidence of need and somewhat clear outcome	Sufficient evidence of need and clear intended outcome	Clear and compelling evidence of need and outcome
Capital Improvement Description and Timeline	Insufficient description and timeline	Partial description and/or timeline	Sufficient description and timeline	Clear description and detailed timeline
Connection to the Open Choice Academic, Student and Social Support Grant	Not connected to the Open Choice Academic, Student and Social Support Grant	Partially connected to the Open Choice Academic, Student and Social Support Grant	Sufficient to its connection to the Open Choice Academic, Student and Social Support Grant	Clearly connected to the Open Choice Academic, Student and Social Support Grant
New Student Cohort	NA	NA	Increases the number of students by 12 as a cohort	Increases the number of students by 13 or more as a cohort
Cost Information	Insufficient budget justification and cost information as presented in the budget template.	Sufficient cost information as presented in the budget template, but budget justification lacks sufficient detail.	Sufficient budget justification and cost information as presented in the budget template.	Sufficient budget justification and cost information as presented in the budget template, evidence of sustainability.

Section	Score	Weighting	Total Points
Need for Funds and Intended Outcome		X 3	/ 12
Capital Improvement Description and Timeline		X 7	/ 28
Connection to the Open Choice Academic, Student and Social Support Grant		X 2	/ 8
New Student Cohort		X 10	/ 40
Cost Information		X 3	/ 12
TOTAL SCORE			/100