

REQUEST FOR APPLICATIONS

RFA # GD0—SEEF2018

District of Columbia

Office of the State Superintendent of Education



FY17 Special Education Enhancement Grant

**Request for Application (RFA) Release Date
Monday, July 3, 2017**

**Pre-Application Conferences (Mandatory that applicants attend at least one)
Tuesday, July 11 and Wednesday, July 12, 2017 (make up: July 21)**

**Intent to Apply Deadline (Mandatory)
Wednesday, July 12, 2017 at 5 p.m.**

**Application Submission Deadline
Tuesday, August 15, 2017 at 3 p.m.**

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Checklist for Application
FY 18 Special Education Enhancement Grants

- The applicant submitted the Intent to Apply form **by 5 p.m. on Tuesday, August 15, 2017.**
- The Intent to Apply form can be found in Appendix A and on the Office of the State Superintendent of Education (OSSE) website.
- The applicant attended one of the **mandatory** pre-application webinars. Please see Section 2 in the Request for Application (RFA).
- The applicant completed all steps required by the RFA and submitted a complete application, through OSSE’s Enterprise Grants Management System (EGMS) that contains all the information and appendices requested. Please see Section 3 for an overview of the application components.

Please note: All required application elements must be submitted by entering information directly into the required sections in EGMS. Documents may be attached as appendices or supplemental materials only.

- The application adheres to the directions and criteria of each section of this RFA.
- The application was submitted **by XXXXX**, through EGMS.

PLEASE NOTE

Applications are due by 3 p.m. on Tuesday, August 15, 2017.

Applications submitted at or after 3:01 p.m. EST on Tuesday, August 15, 2017, will not be reviewed.

All applications must be submitted through the Enterprise Grants Management System (EGMS). For more information about EGMS, please visit <http://osse.dc.gov/service/enterprise-grants-management-system-egms>

Please avoid last minute technical submission issues by submitting early. OSSE strongly recommends submitting your application by 1 p.m. to ensure a smooth submission.

Request for Applications
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Section 1: General Information

1.1 Introduction

The Office of the State Superintendent of Education (OSSE) is soliciting grant applications for the Special Education Enhancement Fund Grant, pursuant to OSSE's authority to issue grants for programs that increase the capacity of a local education agency to provide special education services (D.C. Code § 38-2602(b)(18)) and the Special Education Quality Improvement Amendment Act of 2014, effective March 10, 2015 (D.C. Law 20-196; D.C. Code § 38-2613).

1.2 Purpose of Funds

OSSE's administration of the Special Education Quality Improvement Act funding is designed to improve academic outcomes, graduation rates, and post-secondary success of District of Columbia students with disabilities in public schools. Successful applicants will:

- Demonstrate the need for their project using relevant data,
- Specifically identify the measurable impact of their project, and
- Identify the evidence-based practices that will be utilized to achieve the intended results.

1.3 Source of Funding

This competition is funded by DC local funds. Excess appropriated funds that have remained in the operating budget for the non-public tuition paper agency within OSSE; any other annual appropriation, if any; and grants, gifts, or subsidies from public or private sources.

1.4 Requirements of Funding

Successful applicants will meet the requirements of this RFA, the assurances made in the submitted application, and the terms of the Grant Award Notice (GAN) issued by

OSSE to the grantee. Grantees will be expected to comply with all OSSE reporting and oversight requirements related to grant administration. Please be advised that noncompliance with the terms and conditions stated in the GAN may result in the withholding of funds administered by OSSE.

1.5 Funds Available and Funding Period

A total of \$1,500,000.00 is available for awards through this RFA in the first grant award period, which will begin on October 1, 2017 and end on September 30, 2018. OSSE will provide up to \$500,000 annually per award, subject to availability of continued funding. Awards are limited to one per applicant. Successful applicants shall be eligible to receive up to an additional \$500,000 for each of two additional years, subject to continued funding.

