

District of Columbia

Office of the State Superintendent of Education (OSSE)

Division of Postsecondary & Career Education



DC Career Academy Network (DC CAN)

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Part 1. Overview Information

Funding Opportunity Title: DC Career Academy Network (DC CAN)

Announcement Type: New

The Office of the State Superintendent of Education (OSSE), Postsecondary & Career Education Division, through its Career Education Development unit, invites the submission of applications for funding to eligible schools for the implementation of career-themed academies as part of the DC Career Academy Network (DC CAN). The DC CAN vision is to create one cohesive network of career academies within all public high schools in the District of Columbia. Its mission is to reshape Washington, DC's workforce by effectively preparing District students for college and careers through the use of the NAF educational design, i.e. academy development & structure; curriculum & instruction; advisory board, and work-based learning.

Funding Opportunity Purpose: The purpose of this grant is to provide seed money to support the establishment of up to two additional NAF academies within the DC CAN.

Ultimately, this funding will support strategies identified within the District of Columbia's Career and Technical Education (CTE) Strategic Plan by preparing students to succeed in college and the District's most promising career sectors (<http://osse.dc.gov/publication/career-and-technical-education-cte-strategic-plan>).

Key Dates

Grant Announcement	June 18, 2018
RSVP Due Date to Pre-application Conference	June 22, 2018
Mandatory Pre-application Conference	June 26, 2018
Notice of Intent to Apply	June 29, 2018
Application Due Date	Aug. 6, 2018
Award Announcement	Sept. 10, 2018
Grant Period	Oct. 1, 2018 – Sept. 30, 2019
Reimbursement Requests	Every month beginning November 2018
Semi-annual Report Disseminated	Apr. 1, 2019
Semi-annual Report Due	Apr. 30, 2019
Last Date to Obligate Funds	June 30, 2019
Annual Report Disseminated	Sept. 1, 2019
Annual Report Due	Sept. 30, 2019
Final Reimbursement Request Due	Sept. 30, 2019

Agency Contact

The authorized contact person for this grant opportunity is:

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Part 2. Full Text of the Announcement

Section I. Funding Opportunity Description

Overview

The District of Columbia Office of the State Superintendent of Education (OSSE) is pleased to announce a funding opportunity to increase the number of academies within the District of Columbia Career Academy Network (DC CAN). The DC CAN vision is to create one cohesive network of career academies within all high schools in the District of Columbia. Its mission is to reshape the District's workforce by effectively preparing students for college and careers through the use of the NAF educational design.

The DC CAN is comprised of career academies within Washington, DC that are supported by educators, business partners, city administrators, and NAF. Our partners work diligently to develop stellar career academies which create a pipeline of college and career students in Washington, DC. Since 2013, sixteen (16) DC CAN academies have been successfully established in the District within five career sectors: engineering, finance, health sciences, hospitality & tourism, and information technology. OSSE has contracted with NAF, to aid in the transformation of the high school experience for students and teachers. The NAF educational design is a proven strategy for engaging students, increasing high school graduation rates, effectively connecting students to college and careers, and subsequently improving labor market outcomes. Its emphasis includes rigorous, industry-focused curricula, integrated industry partnerships, and work-based learning experiences. In addition to supports received by NAF, the DC CAN also enhances school-to-career opportunities through its executive and industry advisory boards.

The purpose of this grant is to provide seed money to support the establishment of two additional NAF academies within the DC CAN. This year, the academy theme options are as follows: engineering, finance, health sciences, and information technology. Before enrolling students, the academy must engage in a structured year of planning (YOP). The YOP process involves activities, technical assistance, and supports to align resources and programs prior to implementation.

