

# Funding Opportunity for Educational Service Centers

## Family and Community Partnership Liaisons

The Ohio Department of Education is pleased to announce funding for educational service centers (ESCs) to staff Family and Community Partnership liaisons for the 2020-2021 school year. Funding is available to each ESC to staff one position in response to the increased needs of school districts and families due to COVID-19. This position may be a new position or an existing ESC position that is utilized to meet the grant objectives. It is estimated this position will require 30 hours of staff time per week to complete activities. While it is preferred that each ESC hire one Family and Community Engagement liaison, ESCs have the flexibility to partner and pool resources to hire staff position(s) to cover all districts within their regions. ESC seeking the flexibility to partner must complete the ESC Partnership Plan (Appendix A) and request approval.

Three million dollars of federal CARES Act funding (Elementary and Secondary School Emergency Relief) is available to fund Family and Community Partnership liaisons in each of the 51 ESCs. The total amount of funding will be divided evenly between each ESC that applies. Each ESC will not receive less than \$58,800 but may receive more depending on the number of eligible applicants. Remaining funds will be allocated in a manner that ensures all districts have access to a Family and Community Partnership liaison and benefit from this support.

### PURPOSE OF FUNDS

These funds are available for ESCs to hire or contract Family and Community Partnership liaisons to accomplish two purposes:

1. Connect schools, families and youth to community resources and local systems of care.
2. Provide professional development to enhance the capacity of local school districts to deliver effective family engagement.

### **Connect schools, families and youth to community resources and local systems of care.**

When school buildings were ordered closed in March of 2020, school staffs began working to ensure all students and families had the resources they needed to continue learning, growing and staying safe. Local community partners stepped up to provide food, shelter, health care, transportation and other critical supports for youth and families. We know, however, there still is a great need in connecting Ohio families with wraparound services and supports to mitigate the effects of COVID-19 and meet the needs of the whole child. The ESC Family and Community Partnership liaison role is an opportunity for ESC regions to connect local school district staff members and the families they serve with critical supports and resources that are being provided by partners, agencies and organizations to meet the unique and varied needs of local communities.

The ESC Family and Community Partnership liaison will work with local school district personnel and local community agencies in their ESC regions to build networks of streamlined resources, partners and support services for vulnerable youth and families. Vulnerable youth may be identified as students in foster care, students experiencing homelessness, students learning English, students whose parents are in the military, migratory students, students with disabilities and students transitioning out of the juvenile justice system. Each ESC Family and Community Partnership liaison also may work with local school districts to develop processes to assist with the identification, enrollment, transfer of student records and delivery of additional services and supports for vulnerable youth.

## **Provide professional development to enhance the capacity of local school districts to deliver effective family engagement.**

The ESC Family and Community Partnership liaisons also will become trained in effective family engagement strategies to assist local school districts and families in their regions. The Ohio Department of Education is partnering with the Ohio Statewide Family Engagement Center to create and implement a professional development plan centered on high-quality family and community engagement practices to support the ESC Family and Community Partnership liaisons. Professional development and coaching from the Ohio Statewide Family Engagement Center will be delivered in a virtual cohort model and offered at regular, scheduled intervals throughout the 2020-2021 school year.

The professional development from the Ohio Statewide Family Engagement Center at The Ohio State University will build the ESC Family and Community Partnership liaisons' ability to identify and implement strategies to increase communication, resource sharing, social services connections and outreach to families.

### **DESCRIPTION OF FAMILY AND COMMUNITY PARTNERSHIP LIAISON**

#### ***Roles and Responsibilities***

Each ESC Family and Community Partnership liaison will work with school district personnel in their member districts and member community schools to build a network of community resources, partners and support services for vulnerable youth and families.

Each liaison will participate in training and professional development offered through the Ohio Statewide Family Engagement Center at The Ohio State University. With support from the Ohio Statewide Family Engagement Center, the liaison will conduct a needs assessment in the community, analyze results of the needs assessment, and then develop strategies to create systems of local-level communication, resource distribution, connection with community partners and agencies and family engagement specifically for vulnerable youth and families.

The liaison will facilitate connections and partnerships with local community services organizations. By developing, cultivating and sustaining these partnerships, the liaison will be able to connect services with the needs identified by local member school districts.

The liaison will engage with the Ohio Department of Education's vulnerable youth services team to build the capacity of local school district staffs to strengthen connections between staff serving vulnerable youth and families in districts, as well as connections to community agencies and resource providers.

The Family and Community Partnership liaison will provide support to district liaisons responsible for implementing Every Student Succeeds Act (ESSA) requirements for students experiencing homelessness, students in foster care, adjudicated youth and English learners; however, the liaison will not provide direct technical assistance related to the ESSA requirements.

Each local school district homeless liaison still will work to ensure homeless youth are identified, federal ESSA provisions are upheld and the youths' rights are guaranteed. However, a local school district homeless liaison may work with the ESC Family and Community Engagement liaison to connect students and their families in the district with additional community resources to support housing, food stability, access to technology, or other wraparound supports and services.

