Office of the
State Superintendent of Education

GRANT AWARD NOTIFICATION

1	**Recipient Contact Information:** Name: Next Step Public Charter School Address: 1419 Columbia Road NW Washington, DC 20009 Telephone Number: (202) 319-0049 Contact Person: Julie Meyer, Executive Director	2	**Statutory Authority:** ELEMENTARY & SECONDARY EDUCATION ACT OF 1965, AS AMENDED, TITLE II, PART A (PL 100-297) **CFDA Number:** 84.367A **CFDA Title:** Preparing, Training, and Recruiting High Quality Teachers and Principals
3	**OSSE Program Contact Information:** Jeremy Grant-Skinner Jeremy.Grant-Skinner@dc.gov (202) 724-2343 Reimbursement Requests Only: OSSE.Reimbursement@dc.gov	4	**OSSE Fiscal Information:** Grant Number: 22367A Grant Phase: 12 Federal Fiscal Year: 2011
5	**Funding Amount:** Preliminary Award: $ 7,361.38 Adjustment: TBD Final Award Amount: TBD		
6	**Timelines:** Federal Award Period: 7/1/2011 - 9/30/2013 First date for obligating funds: 7/1/2011 Last date to obligate funds during initial grant period: 9/30/2012 Last date to obligate funds during the Tydings/carryover period: 9/30/2013 OSSE must liquidate all funds from the Department of Education by 12/31/2013. All requests for reimbursements must be submitted to OSSE by November 15, 2012 for the initial grant period and November 15, 2013 for the carryover period. All requests for reimbursement requests must be submitted to the OSSE through the OSSE.Reimbursement@dc.gov email address.		

7	**Terms and Conditions of Award:**
	• This grant award is made subject to the terms of the approved application and budget submitted by the recipient.
	• This grant award is made subject to the terms, conditions, and provisions of Title I and Title IX, as applicable, of the Elementary and Secondary Education Act and the General Education Provisions Act (PL 103-382). This grant is also subject to the Title I regulations in 34 CFR Part 200 and the Educational General Administrative Regulations (EDGAR) in 34 CFR Parts 76 (except for 76.650-76.66 (participation of students enrolled in private schools)), 77, 80, 81, 82, and 85.
	• Payment of grant funds shall be made through the OSSE Cost Reimbursement Process. In accordance with Section 80.21 (d) of the Education Department General Administrative Regulations (EDGAR), OSSE implemented this new process for all grant recipients effective 2008-2009.
	• Grant recipients shall receive payments for services after they substantiate that the cost is allowable and is relevant for submitted program expenditures. To request a cost reimbursement, a grant recipient shall submit to OSSE for review and processing the applicable reimbursement workbook (containing valid costs paid by the grant recipient). Completed forms, with signature, must be submitted electronically to **OSSE.Reimbursement@dc.gov**.
	• Unless otherwise specifically indicated, grant recipients are not required to submit any supporting documentation with a reimbursement request. However, grant recipients are required to maintain all necessary supporting documentation and to ensure such documentation is available to OSSE, the U.S. Department of Education and/or other authorized entities for review, upon request.
	• Consistent with Section 76.730 of EDGAR, grant recipients must maintain records that show:
	  • The amount of funds available under the grant;
	  • How the grant recipient used the funds;
	  • The total cost of the project;
	  • The share of that total cost provided from other sources; and
	  • Other records to facilitate an effective audit.
	• While it is impossible to provide an exhaustive list of all the documents that might be needed to support a particular cost, commonly requested records may include:
	  • Payroll transactions (i.e. a list of employees paid with federal grant funds; job or position descriptions; time and effort records demonstrating employees worked on grant activities; time and attendance records demonstrating when employee

	worked; evidence of payroll reconciliations; accounting records indicating how salaries were charged; and/or payment records indicating how salaries were paid). • Procurement transactions (i.e. requisitions; cost estimates; requests for bids, proposals, etc.; copies of bids, proposals, etc. submitted; evaluation documents; purchase orders or contracts; invoices; proof that items purchased were received; and/or inventory records). • Grant recipients are responsible for ensuring all costs charged to federal grants are allowable. OSSE staff may request documentation to support grant recipients expenditures prior to approving reimbursement forms. If OSSE determines, at any time, that a cost is unallowable it may disallow the cost. If the grant recipient has already been reimbursed for the cost, it may be required to repay funds to OSSE. • Grant funds shall be expended in accordance with the cost principles delineated in the Office of Management and Budget Circular *(A-21, Cost Principles for Educational Institutions, A-122, Cost Principles for Non-Profit Organizations, and A-87 Cost Principles for State, local and Indian Tribal Governments).* The fiscal administration of grants shall conform to the Generally Accepted Accounting Principles (GAAP). • Grant recipients that expend a combined total of $500,000 or more in federal grant funds from all sources must complete a Single Audit in accordance with OMB Circular A-133. The A-133 Single Audit must be completed within 9 months of the end of the grant recipients' audit period (i.e. fiscal year). A copy of the grant recipient's Single Audit must be sent to OSSE. • The grant recipient is responsible for complying with all reporting requirements and grant recipients are required to maintain all necessary supporting documentation and to ensure such documentation is available to OSSE, the U.S. Department of Education and/or other authorized entities for review, upon request. This includes any OSSE-required data elements necessary for the District to be in compliance with the Federal Funding Accountability and Transparency Act (FFATA) (P.L.109-282, as amended by section 6202(a) of P.L. 110-252). • This award is made subject to the special conditions in the U.S. Department of Education's "Attachment O," "Attachment P," "Attachment S" and "Attachment U," attached to this notification.
8	**Approved:** 09-30-11 Authorized Official Date

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EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

Box 1 – Recipient Contact Information	Name: Address: Telephone Number: Contact Person:	The legal name of the entity to which the funds are awarded. The recipient's complete address. All communication from OSSE will be sent to this address. The recipient's complete telephone number. The recipient staff person responsible for administering the award. This person serves as the official point of contact on all matters related to the award.
Box 2- Legal Authority	Statutory Authority: CFDA #: CFDA Title:	The public law or statute number authorizing the grant. The program number from the Catalog of Federal Domestic Assistance. The program name from the Catalog of Federal Domestic Assistance.
Box 3 – OSSE Contact Information	OSSE Program Contact:	The OSSE's official point of contact for all matters related to the award.
Box 4 – Fiscal Information	OSSE Fiscal Information:	OSSE grant number and phase number as designated by OSSE OCFO.
Box 5 – Funding Information	Original Award: Adjustment/Amendment: Cumulative/Final Award:	The amount of the original award. This is the total funding available before any amendment or adjustment is made. The amount of any adjustment or amendment made to the amount of the original award. The current amount of the award. This is the total funding available after any amendment or adjustment is made.
Box 6 – Timelines	Federal award period: First date for obligating: Last date to obligate: * Transactions relating to payroll are considered to have occurred on the date the employee works. Transactions relating to the procurement of goods or services are considered to have occurred on the date a binding written commitment is executed. Transactions relating to travel are considered to have occurred on the date the travel is taken.	The complete length of time for which funds are being provided by the U.S. Department of Education. Only costs that relate to transactions occurring on or after this date may be charged to the award.* Only costs that relate to transactions occurring on or before this date may be charged to the award.*
Box 7- Terms and Conditions	Terms and conditions:	Requirements of the award that are binding on the recipient.
Box 8 – Approval	Authorized official:	The OSSE official authorized to award funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award.