

**REQUEST FOR APPLICATIONS
RFA # GDO-CSTT-09**

FY 2009 PUBLIC CHARTER SCHOOL TEACHER TRAINING GRANT

District of Columbia



Office of Public Charter School Financing and Support

RFA RELEASE DATE: SEPTEMBER 4, 2009

**APPLICATION SUBMISSION DEADLINE
SEPTEMBER 18, 2009**

Checklist for Application
FY 2009 Public Charter School Teacher Training Grant

- The applicant is submitting one (1) original application and one (1) electronic copy emailed to opcsfs.funding@dc.gov. (PDF Format is preferred.) If the applicant fails to submit (1) original application and (1) electronic copy, the application will not be reviewed.
- The applicant organization/entity has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and Attachments requested:
 - The Application Summary section is complete.
 - The Project Description section is complete.
 - The Budget Narrative section is complete.
 - Attachment A** Applicant Profile is attached and complete
 - Attachment B** Work Plan is attached and complete
 - Attachment C** Budget is attached and complete
 - Attachment E** Original Receipt
- The appropriate appendices, including evidence to show that the applicant has the expertise, experience, resources, and management procedures sufficient to implement the proposed project, can provide project accountability, and other supporting documentation are enclosed.
- The application is not more than 10 pages in length (excluding identified attachments and appendices) and printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins. Applications that do not conform to this requirement will not be reviewed.
- The Applicant Profile, found in **Attachment A**, contains all the information requested and is the first page of the application.
- The application format conforms to the “Application Requirements” listed in **Section 3**. The review panel will not review applications that do not conform to the application format.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The applicant has submitted the Notice of Intent to Apply form by September 9, 2009 (**Attachment D**).
- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of September 18, 2009.
- Applications received at or after 5:01 p.m. EST, on September 18, 2009, will not be forwarded to the Review Panel. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the OSSE. Applications must be ready for receipt by the OSSE.**

**FY 2009 Public Charter School Teacher Training Grant
REQUEST FOR APPLICATIONS**

TABLE OF CONTENTS

Checklist for Application	1
1. General Information	3
1.1. Introduction.....	3
1.2. Purpose of Grant Funds	3
1.3. Source of Funding.....	3
1.4. Grant Award.....	3
1.5. Funds Available and Funding Period.....	3
1.6. Eligibility	4
2. Submission of Application.....	4
2.1. Schedule.....	4
2.2. Review Panel	5
3. Application Content.....	5
3.1. Application Format	5
3.2. Narrative Criteria	6
4. General Provisions	8
4.1. D.C. Obligations	8
4.2. Audits.....	8
4.3. Nondiscrimination in the Delivery of Services.....	8
4.4. Additional Information	8
4.5. Monitoring and Reporting.....	8
4.6. Organizational and Governance Documents	8
4.7. Cooperation with OSSE.....	8
4.8. Conflict of Interest.....	8
4.9. Appendices.....	8
5. Attachments	9
5.1. Application Cover Sheet	9
5.2. Work Plan	10
5.3. Budget.....	11
5.4. Official Intent to Apply Notification	14
5.5. Original Receipt.....	15

SECTION 1. GENERAL INFORMATION

1.1. Introduction

The Office of Public Charter School Financing and Support (the “OPCSFS”), within the Office of the State Superintendent of Education (the “OSSE”), is soliciting grant proposals from qualified public charter schools to design and implement a teacher training program for the purpose of increasing the pipeline of highly qualified teachers for public charter schools in the District of Columbia. Applications are due on September 18, 2009.

1.2. Purpose of Grant Funds

Research shows that teachers have the greatest impact on student achievement. In fact, in Tennessee, researchers found that 5th graders who had three highly effective teachers in a row scored above the 80th percentile on state reading and mathematics tests, whereas 5th graders who had three ineffective teachers in a row scored below the 50th percentile.¹ It is critically important for the District of Columbia to recruit, develop, reward, and retain highly effective teachers for its public schools. While the traditional public school system (the District of Columbia Public Schools) has an alternative teaching training program (the DC Teaching Fellows Program) to recruit and train new teachers, the public charter schools do not participate in the program. The purpose of the Public Charter School Teacher Training grant is to create an alternative teacher training program to increase the pipeline of highly qualified teachers for public charter schools in the District of Columbia. Through activities such as a year of in-classroom training, structured professional development, and help with placing apprentice teachers into a public charter school after program completion, this grant will produce well-prepared teachers to serve in DC public charter schools. The goal of the grant is not only to create a pilot teacher training program that will produce highly effective and qualified teachers, but also to disseminate the findings and best practices of the program.

1.3. Source of Funding

The United States Congress, through the FY 2009 Appropriations Act, Public Law 111-8, awarded the funds to the District of Columbia for initiatives such as those contained in this Requests for Applications.