Section II. Award Information

This grant award is being made pursuant to D.C. Act §22-0130 (enacted Jul. 31, 2017). This grant shall be supplemental to federal, local or other funds received by a school for career and technical education. The 2019 DC CAN grant application is competitive. OSSE will provide funding to support one full-time Academy Director position for the established academy. Funds will also be provided to support academy activities. All expenditures associated with this grant award will be paid as a cost reimbursement. OSSE intends to request DC CAN funds for Fiscal Year 2020. If FY20 funds are successfully secured, OSSE will award continuation grant funds to support all academies that continue to meet the terms and conditions of the grant. Continuation grant funds may be used to support the Academy Director position under initial award. After two years of funding, any additional continuation funds may only be used to support academy activities. Each LEA, however, must sustain the existing full-time Academy Director position in the third year and onward as a condition of any continued DC CAN funding.

The total available funding for this grant is \$360,000 through this RFA (\$180,000 will be awarded for the establishment of each academy). The duration of this grant is for a period from October 1, 2018 through September 30, 2019.

Additionally, OSSE has contracted with NAF to provide technical assistance to the awarded LEA, academy, and District industry leaders within the chosen theme who will be providing supports to the academy and their students, at no additional charge to the local education agency (LEA), school or academy.

Section III. Eligibility Information

This RFA is open to all public and public charter high schools located in the District of Columbia that seek to establish a NAF academy within the DC CAN. To be eligible, all schools must first be interviewed by NAF *and* receive a letter indicating that the school meets year-of-planning standards. Each LEA must then apply on a school's behalf for the DC CAN fund.

The NAF application process for a determination of whether the school meets year of planning standards is as follows:

- School applicants will utilize the NAF Academy Application Center at <http://mis.naf.org/public/applications/> . (there you will: (1) register for a MyNAF account to log in (2) select "Academy Applications" (3) select "Apply" and complete the online application)
- The full application includes an interest survey which must be completed by the school principal and must be accompanied by 3 – 5 letters of support from businesses, higher education, or individuals who are currently engaged in the industry theme.
- NAF staff will review each application and schedule a "Formal Qualified" interview.
- A final determination of whether the school meets year of planning standards will be made within 24 hours of the interview.

Section IV. Permissible Use of Funds

All expenditures of the DC CAN grant funds shall be consistent with the DC CAN Budget and Expenditure Policy, available on OSSE's website. The 2019 DC CAN grant specifies the following: up to \$125,000 toward the Academy Director position, and \$55,000 toward academy activities.

The funds designated for academy activities shall be utilized in accordance with the following budget categories:

- Professional Services
- Equipment
- Supplies and Materials
- Other Objects

Section V. Measurable Goals, Objectives, and Timeframes

The grant recipient is required to adhere to the following terms and conditions during the grant period:

- Implement a DC CAN Academy within the prescribed theme of the respective award;
- Hire one **full-time** Academy Director, and develop a plan to sustain the position from the third year of initial award and onward;
- Ensure that the Academy Director works with NAF Consultant to receive technical assistance and adhere to deliverable timelines to properly implement the NAF educational design (academy development and structure; advisory board; curriculum & instruction; and work-based learning);
- Complete the NAF Year of Planning (YOP) Graduation Assessment and maintain a digital evidence folder comprised of documentation that relates to each strategic action within the assessment;
- Design curricula (inclusive of work-based learning calendar – by month) to include industry-recognized sequence of courses for academy programs of study, selected from NAF-approved courses;
- Collaborate with the Industry Advisory Board (IAB) to plan and incorporate work-based learning and industry experience models into the curricula;
- Offer industry and pedagogically focused professional development to academy faculty;
- Effectively promote the DC CAN brand to all stakeholders utilizing the DC CAN logo on all campus materials associated with the academy;
- Employ marketing strategies to enroll a cohort of at least 50-75 students (20 students for schools with a student population of less than 1,000 enrolled) per grade level within the academy;
- Ensure that the academy is represented at the annual NAF conference (recommended attendees are the Academy Director, theme teacher; and, campus administrator);
- Adhere to the DC CAN structure;
- Ensure that principals or assistant principals and academy staff will participate in Industry Advisory Board meetings;
- Utilize all DC CAN tools or resources that would benefit all DC CAN students irrespective of LEA designation;
- Collaborate with the DC CAN Industry Advisory Board Chairs on the establishment of the academy activity expenditures to support greater efficiency in the allocation of DC CAN funds for theme-specific resources and activities;
- Utilize funds designated for academy activities in accordance with the DC CAN budget and expenditure policy to set up the requisite theme classroom(s) and to ensure that all tools and resources are in place for the academy students;
- Submit monthly reimbursement requests beginning November 2018, which includes vendor invoices or receipts or additional documentation as requested by OSSE;
- Maintain an evidence binder with vendor invoices and all other documentation that support all expenditures for the grant; and
- Submit semi-annual and annual reports, based on OSSE-generated templates, providing accurate feedback regarding program structure and operation, student enrollment and activities, and program outcomes.

