

REQUEST FOR APPLICATIONS

RFA # GD0—SEEF2019

District of Columbia

Office of the State Superintendent of Education



FY19 Special Education Enhancement Fund (SEEF) Competitive Grant – Cohort 2

**Request for Application (RFA) Release Date
Friday, May 25, 2018**

**Pre-Application Conferences (Mandatory that applicants attend at least one)
Wednesday, May 30 and Friday, June 1, 2018 (make up: Monday, June 4, 2018)**

**Intent to Apply Deadline
Monday, June 4, 2018**

**Application Submission Deadline
Wednesday, July 11, 2018 at 3 p.m.**

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Checklist for Application

FY 19 Special Education Enhancement Grants

- The applicant submitted the Intent to Apply form **by Monday, June 4, 2018**.
- 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 3 p.m. on Wednesday, July 11, 2018**, through EGMS.

PLEASE NOTE

Applications are due by 3 p.m. on Wednesday, July 11, 2018.

Applications submitted at or after 3:01 p.m. EST on Wednesday, July 11, 2018, 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 at least the day before to ensure a smooth submission.

**Request for Applications
RFA # GD0—SEEF2019**

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 Amendment Act funding is designed to improve transition from Individuals with Disabilities Education Act (IDEA), Part C (20 U.S. Code §1431 et. seq.) to IDEA Part B (20 U.S. Code §1411 et seq.), timely evaluation and service delivery for children ages 3 to 6, academic outcomes, graduation rates, and post-secondary success of students with disabilities in District of Columbia public schools. Successful applicants will:

- Demonstrate the need for their project through a needs assessment 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 local District of Columbia funds including 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, including any performance agreement required by OSSE. 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 \$ 2,000,000 is available for awards through this RFA for the grant award period, which will begin on August 1, 2018 and end on September 30, 2019. Applicant LEAs (or partnerships) serving a total of up to 99 students with disabilities may apply for up to \$300,000.¹ Applicant LEAs (or partnerships) serving 100 or more students with disabilities may apply for up to \$500,000. Determinations regarding the number of competitive grant awards will be based on the quality and number of applications received and available funding. Successful applicants may be awarded amounts less than requested. OSSE will provide up to \$500,000 per award, subject to LEA (or partnership) size as discussed above, availability of continued funding and satisfactory completion of grant obligations. Successful applicants may be eligible to receive up to the same amount of funding as their first grant award for each of two additional grant periods of 12 month each, subject to availability of continued funding and satisfactory completion of grant obligations.

Grantees may obligate funds beginning August 1, 2018 or the date of the grant award notice, whichever date is later in time. For expenditures from August 1, 2018 through September 30, 2018, the reimbursement due date is October 31, 2018. For

¹ For the purposes of this grant competition, the number of students with disabilities served by each applicant will be determined based on OSSE's school year 2017-18 enrollment audit, available here: https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/2017-18%20School%20Year%20Audit%20and%20Verification%20of%20Student%20Enrollment%20Report%20-%20Feb%202018.pdf

expenditures from October 1, 2018 through September 31, 2019, the reimbursement due date is November 15, 2019.

Awards are limited to one per applicant. Entities with an existing SEEF FY 2018 competitive grant award (Cohort 1) are ineligible to apply for the SEEF FY 2019 competition (Cohort 2).

1.6 Eligibility

District of Columbia local education agencies (LEAs) currently serving students in the 2017-18 school year 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 at the time of application and will be required to verify these partnerships through a signed Joint 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. Entities with an existing competitive grant award from the FY 18 SEEF competitive grant (Cohort 1) are ineligible to apply for the FY 19 SEEF competitive grant (Cohort 2).

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 IDEA, 34 CFR Section 300.114;
 - Demonstrate partnerships developed between nonpublic schools, public schools, and/or public charter schools to provide special education services and training;
 - Demonstrate the project’s ability to ensure that children with disabilities served in early intervention (IDEA Part C) receive a smooth and effective transition to special education (IDEA Part B) and support timely evaluation and service delivery for children ages 3-6, with a focus on the beginning of the school year; and
 - 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 **Friday, May 25, 2018**. The RFA is available at osse.dc.gov.

2.2 Pre-Application Conferences

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

- **Wednesday, May 30, 2018, 2-3 p.m.**
- **Friday, June 1, 2018, 11 a.m.-12 p.m.**
- **Monday, June 4, 2018, 3-4 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 Brianna.Becker@dc.gov by **Monday, June 4, 2018**.