1.6 Eligibility

All DC Local Education Agencies (LEAs) currently serving students, including early childhood and adult education charter LEAs, are eligible to submit project proposals for this grant program. Third party non-profit entities which demonstrate a partnership with one or more LEAs are also eligible to apply for a partnership grant. Third-party non-profit organizations must secure partnerships with the LEAs with which they intend to work and will be required to verify these partnerships through a signed Partnership Agreement that details the parameters of the partnership and demonstrates each partner's role in the planning and implementation of programs and services. See Appendix B for a template.

1.7 Permissible Use of Funds

The funds associated with this RFA are available strictly on a reimbursement basis and may only be used for allowable grant project expenditures during the grant period as follows:

- All costs must:
 - Support projects that address needs identified within the needs assessment conducted;

- Support projects that are linked to evidence-based research and have been shown to increase academic achievement; and
- Support projects that apply promising practices to increase academic achievement.
- Based on a review of available data, OSSE is prioritizing applications which:
 - Demonstrate the project's ability to support the creation of a continuum of public placements and build capacity to serve students in the least restrictive environment, in accordance with the Federal Individuals with Disabilities Education Act (IDEA) CFR Section 300.114.
 - Demonstrate the project's ability to improve graduation, secondary transition, and post-secondary outcomes for students with disabilities.

All grant project budgets will be reviewed by a review panel to ensure that planned expenditures are allowable and are appropriate, reasonable, and necessary to support the grant objectives.

Section 2: Schedule

2.1 RFA Release

The release date of the RFA is **Monday, July 3, 2017**

The RFA is available in OSSE's Enterprise Grants Management System (EGMS) at <http://grants.osse.dc.gov>.

2.2 Pre-Application Conference

The mandatory pre-application webinars will be held on the following dates and times:

- **Tuesday, July 11, 2017 from 4:00-5:00 p.m.**
- **Wednesday, July 12, 2017 from 11:30 a.m. – 12:30 p.m.**
- **Make up session: Friday, July 21, 2017, 2 – 3 p.m.**

Each interested applicant must have at least one representative attend one of the above webinars in order to meet the attendance requirement for this grant. This representative should be someone who is employed directly by the prospective applicant.

Applicants may register [here](#).

2.3 Intent to Apply

All eligible entities seeking to receive funding under this RFA must submit their Intent to Apply notification form (please see appendix A), signed by an authorized official of the entity, via email to Jonathan.Elkin@dc.gov by **5 p.m. on Wednesday, July 12, 2017**. **Failure to submit the Intent to Apply notification will result in disqualification of the Applicant prior to review.**

2.4 Contact Person(s)

Applicants are advised that the following OSSE staff member is the authorized contact person for this grant competition:

Jonathan Elkin, Special Assistant

Jonathan.Elkin@dc.gov

2.5 Applications Due

Applications are due **August 15, 2017 by 3 p.m.** and must be submitted through EGMS. **Applicants are encouraged to submit applications early to avoid any technical difficulties. OSSE strongly encourages applicants to submit by 1 p.m. to ensure a smooth submission.**

2.6 Updates

Information and updates regarding the grant competitions will be emailed to all potential applicants that submit an Intent to Apply form and attend the mandatory pre-application conference webinar specific to this grant.

2.7 Awards Announcement

Awards will be announced via EGMS, email, and on the OSSE website by **September 14, 2017**. OSSE will disseminate grant award notifications following the awards announcement.

Section 3: Application

3.1 Application Content

The application in EGMS contains all of the following sections or "tabs." Unless noted, each section must be completed as instructed in the system:

- Section 1 – Overview Pages (*informational; nothing to complete*)
 - General Information (*informational; nothing to complete*)
 - Schedule (*informational; nothing to complete*)
 - Scoring Rubric (*informational; nothing to complete*)
- Section 2 – Contact Information
- Section 3 – Brief Project Description
- Section 4 – Needs Assessment and Narrative
 - Data
 - Project Need
 - Project Description
 - Theory of Action
 - Logic Model
- Section 5 – Priority Points
- Section 6 – Detailed Planning Expenditures
 - Budget Overview (*informational; nothing to complete*)
 - Summary of Planned Expenditures
 - Salaries and Benefits
 - Professional Services
 - Equipment
 - Supplies and Materials
 - Other Objects
 - Budget Summary
- Section 7 – Supporting Documentation
- Section 8 – Assurances
- Section 9 – Submit (*application is not complete until it is submitted here*)
- Section 9 – Application Print (*hard copies of applications may be printed through this tab*)