**Sample position description**

Below is a sample position description with expected qualifications, duties and skills of the selected ESC Family and Community Engagement liaison. When posting or advertising for this position in the local region, please feel free to build on any additional skills, qualifications or duties to fit the specialized needs and context of the area.

**Preferred Qualifications**

- Bachelor's degree in education, social work, public administration, or similar field **or** a similar level of experience and education
- Knowledge of and ability to work with local community organizations

**Skills**

- Excellent written and verbal communication
- Project management
- Coordination of social services
- Facilitation of trainings or professional development
- Relationship-building between systems and providers
- Prior experience working with school district personnel, students, and families is strongly preferred

**Duties**

- Administer a needs assessment to identify local needs of vulnerable youth and families due to COVID-19.
- Participate in trainings based on local needs and deliver resources to school districts and community partners based on identified needs.
- Identify and build relationships with local community partners to develop a network of supports and services for students and families.
- Facilitate resource and information sharing between local school district personnel and local community partners to build their capacity to provide services for vulnerable youth.
- On an as-needed basis, work directly with families to assist with connections to local community partners.
- Analyze and apply best practices in family engagement to local programs and school districts.
- Design and deliver trainings and professional development to local school district personnel.
- Measure and assess effectiveness of work on an ongoing basis.

**GRANT TIMELINE (FIRST QUARTER)****November 2020:**

- The Ohio Department of Education and Ohio Statewide Family Engagement Center will host an informational webinar for interested ESCs to answer questions about the role and funding on Nov. 6 at 2 p.m. or Nov. 10 at 10 a.m.
- ESCs upload their signed assurance documents, contact form and complete a budget in the CCIP by 4:59 p.m. on Nov. 20, 2020.
- ESCs will begin recruiting for the liaison position.
- Funds will be loaded into the CCIP.
- ESCs will complete budget revisions, if necessary.

**December 2020:**

- ESC liaisons will be hired and onboarded at the respective ESCs by Dec. 4, 2020.
- ESC liaisons will be introduced to the Ohio Statewide Family Engagement Center and other ESC family and community liaisons across the state.
- ESC liaisons will attend a two- to three-day remote training hosted by the Ohio Statewide Family Engagement Center.

- ESC liaisons will begin connecting with local organizations and staff in their areas, examples may include:
  - Local school districts (vulnerable youth liaisons, building and district administrators, counselors, student support services personnel, family engagement staff);
  - Family and Children First Councils;
  - County children services agencies;
  - Legal services agencies;
  - Community shelter boards;
  - Community services agencies;
  - Faith-based organizations.

## FUNDING AMOUNT AND ALLOWABLE USES

Any ESC with an information retrieval number (IRN) issued by the Ohio Department of Education is eligible to apply. Three million dollars of federal CARES Act funding (Elementary and Secondary School Emergency Relief) is available to fund Family and Community Partnership liaisons in each of the 51 ESCs. The total amount will be divided evenly between each ESC that requests funding. Each ESC will not receive less than \$58,800 but may receive more depending on the number of eligible applicants. Remaining funds will be allocated in a manner that ensures all districts have access to a Family and Community Partnership liaison and benefit from this support.

Grant funds may be used for contracts and contracted services, supplies, salaries and benefits, travel for training and training costs. Indirect costs are not allowed for this grant. ESCs must request funds at least quarterly. Grant funds must be liquidated within one year of award.

## HOW TO APPLY

ESCs can apply for this grant by downloading this document and signing the assurances pages and completing the contact form. Signed assurances pages and contact forms must be uploaded into the CCIP by Nov. 13, 2020, at 4:59 p.m. to be considered for funding. The grant can be found in the CCIP under 'ESSER ESC Family Engagement Liaison.' Applications without a completed contact page (page 5 of this document) and signed assurances (pages 6 and 9 of this document) will not be considered. Completed applications can be uploaded as with a PDF or Microsoft Word document. Applicants also will complete a budget in the CCIP that must not exceed \$58,800. If additional funds are available, applicants will be asked to complete budget revisions in the CCIP after funds are awarded.

ESCs have the flexibility to partner and pull resources to hire staff position(s) to cover districts within their regions. ESC seeking to partner with other ESCs must complete the ESC Partnership Plan, in Appendix A, and request approval by submitting this application, including the ESC Partnership Plan to Alex Nardo at [Alexandra.Nardo@education.ohio.gov](mailto:Alexandra.Nardo@education.ohio.gov) for consideration. The fiscal agent should complete the Grant Contact Information and all partnering ESCs must sign the assurances page.

Interested applicants are invited to participate in an informational webinar with the Department and Ohio Statewide Family Engagement Center on Nov. 6 at 2 p.m. or Nov. 10 at 10 a.m. Please contact the Office of Integrated Student Supports with questions at [wholechild@education.ohio.gov](mailto:wholechild@education.ohio.gov) or (614) 466-7956.

