

REQUEST FOR APPLICATIONS RFA #GD0-CSPD-15

Office of the State Superintendent of Education

Office of Public Charter School Financing and Support

FY2015 Charter Schools Program Dissemination Grant



RFA Release Date: March 6, 2015

Application Submission Deadline: April 3, 2015

FY2015 Charter Schools Program Dissemination Grant

REQUEST FOR APPLICATIONS

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**Checklist for Application
FY2015 Charter Schools Program Dissemination Grant**

- The applicant has submitted one (1) electronic copy in the Enterprise Grants Management System (EGMS): <https://osse.mtwgms.org/wdcossegmweb/logon.aspx>

- The applicant has responded to all narrative prompts and budget sections in EGMS and the application contains all the information requested.

- Attachments
 - 4.1. Attachment A Official Intent to Apply Notification
 - 4.2. Attachment B Preliminary Eligible Public Charter Schools
 - 4.3. Attachment C Sample Dissemination Grant Application Scoring Rubric

- The applicant has emailed a PDF version of the Official Intent to Apply Notification form by **Friday, March 13, 2015** (*Attachment 4.1.*).

- The application is submitted to OSSE via EGMS no later than 5:00 p.m. on the deadline date of **Friday, April 3, 2015**.

Late applications will not be accepted.

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Request for Applications RFA #GD0-CSPD-15
FY2015 Charter Schools Program Dissemination Grant

Section 1. General Information

1.1 Introduction

This Request for Applications (RFA) addresses ESEA Title V, Part B under the No Child Left Behind Act of 2001 (P.L. 107-110) – Charter Schools Program (CSP). The District of Columbia was successful in receiving a grant under this program from the U.S. Department of Education (ED) to support charter school developers in the planning and initial implementation of charter schools, and the dissemination of information on best practices at successful charter schools. The Office of the State Superintendent of Education (OSSE) is administering the FY2015 competitive grant to applicants seeking funding under the CSP. OSSE has set-aside no more than ten (10) percent of the total grant award for public charter schools to disseminate best practices. District of Columbia public charter schools that are currently operating, have been in operation for three or more years, have not received a dissemination grant in the past, and have demonstrated overall success are encouraged to apply for a dissemination grant. The applications are due on Friday, April 3, 2015.

1.2 Purpose of Grant Funds

Dissemination funds shall be used by public charter schools to assist other schools in adapting the public charter school's program (or certain aspects of the public charter school's program), or to disseminate information about best practices at the public charter school, through such activities as:

1. Assisting other individuals with the planning and start-up of one or more new public schools, including public charter schools, that are independent of the lead charter school and the lead charter school's developers, and that agree to be held to at least as high a level of accountability as the assisting charter school;
2. Developing partnerships with other public schools, including public charter schools, designed to improve student academic achievement in each of the schools participating within the partnership;
3. Developing curriculum materials, assessments, and other materials that promote increased student achievement, and are based on successful practices within the assisting charter school; and
4. Conducting evaluations and developing materials that document the successful practices of the assisting public charter school and that are designed to improve student performance in other schools.

1.3 Grant Award

The Charter Schools Program Dissemination Grant is competitive. A review panel will be convened to review, score, and rank each application. The review panel will be composed of neutral, qualified,

professional individuals selected for their expertise, knowledge or related experiences. Upon completion of its review, the panel(s) shall make recommendations for awards based on the scoring rubric(s). OSSE's Division of Elementary, Secondary, and Specialized Education will make all final award decisions.

Grant award payments will be made in accordance with the approved grant application, performance objectives, and accompanying budget for the program or service. A final accounting for the entire project shall be submitted to the Office of the State Superintendent of Education no later than ninety (90) days after either the final expenditure of grant funds or by the end of the grant period, whichever comes first.

1.4 Funds Available and Funding Period

A total of at least \$744,705.00 is available for awards through this RFA. The duration of this grant is for a period from the date of award through July 29, 2016.