2.4 Contact Person(s)

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

Before August 6, 2018: Brianna Becker, Brianna.Becker@dc.gov
August 6, 2018 or afterward: Jonathan Elkin, Jonathan.Elkin@dc.gov

Office of the State Superintendent of Education
1050 First Street, NE, Fifth Floor, Washington, D.C. 20002

2.5 Application Due Date

Applications are due **Wednesday, July 11, 2018 at 3 p.m.** and must be submitted through EGMS. **Applicants are encouraged to submit applications at least the day before to avoid any technical difficulties. OSSE strongly encourages applicants to submit the day before 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. OSSE expects

to announce awards by August 1, 2018. 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 Summary
- Section 4 – Needs Assessment and Narrative
 - Data
 - Project Need
 - Project Description
 - Theory of Action
 - Logic Model
- Section 5 – Priority Points
- Section 6 – Budget
 - Budget Overview (*informational; nothing to complete*)
 - Summary of Planned Expenditures, number of students with disabilities, and maximum funding amount
 - 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 expects to notify all applicants of the final award decision by August 1, 2018. After the announcement, 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 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 interfamily offense, or place of residence or business.

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 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.

Appendix A: Official Intent to Apply Notification

**(Due to OSSE no later than Monday, June 4, 2018)
(PDF Submission Preferred)**

TO: OSSE Division of K-12 Systems and Supports
Attn: Brianna Becker, Brianna.Becker@dc.gov

FROM: _____
(LEA or Organization Name)

RE: Intent to Apply for FY 2019 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
Wednesday, July 11, 2018, and that late applications will not be reviewed.***

Signature: _____
(LEA or Organization Official)

Date: _____

Appendix B: Joint Agreement Template

District of Columbia
Office of the State Superintendent of Education



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

Between

[THIRD PARTY NONPROFIT ORGANIZATION OR NONPUBLIC SCHOOL NAME]

AND

[LOCAL EDUCATION AGENCY NAME]

This Joint Agreement outlines the responsibilities of Third Party Nonprofit Organization or Nonpublic School (“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 or Nonpublic School 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	0	1.25	2.5	3.75	5

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five years) research and/or demonstrated success. (max. 5)					
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 (15):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/ Exceptional
1. The project is likely to be successful in rapidly raising measurable outcomes for students with disabilities. (max. 10)	0	2.5	5	7.5	10
2. 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 (15)

Applicants may earn up to 15 points from the top three scoring categories among the following four priority options:

Priority	Priority Description	Maximum Points	Eligibility
A	LRE Continuum	5 points	All applicants
B	Partnerships Between Nonpublic, Public, and/or Public Charter Schools (Note that a signed Joint Agreement with all proposed partners must be uploaded at time of application.)	5 points	All applicants
C.1 AND C.2 (must do both to earn all points for B)	Transition from IDEA Part C to Part B AND Timely evaluation/ serving young children with disabilities	5 points (must do both C.1 and C.2 to earn all 5 points)	Applicants serving Pre-K and/or elementary school students
D	Secondary Transition	5 points	Applicants serving middle and/or high school students

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Priority A: LRE Continuum (max. 5) Eligibility: All applicants	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
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
Priority B: Partnerships (max. 5): Eligibility: All Applicants	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
Demonstrate partnerships developed among nonpublic schools, public schools, and/ or public charter schools to provide special education services and training. (Applicant must submit Joint Agreement signed by all partners at time of application to be eligible for this priority.) (max. 5)	0	1.25	2.5	3.75	5
Priority C.1 and C.2: Transition from IDEA Part C to Part B AND Timely evaluation/ serving young children with disabilities (max. 5: Applicants must complete both to earn all 5 points) Eligibility: LEAs serving Pre-K/ Elementary Age Students	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
1. Demonstrate the project's ability to ensure that children with disabilities	0	1.25	2.5	3.75	5

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<p>served in early intervention (IDEA Part C) receive a smooth and effective transition to special education (IDEA Part B); and</p> <p>2. Support timely evaluation and service delivery for children ages 3-6, with a focus on the beginning of the school year. (max. 5)</p>					
<p>Priority D: Secondary Transition (max. 5): Eligibility: Applicants serving middle and/or high school students</p>	<p>Score Not Assignable</p>	<p>Limited/Weak</p>	<p>Fair</p>	<p>Good</p>	<p>Strong/ Exceptional</p>
<p>The project demonstrates ability to measurably improve graduation, secondary transition, and post-secondary outcomes for students with disabilities. (max. 5)</p>	<p>0</p>	<p>1.25</p>	<p>2.5</p>	<p>3.75</p>	<p>5</p>

Appendix D – Assurances

D.1 Program Specific Assurances

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

1. We will ensure 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
2. 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.