1.4. Grant Award

The Public Charter School Teacher Training grant is competitive. A panel of neutral and qualified professionals will review all eligible applications. Grant award payments will be made pursuant to a Performance Agreement that will be based on the approved grant application, agreed upon performance objectives, and an accompanying budget for the program or service.

1.5. Funds Available and Funding Period

A total of \$150,000.00 in grant funds will be available for this grant competition. The Office of the State Superintendent of Education plans to award one District of Columbia public charter school or consortium of public charter schools this grant to dramatically increase the pipeline of highly successful and highly qualified teachers for DC’s public charter schools by creating a new teacher training program. The grant award will be for a period of one year from the date of award. If the applicant successfully meets the performance objectives, the Office of the State

¹ Viadero, Debra. “Students in Dire Need of Good Teachers Often Get the Least Qualified Or Less Experienced.” Education Week, March 22, 2000. Accessed August 21, 2009 at <http://www.edweek.org/login.html?source=http://www.edweek.org/ew/articles/2000/03/22/28gapteach.h19.html&destination=http://www.edweek.org/ew/articles/2000/03/22/28gapteach.h19.html&levelId=2100>.

Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed two years.

1.6. Eligibility

A District of Columbia public charter school or a consortium of District of Columbia public charter schools meeting all of the following criteria is eligible to apply for the Public Charter School Teacher Training grant under this Request for Applications:

- Demonstrated success in providing high quality public education; indicators include:
 - School's achievement levels on the DC CAS
 - School's growth in achievement (such as an increase of students scoring at Proficient or Advanced from one year to the next)

Schools must use grant funds to create a teacher training program that will produce highly effective and qualified teachers. **A 75% match directed exclusively for this project over the life of the grant with accompanying contributor commitment letter is required of each school submitting a proposal.**

In the application, schools should explain the project scope and the specific deliverables that will meet the grant objectives. Individuals are not eligible to apply. Each applicant should provide evidence to demonstrate that all requirements of eligibility, including experience and expertise regarding the previously stated objectives are appropriately satisfied. Applicants must be in good standing with and be qualified to do business in the District of Columbia.

SECTION 2. SUBMISSION OF APPLICATION

2.1. Schedule

- RFA Release
The Release Date of the RFA is September 4, 2009. The RFA is available both on-line at www.osse.dc.gov (select the link for "Public Charter School Financing and Support" and then the link for "Request for Applications (RFA) and Request for Proposals (RFP)") and in hard copy at the Office of the State Superintendent of Education, 441 4th Street, NW, Suite 350N, Washington, DC 20001.
- Intent to Apply
An Intent to Apply form must be submitted to the OSSE by 5:00pm on September 9, 2009. This form should be submitted via email to Stephanie.cheng@dc.gov or facsimile at (202) 727-2019. (See *Attachment D*)
- Applications Due
Applications are due on September 18, 2009 by 5:00 pm.
Applications must be delivered to:

Office of the State Superintendent of Education
Attention: Stefan Huh, Director
Office of Public Charter School Financing and Support
441 4th Street, NW, Suite 350 North
Washington, DC 20001

One original application should be submitted. One electronic copy of the application (PDF format is preferred) should be emailed to opcsfs.funding@dc.gov.

- Awards Announcement
The OPCSFS expects to issue an award letter by no later than October 30, 2009.
- Updates
Information and updates regarding this RFA will be made available on-line at www.osse.dc.gov.
- Contact Person
Applicants are advised that the Authorized Contact Person for all matters concerning this Request for Applications is:

Name: Steph Cheng
Title: Program Analyst
Mailing Address: 441 4th Street NW, Suite 350 North
Washington, D.C. 20001
Telephone: (202) 724-1513
Email address: stephanie.cheng@dc.gov

Applicants are encouraged to e-mail questions to the contact person listed above.

2.2. Review Panel

The review panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique related experiences. The review panel will review, score, and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for a grant award based on the scoring process. The Office of Public Charter School Financing and Support will make the final decisions.

SECTION 3. APPLICATION CONTENT

3.1. Application Format

The maximum number of pages for the total application narrative **cannot exceed ten (10) double-spaced pages, on one side, (including bullet items) on 8½ by 11-inch paper**. Margins must be no less than one inch and a font size of 12-point is required (Times New Roman or Courier type recommended). Pages must be numbered. **The review panel shall not review applications that do not conform to these requirements.** Submit your grant application in the order listed below. Grant applications with an omitted section or with sections out of order, may be returned to the applicant and may not be scored.