1.5 Eligibility*

To be eligible for this grant, a public charter school:

- Must meet the definition of a public charter school according to P.L. 107-110, section 5210 (1) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended.
- Must have been in operation for at least three (3) consecutive years prior to this solicitation;
- Must not have received a Title V, Part B Dissemination grant in the past (as described in 20 U.S.C. 7221a(d) of Title V, Part B); and
- Must have demonstrated overall success, including:
 - Substantial progress in improving student academic achievement as measured by PMF rankings, statewide system of accountability ratings, and/or notable increases in student measures including assessments;
 - High levels of parent satisfaction; and
 - The management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable charter school.

*** NOTE – The Disseminating LEA/Campus must meet these eligibility requirements.**

1.6 Updates

Information and updates regarding the competition will be emailed to those who are listed on the Contact Page of the application. Any questions can be emailed to marie.hutchins@dc.gov.

1.7 Permissible Use of Funds

Any public charter school receiving a dissemination grant must provide thorough and high-quality information that meets the needs of other schools trying to learn from the public charter school's experience. This may include development of materials documenting successful practices of the public charter school for the educational purpose of assisting other schools in improving student academic achievement.

Additional examples of dissemination activities include the following:

- Activities that have been proven successful for at least a minimum of one year;
- Activities that help improve existing public charter schools or regular public schools;
- Activities that help to open new schools (including public charter schools);
- Activities that share the lessons learned by public charter schools; and

- Activities that create and/or disseminate materials that will assist in the operation of public charter and/or traditional public schools.

A public charter school may **not** use dissemination grant funds for the following:

1. Directly or through a contractor, for marketing or recruitment activities designed to promote itself for programs, to parents or the community;
2. For regular operating expenses; or
3. For implementing activities, programs, etc., to be disseminated at a later date.

*The subgrantee shall ensure that any publication that contains project materials also contains the following statements:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.” EDGAR 75.620(b)

1.8 Grant Monitoring

OSSE will utilize several methods to monitor the CSP grant such as: collection of reports, audit reviews, and periodic monitoring. For example, this may be accomplished by reviewing and approving quarterly or semi-annual performance and financial reports. All information in these reports is subject to verification, and the OSSE may require additional information from the grantee, verify information with the authorizing entity, require the submission of invoices and receipts, or use any other appropriate and legal means to obtain such verification.

OSSE will also conduct desktop and on-site monitoring visits to grantees during the grant project period. The grantee will be monitored against the following indicators:

- Compliance to sub-grant application and performance agreement;
- CSP quality and performance assessment; and
- Administrative and fiscal responsibilities.

Prior to these monitoring visits, the grantee will be required to submit pre-site monitoring documentation that will allow OSSE to conduct a useful, efficient, and effective visit. The specific schedules for site visits and submission of reports will be provided in advance to the grantee.

SECTION 2. SUBMISSION OF APPLICATION

2.1 Schedule

RFA Release

The RFA will be released on March 6, 2015 and available on the OSSE website and the EGMS site.

Pre-Application Conference

A mandatory Pre-Application Conference for this RFA will be held on Friday, March 13, 2015 from 11:00 am to 12:00 pm at 810 First Street, NE, 8th Floor, Washington, D.C. 20002. Each interested LEA must send at least one LEA-representative in order to meet the attendance requirement. This representative should be someone that works directly within the LEA. Participants should confirm their attendance by emailing the LEA and participant’s names to marie.hutchins@dc.gov by 5:00pm Wednesday, March 11, with Pre-application Conference Confirmation in the subject line. (Example: Dissemination Grant_LEA NAME_Pre-Application Conference Confirmation)

Intent to Apply

All eligible applicants seeking to receive funding under this grant must submit the Intent to Apply form (Attachment 4.1) to OSSE by 5:00 pm on **Friday, March 13, 2015**. The Intent to Apply form can be submitted in person at the Pre-Application Conference or via email to marie.hutchins@dc.gov and opcsfs.funding@dc.gov with “Intent to Apply” in the subject line of the email. (Example: Dissemination Grant_LEA NAME_Intent to Apply)

Awards Announcement

Awards will be announced via email and on the OSSE website by **Thursday, April 30, 2015**. The Office of Public Charter School Financing and Support (OPCSFS) will disseminate award letters and grant award notifications following the awards announcement.