D.2 Central Data Assurances

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

1. If the grant is federally funded, recipient assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, "New Restrictions on Lobby." See 28 CFR § 69.110(c).
2. If the grant is federally funded, recipient assures that it shall give immediate written notice to OSSE if it failed to disclose information required by federal regulations implementing 2 CFR Part 180, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," or if due to changed circumstances, the applicant or any of its principals now meet any of the following criteria:
 - A. Are presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - B. Have within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;

violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.

- C. Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (B) of this certification.
 - D. Have within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default. See 2 CFR §180.350.
3. We will immediately notify OSSE, in writing, if either of the following occurs during the grant period:
- A. We or any of our officers, partners, principals, members, or key employees is indicted or has charges brought against them and/or is convicted of (i) of any crime or offense arising directly or indirectly from the conduct of the applicant's organization; or (ii) any crime or offense involving financial misconduct or fraud;
 - B. We or any of our officers, partners, principals, members, or key employees becomes the subject of legal proceedings arising directly from the provision of services by the organization.
5. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
6. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the LEA Data Management Policy, as applicable, or other OSSE data collection directive or policy, any records or data for the purposes of compliance with the federal or state data collection and reporting requirements, including EDFacts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
7. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
8. 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 that these records will be made available for audit and inspection as required.

9. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
10. If required by the grant making agency, we are able to secure a bond, in an 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;
11. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
12. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
13. We have a satisfactory record of integrity and business ethics;
14. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
15. We are in compliance with the applicable District licensing and tax laws and regulations;
16. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
17. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
18. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).

19. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than \$5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding \$5,000 in total aggregate value at the end of the grant period.
20. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.

Acknowledgement 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, Pub. L. 103-94 (5 U.S. Code § 7321 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 Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (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. Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
14. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
15. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
16. Title VI of the Civil Rights Act of 1964
17. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
18. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
19. 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.)

Certifications

The applicant shall be required to provide the following certifications:

1. Lobbying

If the grant is federally funded and as required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies, to the best of his or her knowledge and belief, that

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The form may be uploaded within the applicant's application in EGMS.

- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

If the grant is federally funded and as required by applicable federal regulations implementing Office of Management and Budget (OMB) guidelines at 2 CFR Part 180, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," for prospective participants in a covered transaction:

- A. The applicant certifies that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (i) of this certification; and
 - iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

3. Criminal Offenses or Legal Proceedings

The applicant certifies that it has provided the following disclosures, in writing, to OSSE as applicable.

- A. Whether the applicant or any of its officers, partners, principals, members, or key employees, within three (3) years prior to the date of the application have been indicated or had charges brought against them (if still pending) and/or been convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (ii) any crime or offense involving financial misconduct or fraud; or
- B. Whether the applicant has been the subject of legal proceedings arising directly from the provision of services by the organization.
- C. If the response for 3(A) or 3(B) is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances.

“The applicant is prohibited from including any individual’s personally identifiable information, including but not limited to any data protected under the Family Educational Rights and Privacy Act, without also providing that individual’s written consent for the release of that information. Personally identifiable information is information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.”

4. Political Campaigns and Contributions (for locally funded grants of \$100,000 or more)

If the grant is \$100,000 or more of local funds and in accordance with D.C. Official Code §1-328.15, I certify, under penalty of perjury, that the applicant is eligible to receive this grant award because the applicant and any of its officers, principals, partners, or members has not made a contribution (as that term is defined in D.C. Official Code §1-1161.01) or solicited such a contribution to be made for a District of Columbia general election within the time periods as described below:

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:

- i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
- ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or
- iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.

5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied, as appropriate, by a certificate from the District of Columbia 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. If applicable, please upload the OTR statement of certification here.

6. Acknowledgment of Accuracy

I certify that, to the best of my knowledge and belief, the information contained in this application is correct. I understand that to falsify information is grounds for denial or termination of any grant award.