- Application Cover Page (Attachment A) – not included in page total
- Required Narrative, 10 page maximum; should contain the following:
 - Application Summary: This section of the application should be brief and serve as the cornerstone of the proposal. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

- Application Content: This section of the application should contain: project description, performance measures, work plan, capacity and sustainability, and budget narrative. It should address the evaluation criteria in detail.
- Work Plan (Attachment B) – not included in page total
- Budget Form (Attachment C) – not included in page total
- Attachment E (Original Receipt) – not included in page total and only to be submitted with hard copy
- Appendices – not included in the page total and can include supporting documentation and endorsements

3.2. Narrative Criteria

Applicants' submissions will be objectively reviewed against the specific criteria listed below.

Criterion A Project Description (30 points)

The applicant provides a project description that details the following:

- Project scope
- Benefits that participants in the teacher training program will gain from this program
- Understanding of the need for the project
- Proposed impact of the project
- Specific, measurable program objectives and deliverables for the project
- Quality assurance mechanisms for the project

This section details the project scope, the number of participants expected in the program, and the deliverables of the grant. While the school should provide their own deliverables, the OPCSFS expects the following deliverables will be provided at the end of the grant: rubrics to evaluate participants, course design and curriculum, and a business plan. Additionally, this section demonstrates the significant and tangible impact the project will have on District of Columbia public charter schools. It will also discuss the anticipated results of the grant project, including program objectives and specific, measurable, attainable, realistic, and timely (SMART) project outcomes. Outcomes should be presented in terms of measurable results to be achieved.

Criterion B Performance Measures² (20 points)

The applicant provides a list of performance measures for this project. Measures should gauge the following three areas: impact, influence and leverage.

- What tangible improvements are reflected in the services provided? (impact)
- How many teachers will be trained through this program? (impact)
- How is the school/ teacher adopting and using these practices? (influence)
- What is the percentage of other funding (federal grant, philanthropic support, and other outside funding and in-kind support) allocated to this program? (leverage)

When crafting your performance measures, please include measures of effort and effect.

Measures of effort assess what your program is doing, such as:

- The number of individuals/schools being served;
- The number and types of products being developed and disseminated; and

² Kaufmann, Katherine and Bob Searle. "The Annie E. Casey Foundation: Answering the Hard Question: "What Difference are we Making?" September 1, 2007. Accessed August 31, 2009 at <http://www.bridgespan.org/learningcenter/resourcedetail.aspx?id=400>.

- The types of services being provided.

Measures of effect assess the change in knowledge, skills, attitudes and behavior in the target population. Relevant measures will address the following:

- How well is the program doing?
- The number of individuals/schools that benefit from the program (could be based on a number of different factors, such as usefulness, affordability, accessibility, helpfulness, etc.).

Grantees will be asked to provide interim reports on the performance measures provided in the response to this RFA. Performance measures should align closely with program objectives.

Criterion C Work Plan (20 points)

The applicant provides a proposed work plan that is well-planned, professionally executed and feasible in all respects, including budget, scope and timeline. The work plan clearly outlines a timeline and includes critical points of contact, staff responsibilities, and reporting arrangements. The applicant should provide a timeline for completion of specific tasks and how progress will be monitored. Further, monitoring and evaluation plans should be provided to ensure project goals are achieved. A strong evaluation plan should be provided which outlines success indicators.

Criterion D Capacity and Sustainability (20 points)

The applicant has the ability, expertise, and experience to create a teacher training program that will produce highly effective teachers. The applicant demonstrates its past successes in this area of work. The school demonstrates its success as a high quality school, including the school's achievement levels and growth. The applicant shall specifically identify and address the capacity of staff and/or potential contractors who will be working on and overseeing the grant project and demonstrate that all team members/contractors have adequate expertise and experience in the proposed program. Original proposals that sample best practices and concepts from other programs and include cutting edge evidence-based practices will be highly regarded by reviewers.

Criterion E Budget (10 points)

Applicants shall make every effort in their proposal to utilize cost-effective means in the implementation, administration, and management of the program without jeopardizing the quality of the services provided to the students. The resulting reasonableness of the annotated budget is consistent with the undertakings outlined in the application. The detailed budget narrative contains a justification for each itemized line item. The budget narrative also clearly explains how the applicant arrived at the budget figures. The narrative should reference the 75% required match, how it was obtained, and that resources are exclusive and dedicated to the project.

Appendices

Applicants can submit appendices items if they wish.

SECTION 4. GENERAL PROVISIONS

4.1. D.C. Obligations

Each applicant must submit a signed statement verifying that it is current on all obligations outstanding to any DC agency or entity.

4.2. Audits

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documents audited.

4.3. Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under any program activity receiving FY 2009 Appropriations Act, Public Law 111-8 funding.