2.2 Review Panel

A review panel will be convened to review, score, and rank each application. The review panel will be composed of neutral, qualified, professional individuals selected for their expertise, knowledge or related experiences. Upon completion of its review, the panel(s) shall make recommendations for awards based on the scoring rubric(s). OSSE’s Division of Elementary, Secondary, and Specialized Education will make all final award decisions.

2.3 Application Submission Date and Time

Applicants must submit the application electronically via the Enterprise Grants Management System (EGMS) by Friday, April 3, 2015 at 5:00 pm. The Office of the State Superintendent of Education shall not accept applications submitted after 5:00 pm.

SECTION 3. APPLICATION CONTENT

3.1 Application Format

The application will be completed in EGMS. The total narrative **cannot** exceed the word count listed within the respective sections. Each tab must be completed in EGMS in order for the application to be considered “complete.”

- Overview Pages
- Contact Information
- Program Information
 - Eligibility
 - Application Content
 - Growth Index Summary
 - Budget Narrative
- Detailed Planning Expenditures
- Assurances

3.2 Scoring

A review panel will be convened to review, score, and rank each application based on the scoring rubric. A sample scoring rubric has been provided in Attachment 4.3. Applicants are advised to answer all questions in a concise yet thorough manner, and clearly detail how the dissemination project will positively impact the partner school and/or school sector. Dissemination awardees should also detail

how they will use these grant funds to disseminate best or promising practices to each LEA in the district.

Priority points may be awarded to LEAs that propose to disseminate best practices that have shown to improve outcomes for at-risk student population through:

- absenteeism reduction initiatives that improve family involvement; implement strong operating procedures for early student identification, intervention, and support; use continuous and rigorous data evaluation; and increase collaboration between schools and community institutions; and/or
- academic improvement initiatives focused on increasing progress towards graduation for students with disabilities, English language learners, or other specific subgroups of students.

4.1 – Attachment A

Intent to Apply Notification

(To be received by OSSE no later than 5:00 pm on March 13, 2015)

TO: Marie Hutchins
Office of Public Charter School Financing and Support
Office of the State Superintendent of Education
Division of Elementary, Secondary, and Specialized Education
marie.hutchins@dc.gov
Telephone: (202) 481-3933

Please accept this notification that the following eligible organization intends to apply for consideration of funding under the Federal Charter Schools Program Dissemination Grant RFA. (PDF Version Preferred)

Public Charter School Name: _____

Public Charter School Address: _____

Partner LEA/Collaborators (if any): _____

Contact Person: _____ Title: _____

Telephone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____

4.2 – Attachment B

Preliminary Eligible Public Charter Schools

The following public charter schools are eligible to apply. These schools have been in operation for at least three (3) full academic years prior to this announcement and have not received a Title V, Part B dissemination grant in the past. Only those that have demonstrated overall success may apply. (Please note that this list is subject to additional review and may change at the behest of certifying OSSE officials.)

Cesar Chavez Public Charter School

D.C. Preparatory Academy Public Charter School

Eagle Academy Public Charter School

Elsie Whitlow Stokes Public Charter School

KIPP DC Public Charter School

Mundo Verde Bilingual Public Charter School

Paul Public Charter School

SEED Public Charter School

Shining Stars Montessori Public Charter School

Two Rivers Public Charter School

Washington Latin Public Charter School

Washington Math, Science & Technology Public Charter School



Sample Dissemination Grant Application Scoring Rubric

Note: This sample is based on prior application and may be subject to change.

Rating Guidelines: Please circle the appropriate numeric value and total the scores for each area. Provide a detailed **Strengths/Weaknesses** comment to justify the score for each area and give the total score and general comments at the end of the rubric.

- A – Strong:** Project is specific, and comprehensive. It is complete, detailed, and clearly articulated information as to how the criteria are met. Well-conceived and thoroughly developed ideas.
- B – Limited:** General but sufficient detail. Adequate information as to how the criteria are met, but some areas are not fully explained and/or questions remain. Some minor project inconsistencies and weaknesses.
- C – Deficient:** Inadequate organization and/or development. Provided limited illustration of the key project ideas. Criteria appear to be minimally met, but limited information is provided about approach, activities and strategies. Lacks focus and detail.

Part A	Strong	Limited	Deficient
Eligibility (10 points) Describes parent participation and substantiated progress of student achievement.			
a. Clearly described and provided methods used to achieve substantial parent participation.	5	3	1
b. Provided narrative reflecting the substantiated progress of student achievement.	5	3	1
Strengths/Weaknesses:			
Part B	Strong	Limited	Deficient
Project Need (15 points) . Describes the overall need for the project by addressing the following criteria:			
a. Provided specific narrative of the partnering school(s) needs to be addressed by the project, their magnitude or severity, and the approach used to assess the needs.	5	3	1
b. The project reflected the qualitative information and quantitative data to support the needs for the project.	5	3	1
c. Provided a profile of the partnering school, detailed each school's educational programs, and offered a narrative profile of each school's student population.	5	3	1
Strengths/Weaknesses:			

Priority Initiative (25 Points). Provides a comprehensive narrative demonstrating how to meet the partnering schools needs using the priority initiative.			
a. Clearly described the use of best practices to improve student achievement or another priority initiative through a partnership with a public school or public charter school.	10	5	3
b. The priority initiative aligns with the project goal(s) and the activities and outcomes of the logic model.	10	5	3
c. Provided a clear level of accountability for both schools involved in the project.	5	5	3
Strengths/Weaknesses:			

	Strong	Limited	Deficient
3. Logic Model and Narrative (30 points). Describes the goals of the project and aligns with the project needs including the following:			
a. Provided a logic model with measurable outcomes and alignment with inputs, outputs that linked to measurable project objectives.	5	3	1
b. Clearly described the expected short term outcomes and how they would impact the partnering schools performance.	5	3	1
c. Provided a rationale for the proposed project including evidence and/or research supporting the chosen methods, activities, inputs, and outputs in the logic model.	5	3	1
d. Are the “best practices” of the LEA/campus clearly described and aligned with the needs of the partnering LEA? Was it clearly described how the chosen methods would prove to be successful over a continuous period?	5	3	1
e. Discussed how the project is expected to evaluate and disseminate the finished product and/or services.	5	3	1
f. The logic model reflects parent engagement in its design.	5	3	1
Strengths/Weaknesses:			

Part C			
	Strong	Limited	Deficient
Growth Index Summary (25 points). Provides a comprehensive description of the sustained growth, and proficiency including the following:			
a. The lead LEA/campus has achieved Tier 1 or 2 level or received Excellence Award from PCSB.	10	5	3
b. Described how continuous sustained growth/proficiency relates to the proposed logic model.	5	3	1
c. Using the DC CAS or another standardized assessment approved by the PCSB the lead LEA/campus described gained achievement and its impact on student performance, environmental culture, and or teaching quality.	10	5	3
Strengths/Weaknesses:			

Part D			
	Strong	Limited	Deficient
Budget and Narrative (20 points). The Budget and Narrative provide the following:			
a. An itemized budget along with a brief narrative of how the requested funds will be used.	10	3	1
b. A description of how the proposed expenditures are appropriate, reasonable, and necessary to support the project activities and goals.	5	4	2
c. Provided narrative for grant burn rate expenditures.	5	3	1
Strengths/Weaknesses:			

Total Score: () out of **125**

General Comments