Section VI. Plan of Formal Evaluation

In addition to the NAF YOP graduation assessment, all grant recipients will be subject to on-site monitoring visits and/or desk reviews. The programmatic/fiscal monitoring visits and/or desk reviews will be scheduled at least 30 days prior to the start of the onsite monitoring. Once the date of the on-site monitoring visits and/or NAF assessments have been finalized, the visit must be honored, i.e. all required staff must avail themselves and, all requested materials be presented.

Section VII. Important Dates and Submission Requirements

Application Release Date: The release date is Monday, June 18, 2018. This application is available through OSSE’s electronic grants management system (EGMS) at <http://grants.osse.dc.gov>. All applicants must be a registered vendor of EGMS to access the application. New vendors should allot at least 72 hours for the registration process.

Pre-Application Conference: Applicants are required to attend a mandatory pre-application conference prior to grant submission. The pre-application conference will be held at OSSE. Absence from this conference will make an applicant ineligible to apply.

Mandatory Pre-Application Conference

When: Tuesday, June 26, 2018

Time: 9 – 10:30 a.m.

Where: OSSE – 1050 First St. NE, Mary Church Terrell (Room 324), Washington, DC 20002

The individual completing the application along with the individual responsible for the submission of reimbursement requests must be present. **RSVPs to the pre-application conference are due by 3 p.m. on Friday, June 22, 2018. Participants should confirm their attendance by selecting this link: [RSVP here](#)**

Letter of Intent: All eligible applicants seeking to receive funding under this grant must submit the “Intent to Apply” form to OSSE by 3 p.m. on Friday, June 29, 2018. The form should be submitted via email to OSSE.Cteif@dc.gov with “DC CAN Intent to Apply” in the subject line of the email.

Applications Due: Applicants must submit the application through EGMS by 3 p.m. on Monday, Aug. 6, 2018. OSSE will not accept or review applications submitted at or after 3:01 p.m. on Monday, Aug. 6, 2018.

Section VIII. Application Review Information/Process

The grant within this RFA is competitive. External reviewers will be utilized to evaluate and score all applications to identify the 2019 DC CAN awardees.

- School Information (max. 10 points)
- NAF Educational Design (max. 10 points)
- Staff Sustainability (max. 6 points)
- Professional Development (max. 10 points)

- Experience (max. 10 points)
- Management of Funds (max. 10 points)
- Vision and Mission (max. 10 points)

Section IX. Award Administration Information

Decision and Notifications of Awards

OSSE reviews all applications for grant funds in accordance with DC competitive funding regulations. The DC CAN award will be announced via email to the respective LEA on Sept. 10, 2018. Each awarded applicant will receive a Grant Award Notice (GAN), through a download from EGMS, that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

Corrective Action and Termination of Funding

In the event that programmatic, financial, or documentation conditions of the grant are not being met in an appropriate and timely fashion, progressive actions will be taken, at the discretion of OSSE, up to and including the termination of funding. A project which is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

Confidentiality

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

Nondiscrimination in the Delivery of Services

The grant recipient shall comply with the District of Columbia Human Rights Act of 1977, as amended (D.C. Official Code § 2-1401.01 *et seq.*) which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an intra-family offense, and place of residence or business.

Appearance of a Conflict of Interest

All grant recipients shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an

activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

Terms and Conditions

- Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
- 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.
- 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.