4.4. Additional Information

The OSSE reserves the right to request and be provided additional information, including, but not limited to financial statements, as may be deemed necessary by the OSSE.

4.5. Monitoring and Reporting

The OSSE will monitor the subgrantee through site visits and quarterly reviews of project reports. The specific schedules will be established and agreed upon immediately after the grant is awarded.

4.6. Organizational and Governance Documents

Upon notification of award, subgrantees must certify that the following documents are on file at its business offices: organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.

4.7. Cooperation with OSSE

The subgrantee will:

- cooperate with the OSSE in evaluating the program;
- maintain appropriate financial management practices as required, including tracking activity for this project separately in the subgrantee's Chart of Accounts; and
- list OSSE as a contributor in any public statements, marketing materials, reports, etc.

4.8. Conflict of Interest

District law strictly prohibits any person who exercises or has exercised any function or responsibility with respect to publicly funded activities, or who is in a position to participate in a decision making process or gain from inside information with regard to such activities, from obtaining a financial interest or benefit from such activities, or have a financial interest in any contract, subcontract, or agreement with respect to a publicly funded activity.

4.9. Appendices

Schools may submit appendices items if they wish.

SECTION 5. ATTACHMENTS

Attachment A 5.1

Application Cover Sheet		
School Name:		
Contact Name:	Title:	Phone:
Address:		Fax:
City:	State:	ZIP Code:
Grant Coordinator <i>if other than contact</i> :		Title:
Email Address:		Phone:
Name of Project:	Total Funds Requested: \$	
Project Description:		
Certification/signatures		
I certify to the best of my knowledge, the information contained in this application is correct and complete and that the School and its representatives will carry out all program or activity related to the Public Charter School Teacher Training Grant.		
Printed Name and Title of Authorized Person:		
Signature:	Date (MM/DD/YYYY):	

WORK PLAN FOR USE OF FUNDS
Duplicate for additional goals.

Work Plan: For each objective, develop a chronological list of activities. Please itemize budgeted amounts to extent possible.

Measurable Objectives/ Anticipated Outcomes	Activity	Timeline	Person/Position Responsible	Budgeted Amount

Attachment C 5.3

Budget RFA # GD0-CSTT-09 PLEASE ALSO ATTACH BUDGET NARRATIVE AS A SEPARATE DOCUMENT.			
BUDGET SUMMARY			
Organization:			
Budget Category	Amount Requested	Amount of Match*	Total
I. Personnel	\$	\$	\$
II. Contractual Services			
III. Supplies			
IV. Equipment			
V. Travel			
VI. Training			
VII. Operating Expenses			
VI. Other Expenses			
Grand Total:			

* Amount of match must equal at least 75% of the project.

BUDGET BREAKDOWN		
I. PERSONNEL		
List all employees to be paid from this project.		
Name	Position/Title	Total Cost (Salary)
Total Personnel Requested (from OSSE)		\$

II. CONTRACTUAL SERVICES			
Type of Service Purchased	Date(s) Service to be Provided	Specify Agency/Vendor or Supplier	Cost
Total Contractual Services Requested (from OSSE)			\$
III. SUPPLIES			
Quantity	Item Name		Total Cost
Total Supplies Requested (from OSSE)			\$
IV. EQUIPMENT			
Quantity	Item Name		Total Cost
Total Equipment Requested (from OSSE)			\$
V. TRAVEL			
Title of Person Travelling	Destination/Purpose		Total Cost
Total Travel Requested (from OSSE)			\$

VI. TRAINING		
Title of Person Receiving Training	Destination/Purpose	Total Cost
Total Training Requested (from OSSE)		\$

VII. OPERATING EXPENSES		
Quantity	Item Name	Total Cost
Total Operating Expenses Requested (from OSSE)		\$

VIII. OTHER EXPENSES		
Quantity	Item Name	Total Cost
Total Other Expenses Requested (from OSSE)		\$

Official Intent to Apply Notification
(To Be Received By OSSE No Later than September 9, 2009 by 5:00 pm)

TO: Ms. Steph Cheng
Office of Public Charter School Financing and Support
DC Office of the State Superintendent of Education
441 4th Street NW
Suite 350 North
Washington, DC 20001
Telephone: (202) 724-1513
FAX: (202) 727-2019

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the Public Charter School Teacher Training RFA.

Organization Name: _____

Organization Address: _____

Collaborators (if any): _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

Original Receipt
FY 2009 Public Charter School Teacher Training Grant
RFA #GD0-CSTT-09

The Office of the State Superintendent of Education is in receipt of

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone)

(Fax)

(Project Title)

(Amount Requested)

OSSE USE ONLY:

Please Indicate Time:

_____ Applications with Original

RECEIVED ON THIS DATE _____ / _____ / _____

Received by: _____

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD