



**Request for Applications (RFA)**

**Office of the State Superintendent of Education (OSSE)**

**Division of Postsecondary & Career Education**

**Dual Enrollment Partnership Agreement Grant**

**NOFA Announcement July 29, 2016**

**RFA Release Date: August 25, 2016**

**Application Submission Deadline: September 30, 2016**

**Contents**

Part 1: Overview Information..... 3

Part 2: Full Text of the Announcement ..... 4

    Section 1: Funding Opportunity Background..... 4

    Section 2: Program Requirements ..... 6

    Section 3: Eligibility Requirements..... 6

    Section 4: Award Information ..... 10

    Section 5: Application Submission Logistics..... 13

    Section 6: Application Scoring & Review Process ..... 15

    Section 7: Award Administration ..... 16

Part 1: Overview Information

**Funding Opportunity Title:** 2016-17 Dual Enrollment Partnership Grant

**Announcement Type:** Competitive

**Funding Opportunity Purpose:** The Office of the State Superintendent of Education (OSSE), Postsecondary and Career Education Division invites the submission of applications for this competitive grant. The purpose of this grant is to support partnering Local Education Agencies (LEAs) and Institutions of Higher Education (IHEs) in providing dual enrollment programming to eligible students in the District.

**Key Dates**

Pre-Application Conference Date	August 1, 2016
NOFA Grant Announcement	July 29, 2016
Open Date (Earliest Submission Date)	August 25, 2016
Application Due Date	September 30, 2016
Award Announcement	October 7, 2016
Grant Period	October 1, 2016- September 30, 2017
Mid Year Data Submission	January 31, 2017
Final Data Submission	July 31, 2017

## Part 2: Full Text of the Announcement

### Section 1: Funding Opportunity Background

The Office of the State Superintendent of Education (OSSE) is pleased to announce a funding opportunity for partnering Local Education Agencies (LEA) and Institutions of Higher Education (IHE) providing dual enrollment programming to eligible students in the District.

By 2020, 76% of jobs in DC will require a postsecondary education<sup>1</sup>. This poses a great challenge to the District because while many students are prepared for education after high school, many of their peers are not adequately prepared to enroll in or persist through certificate training or undergraduate programs. Dual Enrollment is one strategy that can assist in ensuring more students in the District have equal access to postsecondary credentials.

Dual enrollment programs provide high school students the opportunity to take college-level courses while in high school. Participation in dual enrollment programs ease student transitions from high school to college by providing an early college experience that helps students navigate the academic requirements of college and/or become familiar with a college campus culture. Such early college experiences can help students improve their academic and non-academic skills before college enrollment. However, financial constraints often prevent students from accessing dual enrollment services. OSSE aims to remove the financial burdens for District students who are eligible for dual enrollment programs by covering various costs associated with enrolling in a postsecondary course including: fees, books, and transportation. This funding opportunity is available through local funds.

#### **\*Supplementary Funding Opportunity - Tuition Assistance**

Through a partnership with the Department of Employment Services (DOES), additional funds are now available to provide **tuition** assistance for identified “at-risk” youth seeking dual enrollment opportunities in and around Washington, DC. Within the Dual Enrollment Partnership Fund Application, IHE/LEA partnerships can apply for the traditional Dual Enrollment Fund that provides **reimbursement** for books, fees, and transportation; in addition to the supplemental funding that provides upfront tuition assistance for identified “at risk” students. More details about differentiating the funding opportunities within the application can be found in the **Program Requirements** section of the RFA .

---

<sup>1</sup><http://survey.csuprojects.org/uploads/j-/ul/j-ul01tOShATFY88Kw3B7g/Georgetown-Center-on-Education-and-the-Workforce-jobs-projections.pdf>

The following table contains key terminology for this Request for Applications:

**Definitions**

<b>Dual Enrollment</b>	A dual enrollment program enables high school students and students to enroll in approved college courses, taken either on a college campus, within the Local Education Agency, or in the high school, and earn both high school and college credit. Dual enrollment programs can include programs that award dual credit to participating students, based on the Dual Enrollment Partnership Agreement.
<b>Dual Credit</b>	A program where DC high school students enrolled in an LEA and working toward a high school diploma can enroll in approved college courses <b>and</b> earn <b>both</b> high school and college credit.
<b>A Dual Credit Partnership Agreement</b>	A written agreement jointly established by an LEA and partnering postsecondary institution that specifies the terms of the dual credit program, including mutually agreed upon eligibility requirements, student support mechanisms, admission and enrollment processes, and the rights and responsibilities assigned to the LEA, partnering postsecondary institution, dual enrollment students and their parents or guardians.
<b>Partnership or Program Partners</b>	LEAs and Partnering Postsecondary Institution that apply jointly to the Dual Enrollment Partnership Grant and agree to provide dual credit programming to eligible DC high school students.

**OSSE Program Contact Information**

Mike Andrews  
 Program Manager  
 Postsecondary & Career Education  
 Office of the State Superintendent of Education  
 810 1<sup>st</sup> Street, NE  
 Washington, DC 20002  
 Phone: (202) 481-3485  
 Email: [mike.andrews@dc.gov](mailto:mike.andrews@dc.gov)

## **Application Due Date**

All applications are due to **OSSE by Friday, September 30, 2016 by 5:00 pm**. Applications must be submitted through the online [Enterprise Grants Management System](#) (EGMS). Late applications will not be considered.

## **Section 2: Program Requirements**

Through this funding opportunity, OSSE will support partnerships between LEAs and IHEs that improve key college readiness skills and competencies for students through dual enrollment programming.

At its core, dual enrollment allows students to progress to their next academic challenge before graduating from high school. Dual enrollment programs create tremendous opportunities to prepare students for the rigors of college and promote a college-going culture in the following ways:

- Dual enrollment programs help to prepare students for the academic rigors of college by exposing them to college-level coursework and instruction.
  - Dual Enrollment programs that allow students to receive college credits can lower the cost of postsecondary education by allowing students to earn college credits during high school and thus shorten their time to college completion.

OSSE requests proposals for Academic year 2016-2017 programming that must address and adhere to all of the following key areas:

### **1. Student Support Mechanisms**

- a. LEA/IHE Partnerships must develop a comprehensive dual credit program that introduces, recruits, selects, and supports students through the dual credit process. Programs must offer an orientation to students and conduct regular check-ins for students enrolled in dual enrollment opportunities.
- b. Applicants must submit a copy of this plan as part of their application.

### **2. Dual Enrollment Partnership Agreement**

- a. LEAs and IHEs must establish a Dual Enrollment Partnership Agreement that specifies the terms of the dual enrollment program and clearly identifies the IHE contact person responsible for the implementation of this grant. The Partnership Agreement must list the eligibility requirements, student support mechanisms, admission and enrollment processes, and the rights and responsibilities assigned to the LEA, the partnering IHE, dually enrolled students and their parents/guardians. The Partnership Agreement must detail all aspects of the dual enrollment experience between the LEA and IHE, including but not limited to, guidelines for students to receive dual credit, grading criteria, and information on student support mechanisms. The Partnership Agreement may be in the form of a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA).

### **3. Collect, Maintain, and Gather Dual Credit Data**

- a. Partners will maintain and disseminate dual credit course information and grade data with OSSE through an external FTP site. IHE and LEA representatives will create and utilize usernames and passwords to access the FTP site

### **4. Eligibility Requirements**

- a. This RFA is open to all eligible Institutions of Higher Education (IHEs). Eligible institutions of higher education were determined based on non-profit status, location in the District of Columbia, Maryland, and Virginia statistical area within a 40-mile proximity to DC, and program offerings (associate's and bachelor's degrees). Counties in the District of Columbia, Maryland, and Virginia statistical area include Calvert, Charles, Frederick, Montgomery, and Prince George's (MD), and Arlington, Clarke, Culpeper, Fairfax, Fauquier, Loudoun, Prince William, Rappahannock, Spotsylvania, Stafford, and Warren (VA). Independent cities in VA include Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, and Fredericksburg. in partnership with LEAs located in the District of Columbia. (List of eligible IHEs listed below)

### **Supplemental Tuition Assistance Opportunity**

Through a **one-time** partnership with the Department of Employment Services (DOES), additional **Federal funds** are now available to provide **tuition** assistance for identified "at-risk" youth seeking dual enrollment opportunities in and around Washington, DC. Within the Dual Enrollment Partnership Fund Application, IHE/LEA partnerships can apply for the traditional Dual Enrollment Fund, through **Local funds**, that provides **reimbursement** for books, fees, and transportation; in addition to the supplemental funding that provides upfront tuition assistance for identified "at risk" students.

For the purpose of this funding opportunity, "at-risk" youth are defined using the following criteria:

- Basic skills deficient;
- English language learner;
- an offender
- homeless
- runaway
- in foster care or aged out of the foster care system;
- pregnant or parenting
- an individual with a disability
- person who requires additional assistance to enter or complete an educational program or to secure and hold employment

### **Programmatic Supports**

The identified students that receive tuition assistance will have the option to receive mentoring and other programmatic assistance through the grant funding from local community based organizations.

## Reimbursement vs. Tuition Invoicing

Unlike the traditional Dual Enrollment Fund (**Local funds**) that provides reimbursement for books, fees, and transportation, this additional, one-time (**Federal funds**) funding opportunity that provides additional assistance to pay for tuition and will be invoiced separately from the reimbursement process. If selected for the funding opportunity, colleges may request tuition payment on the front end, as opposed to requesting reimbursement. All tuition invoices for the Fall 2016 and Spring 2017 must be received by November 15, 2016. IHEs will have the remainder of the fiscal year to submit reimbursement request for books, fees, and transportation.

## Application Details

IHEs, in partnership with LEAs may apply for the tuition assistance funds through the Dual Enrollment Fund Partnership Grant in the Enterprise Grant Management System (EGMS). Within the “**Narrative**” section of the application, under the “**Upload Supporting Documentation**” tab, IHEs/LEAs must upload additional narrative about plans to identify, recruit and support the identified students supported by the tuition assistance funding. Within the “**Detailed Planning Expenditures**” section of the grant application, IHEs/LEAs will place the requested for tuition payment within the “**Professional Services**” section, and the reimbursement for books, fees, and transportation, within the “**Supplies and Materials**” section.

## Section 3: Eligibility Requirements

### Partnership Applications

OSSE believes dual credit programming is strengthened when multiple entities invest their resources towards a common goal, therefore, OSSE requires applicants to be in a partnership for this grant initiative. A partnership is defined as the following:

- One IHE lead applicant with one or more LEA partners

All partnerships must include a signed Partnership Agreement describing programmatic and fiscal responsibilities and confirming commitment to the project. The document will describe how the two (or more) organizations will work together.

The Partnership Agreement must include the following components:

- Mutually agreed upon eligibility requirements for the dual enrollment program;
- Student support mechanisms; and
- Admission and enrollment processes.

In addition, the Partnership Agreement must:

- State the rights and responsibilities of each partner in terms that are simple, equitable, balanced, including without limitation assignment of high school grades and credits by the partnering LEA(s), listing of dual enrollment courses in the student transcripts by the partnering LEA(s); issuance of an official transcript containing dual enrollment courses by the partnering postsecondary institution;
- State the rights and responsibilities of dual enrollment students and their parents or guardians, as appropriate, including without limitation behavior and attendance;
- Acknowledge that students will not be charged tuition for dual enrollment courses;
- Specify the time period of the dual credit program and partnership (academic year 2016 -2017 and summer 2017, as applicable);
- Indicate that the IHE is the fiscal agent and applicant for grant purposes

The Partnership Agreement must be submitted through EGMS along with the application for grant funding. Applications without attached Partnership Agreements from all partner organizations will not be accepted.

**Additional Qualifications for Applicant Organizations**

Institutions of Higher Education Partners<sup>2</sup>

American University
Capitol Technology University
Catholic University of America
College of Southern Maryland
Corcoran College of Art and Design
Dominican House of Studies
Excelsior College
Gallaudet University
George Mason University
George Washington University
Georgetown University
Graduate School USA
Howard University
Maple Springs Baptist Bible College and Seminary
Marymount University
Montgomery College

---

<sup>2</sup> Eligible institutions of higher education were determined based on non-profit status, location in the District of Columbia, Maryland, and Virginia statistical area within a 40-mile proximity to DC, and program offerings (associate’s and bachelor’s degrees). Counties in the District of Columbia, Maryland, and Virginia statistical area include Calvert, Charles, Frederick, Montgomery, and Prince George’s (MD), and Arlington, Clarke, Culpeper, Fairfax, Fauquier, Loudoun, Prince William, Rappahannock, Spotsylvania, Stafford, and Warren (VA). Independent cities in VA include Alexandria, Fairfax, Falls Church, Manassas, Manassas Park, and Fredericksburg.

National Conservatory of Dramatic Arts
Northern Virginia Community College
Prince George's Community College
Sistema Universitario Ana G. Mendez-Universidad Del Este
Trinity Washington University
University of Maryland-College Park
University of Maryland-University College
University of the District of Columbia
University of the District of Columbia - Community College
Washington Adventist University
Yeshiva College of the Nation's Capital

Local Education Agency Partners

Qualified LEAs must be located in the District of Columbia and will serve students that have not received a high school diploma, GED or other secondary credential in Academic Year 2016-2017. **Individual schools in an LEA are not eligible to apply directly for funds in partnership with an IHE. All applications must include information on the LEA and the individual schools within given LEA.** All applications must be submitted by the IHE on behalf of the LEA and school.

**Section 4: Award Information**

**Grant Awards & Payments**

OSSE has implemented a reimbursement process for all sub-recipients. Program costs must be paid by the sub-recipient to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Sub-recipients may receive payment for allowable expenditures for which obligation was made during the grant period through the reimbursement request process. To receive reimbursement for grant program expenditures, OSSE sub-recipients must complete and submit the applicable reimbursement workbook(s) electronically.

Grantees may only use grant funds for allowable grant project expenditures during the grant project period. The Office of the State Superintendent of Education (OSSE) will evaluate all grant project budgets to ensure that proposed grant expenditures are reasonable, allocable, and allowable under OSSE guidelines, and may require modifications at any time as a condition of funding. Throughout the grant period, partnerships that are awarded funds will have the opportunity to amend the number of participating students for reimbursement.

Allowable costs are determined by the approved objectives and budget for each grant agreement. Only expenditures that qualify as allowable, allocable, and reasonable will be reimbursed.

A total of \$200,000 is available for Dual Credit Partnerships. Partners will receive up to \$450.00 per student per course.

### **Permissible Use of Funds**

The following are allowable expenditures:

- Books and fees (including supplementary fees such as laboratory/activity fees)
- Transportation including metro/bus tickets

### **Supplemental Tuition Assistance Funds**

*Unlike the traditional Dual Enrollment Fund (**Local funds**) that provides reimbursement for books, fees, and transportation, this additional, one-time (**Federal funds**) funding opportunity that provides additional assistance to pay for tuition and will be invoiced separately from the reimbursement process.*

### **Nondiscrimination in the Delivery of Services**

In accordance with the District of Columbia Human Rights Act of 1977, no educational institution shall deny, restrict, or abridge, or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual. In addition, no educational institution shall make or use a written or oral inquiry, or form of application for admission, that elicits or attempts to elicit information, or to make or keep a record, concerning the race, color, religion, or national origin of an applicant for admission, except as permitted by District of Columbia regulations.

### **Confidentiality**

Except as otherwise provided by local or federal law, no recipient of this grant shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any person or for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Any identifiable personal information, and any copy of such information, shall be immune from legal process and shall not, without the written consent of the person identified in the information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

**\*New for 2016-2017\***

**Opportunity for Extended Funding**

Additional funding may be available for recipients during the summer 2017. Partnerships that wish to extend the 2016-2017 Academic year programming into the summer should detail how summer activities align with existing or planned activities for Academic Year 2016-2017.

**\*Supplementary Funding Opportunity - Tuition Assistance**

Through a partnership with the Department of Employment Services (DOES), additional funds are now available to provide **tuition** assistance for identified “at-risk” youth seeking dual enrollment opportunities in and around Washington, DC. Within the Dual Enrollment Partnership Fund Application, IHE/LEA partnerships can apply for the traditional Dual Enrollment Fund that provides **reimbursement** for books, fees, and transportation; in addition to the supplemental funding that provides upfront tuition assistance for identified “at risk” students. More details about differentiating the funding opportunities within the application can be found in the **Program Requirements** section of the RFA .

**Assurances**

By applying for funding from OSSE for activities under the Dual Enrollment Partnership Grant, applicants must certify that they have read, understood and complied with the assurances listed below:

1. The proposed program adheres to the Dual Enrollment Regulations as written in 59 DCR 1141.
2. The proposed program was developed, and will be carried out, in active collaboration with all partners named in the grant application, including schools, and local education agencies.
3. The application will be available for public review.
4. The fiduciary agent is financially sound, meeting all Federal, State, and Local tax compliance and must be in good financial standing with the District of Columbia, per the [Clean Hands Law](http://otr.cfo.dc.gov/page/clean-hands) – (<http://otr.cfo.dc.gov/page/clean-hands>)

## Section 5: Application Submission Logistics

### Application Checklist

Complete applications must include the following components:

#### **(1) Goals and Objectives**

The Goals and Objectives section is where applicants describe how (a) the program design will increase student access to dual credit opportunities in the District; and (b) estimate the number of dual enrolled students served and number of courses taken by students.

#### **(2) Project Narrative**

The Project Narrative section is where applicants identify all partners, including IHEs, LEA and high schools and describe their programmatic and fiscal responsibilities. Applicants also provide a detailed plan of how they will target and enroll students and ensure attendance in the program. Information needs to describe how the applicant will offer dual credit to participating students, as well as a description of student supports. In addition,

- An outline of the applicants' student outreach and implementation plans, including:
  - Recruitment strategy including at a minimum information on student recruitment, GPA requirement (if any), and program specifics;
  - Registration timelines; and
  - Availability of ongoing support for students.
- Dates and details of all dual credit orientations for students and parents
- **If IHEs are interested in receiving new supplemental tuition assisting, IHEs must share, in detail, how they plan to identify, recruit, and retain the identified "at-risk" students.**

#### **(3) Evaluation and Budget**

The Evaluation and Budget Section is where applicants provide the yearly estimated budget with estimated cost per course, adhering to the allowable costs permitted by OSSE-- books and fees (including supplementary fees such as laboratory/activity fees) and transportation. In addition, applicants must include a detailed plan to collect, maintain, and report on dual credit data, as described in Section 2, as well as describe the plan to measure student-level program outcomes over the course of the proposed program.

#### **(4) Required Document Uploads**

Applicants must upload two documents, 1) a letter of support from participating school principal or Executive Director, and 2) a copy of the Signed Dual Credit Partnership Agreement.

**Application Release Date:** The application will be released on **August 25, 2016**. The application is available through EGMS at <http://grants.osse.dc.gov>. All approved Dual Credit Funding recipients must register to become a vendor in DC prior to the commencement of their programs, if not already a vendor<sup>3</sup>. Only the lead applicant for this grant initiative needs to register as a DC vendor. New vendors should allot at least 72 hours for the registration process. Information about applying for an EIN can be found [here](#). Applying organizations must have a current Employer Identification Number (EIN).

---

<sup>3</sup> A vendor refers to a person, company, or institution that provides a product to the DC government.

In order to submit reimbursement requests through OSSE's online Enterprise Grants Management System (EGMS), lead applicant organizations must also register for a System for Award Management (SAM) account prior to the commencement of their programs. Please see [here](#) for information on applying for a SAM account. Organizations will be required to enter a Data Universal Number System (DUNS) number. Please see [here](#) for information on applying for a DUNS number. Partners not receiving funds directly from OSSE do not need to register.

## Section 6: Application Scoring & Review Process

### Review Process

The review panel for this grant is comprised of neutral external readers not affiliated or working within OSSE with professional experience in college and career readiness program development and administration. Allocation of awards will be based on how well applicants address the goals and meet the requirements and/or priority areas of this Request for Proposals as specified below.