Grant Contact Information

**APPLICANT INFORMATION**

**Educational Service Center Name:** \_\_\_\_\_

**IRN:** \_\_\_\_\_

**ESC CONTACT PERSON**

**Name:** \_\_\_\_\_

**Organization Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PERSON COMPLETING THE GRANT APPLICATION (IF DIFFERENT FROM ABOVE)**

**Name:** \_\_\_\_\_

**Organization Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Grant Assurances:

I confirm and attest that this grant submission is true and correct according to the information available to me at the time of completion. By applying for these grant funds, I am indicating I have sufficient authority and approval to proceed with the activities described in this application. An educational service center (ESC) selected for the grant must remain subject to all accountability requirements in state and federal law that are applicable to that district or school, including general Ohio Department of Education requirements. In addition, grantees agree to the following:

- The ESC will hire or contract with a qualified candidate before Dec. 4, 2020, and will employ a liaison through one year of the date of award.
- The ESC will support the selected liaison to implement a local needs assessment to inform the supports and services they provide to the districts served by their ESC. ESCs will provide data on vulnerable populations and current systems of support. This work will begin after award, in partnership with the Ohio Department of Education and Ohio Statewide Family Engagement Center.
- The ESC agrees the selected liaison will participate in all professional development associated with the role provided by the Ohio Department of Education and Ohio Statewide Family Engagement Center.
- The ESC will ensure the selected liaison will attend online networking opportunities organized by the Ohio Statewide Family Engagement Center.
- The ESC will ensure the selected liaison utilizes individual, virtual technical assistance consultation with the Ohio Statewide Family Engagement Center.
- The ESC will support the selected liaison to learn from Ohio Department of Education personnel dedicated to support vulnerable youth populations to build the capacity of local school district staff to provide technical assistance to families and districts in their regions that will enhance the quality and responsiveness for resolving challenges.
- The ESC will ensure the selected liaison will attend regular meetings with the Ohio Department of Education and Ohio Statewide Family Engagement Center.
- The ESC will support the liaison in identifying and building relationships with local community partners to develop local a network of supports and services for students and families.
- The ESC will support the liaison to facilitate resource and information sharing between local school district personnel and local community partners to build district capacity to provide services for vulnerable youth.
- The ESC will support the liaison to analyze and apply best practices in family engagement to local programs and school districts, including designing and delivering trainings on best practices to local district personnel.
- The ESC will complete all reporting and documentation necessary and requested to assure compliance with program and fiscal requirements.
- The ESC will participate in monitoring and evaluation, including submission of data to the Ohio Department of Education and Ohio Statewide Family Engagement Center to determine effectiveness of the grant.

## Ohio Subgrantee Elementary and Secondary Education Relief Funds (ESSER) Assurances

***The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) is intended to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on public and nonpublic elementary and secondary schools.***

***The subgrantee shall abide with all the requirements and assurances specified in the ESSER Certification and Agreement for Funding under the Education Stabilization Program signed by the state. [LINK HERE](#)***

- SUBGRANTEE shall, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 based on the unique financial circumstances of the entity.
- SUBGRANTEE shall provide Nonpublic Equitable Services as required by the CARES Act (SEC. 18005. (a) IN GENERAL.—A local educational agency receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in nonpublic schools, as determined in consultation with representatives of nonpublic schools), ESSER Award Assurances and the USED’s interim rule on equitable services under the CARES Act ([https://oese.ed.gov/files/2020/06/Equitable-Services-Final-Interim-Rule.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://oese.ed.gov/files/2020/06/Equitable-Services-Final-Interim-Rule.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)). The Subgrantee is required to provide nonpublic school students and educators with equitable services and the opportunity to participate in the subgrantee programming. Further, the Subgrantee must engage in timely and meaningful consultation with eligible nonpublic school officials and maintain proper documentation detailing the outreach efforts to the nonpublic community, consultation process implemented and manner in which nonpublic school students and staff were provided equitable service opportunities.
- SUBGRANTEE will ensure every recipient and subrecipient of ESSER funds will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination and authorized individuals available for interview and examination upon the request of (i) the Department and/or its Inspector General; or (ii) any other federal agency, commission or department in the lawful exercise of its jurisdiction and authority.
- Any SUBGRANTEE receiving funding under this program will have on file with the State Educational Agency a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
- SUBGRANTEE will ensure it will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a). The SUBGRANTEE commits to maintaining and will produce upon request by the (i) the Department and/or its Inspector General; or (ii) any other federal agency, commission or department in the lawful exercise of its jurisdiction and authority, a description of how the SUBGRANTEE complied with this requirement, including putting in place steps to permit students, teachers and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability and age) that might impede equal access to, or participation in, the program.

**Fiscal Agent Signature of Authorized Representative**

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Date

\_\_\_\_\_

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**For ESC Partners:**

**Educational Service Center Partner**

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ESC Partner Signature of Authorized Representative

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Name/Title

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Date

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**Educational Service Center Partner**

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ESC Partner Signature of Authorized Representative

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Name/Title

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**Educational Service Center Partner**

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