- Section 10 – Application History (*the history of who has accessed and modified the application may be viewed through this tab*)

Section 4: Scoring

4.1 Review Panel

The grants described in this RFA will be awarded competitively. A panel of external reviewers 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. The application will be scored against a rubric and each application will have multiple reviewers to ensure accurate scoring. The complete rubric can be found in EGMS for review and as appendix B of this RFA. Upon completion of the panel's review, the panel(s) shall make recommendations for awards based on the scoring rubric(s). The State Superintendent of Education, or her designee, will make all final award decisions.

Section 5: Award Administration

5.1 Decision and Notifications of Awards

OSSE will notify all applicants of the final award decision no later than September 14, 2017. Each awarded applicant will receive a Grant Award Notice (GAN) generated through EGMS that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

5.2 Monitoring

All awards will be reviewed during the grant period for compliance with programmatic and fiscal requirements.

5.3 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 and requiring the return of funds. 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.

5.4 Confidentiality

Except as otherwise provided by local or federal law, no recipient of the 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. Any grantee agrees to comply with all requirements surrounding identifiable information under FERPA. (34 CFR § 99.1 et seq.)

5.5 Terms and Conditions

- Funding for this award is contingent on available funds. The RFA does not commit OSSE to make an award.
- OSSE reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of OSSE 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 federal or local 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.

5.6 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.

5.7 Assurances

Program Specific Assurances

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

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;

2. 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;
3. 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);
4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
5. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
6. 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;
7. We have the financial resources and technical expertise necessary to perform the grant or sub grant, or the ability to obtain them;

8. 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
9. 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.
10. No funds provided by a Special Education Enhancement Grant shall be counted for purposes of calculating the maintenance of effort under Individuals With Disabilities Education Act of 2004 (IDEA), 20 U.S.C. § 1400 et seq.

Acknowledgement of Assurances

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

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 pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et seq.)
7. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (18 U.S.C. § 1951)
8. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
9. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)

10. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
11. Military Selective Service Act of 1973
12. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
13. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
14. Executive Order 12459 (Debarment, Suspension and Exclusion)
15. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
16. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
17. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
18. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
19. Title VI of the Civil Rights Act of 1964
20. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
21. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
22. Individuals With Disabilities Education Act of 2004 (IDEA), 20 U.S.C. § 1400 et seq.

Appendix A

Official Intent to Apply Notification

**(Must be received by OSSE no later than 5 p.m. on Wednesday, July 12, 2017)
(PDF Submission Preferred)**

TO: OSSE Division of Elementary, Secondary, and Specialized Education
Attn: Jonathan Elkin, Special Assistant
Jonathan.Elkin@dc.gov

FROM: _____
(LEA or Organization Name)

RE: Intent to Apply for FY 2018 Special Education Enhancement Grant

LEA or Organization Name: _____

LEA or Organization Address: _____

Contact Person: _____

Contact Person Telephone: _____

Contact Person Email: _____

I understand that the deadline for these grant applications is 3 p.m. on August 15, 2017, and that late applications will not be reviewed.

Signature: _____
(LEA or Organization Official)

Date: _____

Appendix B

District of Columbia
Office of the State Superintendent of Education



**Special Education Enhancement Fund (SEEF) Competitive Grant
PARTNERSHIP AGREEMENT**

Between

[THIRD PARTY NONPROFIT ORGANIZATION NAME]

AND

[LOCAL EDUCATION AGENCY NAME]

This Partnership Agreement outlines the responsibilities of Third Party Nonprofit Organization (“Third Party”) and Local Education Agency (“LEA”) as required by the Request for Applications for the Special Education Enhancement Fund (SEEF) Competitive Grant. Third Party and LEA intend to enter into an arrangement to plan and implement programs and services to improve outcomes for students with disabilities at one or more LEAs with funding received under the DC Office of the State Superintendent SEEF Competitive Grants.

Under this arrangement, Third Party and LEA will plan and implement programs and services such that:

- [Describe the details of the proposed programs/services, length of time, and schools to be served.]

The Third Party, [Nonprofit Name], agrees to:

- [List the duties, roles, and responsibilities of the Third Party.]

As a partner, [LEA Name], agrees to:

- [List the duties, roles, and responsibilities of the partnering LEA.]

The signatories below certify agreement to these terms.

Third Party Executive Name
Third Party Executive Title
Third Party Name
Third Party Address
City, State, Zip Code

LEA Executive Name
LEA Executive Title
LEA Company Name
LEA Address
Washington, DC Zip Code

(Signature)

(Signature)

(Date)

(Date)

Appendix C

Scoring Rubric

Instructions:

Choose the radio button that corresponds with your answer to the rubric question.
Justify your answer in the comments section.

Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
No response or information/ information doesn't answer prompt question	Attempts to answer prompt	Mostly answers prompt	Fully answers prompt	Answers prompt in depth; reviewer has no clarifying questions
Information, if provided, is unclear or hard to understand	Missing a lot of requested information/ unclear	Missing some of requested information/ mostly clear	All requested information provided/ clear	All requested information provided/ clear, highly focused, coherently integrated answers
Inappropriate answer	Appropriate answer with limited details	Appropriate answer with details; answer is not well expressed	Appropriate answer with details; answer is well expressed	Appropriate, well- articulated answer that is extremely detailed and shows a clear and relevant path to success
Strongly disagree	Disagree	Slightly agree	Agree	Strongly agree

Needs Assessment (20):	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
1. The applicant gave a clear description of the data used to assess need. (max 10)	0	2.5	5	7.5	10
2. There is a clear link between the data used and the need described. (max 10)	0	2.5	5	7.5	10
Project Description (10):	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
1. There is a clear link between need(s) and the project. (max 5)	0	1.25	2.5	3.75	5
2. The project is clearly described and core activities are likely to produce intended outcomes. (max 5)	0	1.25	2.5	3.75	5
Theory of Action (10):	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
1. The if-then-because statement clearly shows how and why the project will be successful. (max 5)	0	1.25	2.5	3.75	5
2. The success of the project is based on credible and recent (within the last five years) research and/or demonstrated success. (max 5)	0	1.25	2.5	3.75	5

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Logic Model (10):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
1. All elements of the logic models (Inputs, Activities, Outcomes, Outputs, and Measurements/Tools) are well-defined. (max 6)	0	1.5	3	4.5	6
2. The outcomes and outputs are feasible within a two year timeline. (max 2)	0	0.5	1	1.5	2
3. The logic models demonstrate a clear overview of the described project. (max 2)	0	0.5	1	1.5	2
Overall (20):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
1. The overall project is well thought out. (max 5)	0	1.25	2.5	3.75	5
2. The project is likely to be successful in rapidly raising student achievement. (max 10)	0	2.5	5	7.5	10
3. The project is designed to ensure that gains are sustainable after the grant ends. (max 5)	0	1.25	2.5	3.75	5
Budget (20):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
1. Costs seem allowable (necessary to the project, allocable, and reasonable). (max 8)	0	2	4	6	8
2. Budget line items and summary of costs align with the described project. (max 8)	0	2	4	6	8
3. Proposed budget can reasonably be expended within the grant period. (max 4)	0	1	2	3	4
Priority Points (10):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
1. The project demonstrates ability to result in the creation of a continuum of public placements and build capacity to serve students in the least restrictive environment to effectively deliver a free and appropriate public education, in accordance with the Federal Individuals with Disabilities Education Act (IDEA) CFR Section 300.114. (max 5)	0	1.25	2.5	3.75	5
2. The project demonstrates ability to measurably improve graduation, secondary transition, and post-secondary outcomes for students with disabilities. (max 5)	0	1.25	2.5	3.75	5