Criteria	Maximum Points
<b>Goals &amp; Objectives</b> <ol style="list-style-type: none"> <li>1. Applicant describes in detail how their program design will increase student access to dual enrollment opportunities in the District.</li> <li>2. Applicant includes an estimate of the number of students served and number of courses taken by students.</li> </ol>	20
<b>Project Narrative</b> <ol style="list-style-type: none"> <li>1. Applicant describes all Partner organizations and their programmatic and fiscal responsibilities. Signed Dual Credit Partnership Agreement and letter(s) of support are included with the application.</li> <li>2. Applicant provides a detailed plan of how they will target and enroll students and ensure attendance in the program.</li> </ol>	50
<b>Evaluation &amp; Budget</b> <ol style="list-style-type: none"> <li>1. Applicant describes a detailed plan to collect, maintain, and report on dual credit data.</li> <li>2. Applicant describes how they will measure student-level program outcomes over the course of the proposed program.</li> <li>3. Applicant provides the budget with estimated costs per course, adhering to the allowable costs permitted.</li> </ol>	30

### Description of Scoring

The criteria above will be scored using the following indicators:

- No Evidence. The category is not addressed.
- Partial Evidence. The applicant is missing a very large portion of the category, fails to provide information, provides inaccurate information, or provides information that is not discernible.
- Full Evidence. The applicant provides general but sufficient detail, adequately addresses the category, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Full and Thorough Evidence. The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses. The program design and description is well-conceived, fully developed, and original.

## Section 7: Award Administration

### Notification of Awards

Applicants will be notified of final award decisions by **October 7, 2016** via email. Awards are not final until the applicant has received a Grant Award Notification (GAN) from OSSE.

### Monitoring

OSSE will monitor grantees by analyzing and approving budget worksheets through the duration of the grant period. OSSE may also conduct announced and unannounced visits on-site to grantees.

### Reporting

Organizations or partnerships receiving funds must comply with the following reporting requirements:

1. Mid-Program Report (**Due January 15, 2017**). A progress report is due to OSSE upon completion of the first academic semester<sup>4</sup>. At a minimum the report should include the following information about each student: **student grade level, high school information, home address, e-mail address, parent contact information student enrollment status, dates of enrollment, attendance (if available), courses taken, high school course equivalency<sup>5</sup>, high school credit received (if applicable), postsecondary credit received, final grade, and an overview of program activities in an Excel spreadsheet**  
Final Report (**Due July 30, 2017**). A final report is due to OSSE upon completion of the second academic semester. At a minimum the report should include the following information about each student enrolled in the program at any point during the academic year: **student grade level (if applicable), high school information, home address, e-mail address, parent contact information, enrollment status, dates of enrollment, attendance (if available), courses taken, high school course equivalency (if applicable), high school credit received, postsecondary credit received, final grade, and an overview of program activities in an Excel spreadsheet.**
2. All student level data must be exchanged through an external FTP site. IHE and LEA representatives will create and utilize usernames and passwords to access the FTP site.

### Terms and Conditions

- OSSE reserves the right to accept or deny any or all applications if the agency determines it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

---

<sup>4</sup> Sub-grantees will submit reports electronically through OSSE's Scribe Database. Once grants are awarded, sub-grantees will receive training on this database.

<sup>5</sup> High school course equivalency refers to credits earned at the IHEs that take the place of a student's high school requirement.

- OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Assurances**

### *Program Specific Assurances*

Applicants will be required to attest to the following program specific assurances:

1. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
2. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR);
3. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
4. As required by the grant making Agency, we are able to secure a cost-sharing amount equal or greater than 20% of the total amount of the funds awarded, as detailed in the grant budget. Volunteer time may be used to satisfy this requirement;
5. We are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and are not proposed for debarment of presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
6. We have the financial resources and technical expertise necessary to perform the grant or sub grant, or the ability to obtain them;

7. We will insure that the facilities under our school or organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations; and
8. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.

### *Acknowledgement Assurances*

Applicants will be required to acknowledge compliance with the following applicable District and Federal statutes and regulations:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. § 361a et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
12. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
15. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
17. District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964
19. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
21. Individuals with Disabilities Education Act of 2004 (IDEA), (20 U.S.C. § 1400 et seq.)

