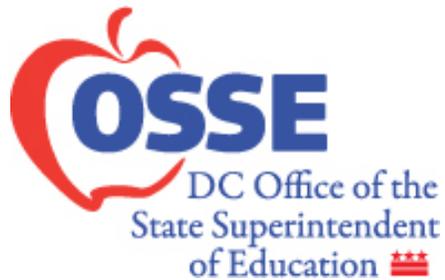


# REQUEST FOR APPLICATIONS RFA #GD0-CSPD-09

## *Office of the State Superintendent of Education*

**Office of Public Charter School Financing and Support  
FY 2009 Charter Schools Program Dissemination Grant**



RFA Release Date: April 24, 2009

Application Submission Deadline: Rolling Applications until May 31, 2009

**Office of the State Superintendent of Education  
Request for Applications RFA #GD0-CSPD-09  
FY 2009 Federal Charter Schools Program Dissemination Grant**

**Introduction**

This Request for Application (“RFA”) addresses Title V, Part B under the No Child Left Behind Act of 2001 (P.L 107-110) – Charter Schools Program (CSP). The District of Columbia was successful in receiving a grant under this program from the U.S. Department of Education (“ED”) to support charter school developers in the planning and initial implementation of charter schools, and the dissemination of information on charter schools. The Office of the State Superintendent of Education (the “OSSE”) is administering the FY 2009 competitive grant to applicants seeking funding under the CSP. The OSSE has set-aside no more than ten (10) percent of the total grant award for public charter schools to disseminate best practices. District of Columbia public charter schools that are currently operating, have been in operation for three or more years, have not received a dissemination grant in the past, and have demonstrated overall success are encouraged to apply for a dissemination grant. **Applications will be accepted until May 31, 2009. However, if an applicant is awarded a grant, all funds need to be obligated by July 30, 2009.**

**Purpose of Grant Funds**

Dissemination funds shall be used by charter schools to assist other schools in adapting the charter school's program (or certain aspects of the charter school's program), or to disseminate information about the charter school, through such activities as:

1. Assisting other individuals with the planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and the assisting charter school's developers, and that agree to be held to at least as high a level of accountability as the assisting charter school;
2. Developing partnerships with other public schools, including charter schools, designed to improve student academic achievement in each of the schools participating in the partnership;
3. Developing curriculum materials, assessments, and other materials that promote increased student achievement and are based on successful practices within the assisting charter school; and
4. Conducting evaluations and developing materials that document the successful practices of the assisting charter school and that are designed to improve student performance in other schools.

The grantee shall ensure that any publication that contains project materials also contains the following statements:

*The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.*” EDGAR 75.620(b)

A charter school may **not** use dissemination grant funds for the following:

1. Either directly or through a contractor, for marketing or recruitment activities designed to promote its programs;

2. For regular operating expenses; or
3. For implementing activities, programs, etc., to be disseminated at a later date. However, grant funds **may be used** to develop materials documenting successful practices of the charter school for the educational purpose of assisting other schools in improving student academic achievement.

Any charter school receiving a dissemination grant must provide thorough and high-quality information that meets the needs of other schools trying to learn from the charter school's experience.

Examples of dissemination activities include the following:

- Activities that have been proven successful for at least a minimum of one year
- Activities that help improve existing public charter schools or regular public schools
- Activities that help to open new schools (including public charter schools)
- Activities that share the lessons learned by public charter schools; and
- Activities that create and/or disseminate materials that will assist in the operation of public charter and/or traditional public schools.

### **Grant Award**

The Federal Charter Schools Program Dissemination Grant is competitive. A panel of individuals with knowledge of school reform, public charter schools, education quality, and governance will review all eligible applications. Grant award payments will be made in accordance with the approved grant application, performance objectives, and accompanying budget for the program or service. A final accounting for the entire project shall be submitted to the Office of the State Superintendent of Education no later than ninety (90) days after either the final expenditure of grant funds or by the end of the grant period, whichever comes first.

Eligible entities are limited to a District of Columbia public charter school.

### **Funds Available and Funding Period**

A total of \$440,279 in grant funds will be available for this grant competition. Although no minimum or maximum grant award amount is established, the OSSE strongly recommends that applicants think thoughtfully about how much money can be obligated by the end of the grant period. Dissemination activities and funds must be obligated by July 31, 2009. All activities need to be performed and paid for by September 14, 2009, and all reimbursement requests need to be submitted by September 29, 2009. Final reports are due by October 29, 2009.

Dissemination activities and funds obligated after July 31, 2009 are only reimbursable pending a no-cost extension to the OSSE by the U.S. Department of Education for the Charter Schools Program grant.

### **Eligible Applicants**

An eligible applicant is a charter school that has been in operation for at least three (3) consecutive years, has not received a dissemination grant in the past, and has demonstrated overall success as defined by the No Child Left Behind Act, which states:

1. Substantial progress in improving student academic achievement;
2. High levels of parent satisfaction; and
3. The management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable charter school.

Grant applicants must conform to the definition of a public charter school in the No Child Left Behind Act (P.L. 107-110, section 5210(1)) in order to be eligible for Charter School Program Grant Funds. Only those schools determined to meet the eligibility requirements are eligible to submit a grant application.

### **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 awards based on the scoring process. The Office of the State Superintendent of Education will make the final decisions.

### **Application Submission Date and Time**

Applications will be accepted from now until May 31, 2009. However, please keep in mind that grant funds must be obligated by July 31, 2009. Therefore, it may be in the benefit of the applicant to submit their applications as soon as possible to provide for enough time to complete the dissemination project and expend all funds of the grant. Applicants will be given awards on a rolling basis.

The application needs to be sent electronically to:

Stefan Huh

[Stefan.Huh@dc.gov](mailto:Stefan.Huh@dc.gov)

Or delivered to

The Office of the State Superintendent of Education

441 4<sup>th</sup> Street, NW Room 350 North

Washington, D.C. 20001

Attention: Stefan Huh, Office of Public Charter School Financing and Support

If you are submitting the application electronically, Attachment A, Application Cover Sheet, and Attachment F, Agreement to Comply with Assurances, with original signatures, must be mailed and received within one week of the due date. The mailing address is:

Office of the State Superintendent of Education

441 4<sup>th</sup> Street, NW Room 350 North

Washington, DC 20001

Attention: Stefan Huh, Office of Public Charter School Financing and Support

If you are submitting the application electronically, Attachment D, Original Receipt, does not need to be included in the application. If you are submitting a hard copy, please submit 2 (two) copies of the original receipt.

### **Application Format**

The maximum number of pages for the total application narrative **cannot exceed fifteen (15) 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 and if you are submitting an electronic copy only, an original must be mailed within 1 week of the application deadline
- Required Narrative, 15 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: mission/eligibility, project description, organizational capacity, and budget. 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 D (Original Receipt) – not included in page total and only to be submitted with hard copy
- Attachment F (Agreement to Comply with Assurances) – not included in page total and if you are submitting an electronic copy only, an original must be mailed within 1 week of the application deadline
- Appendices – not included in the page total and can include supporting documentation and endorsements

### **Narrative Criteria**

Applicants' submissions will be objectively reviewed against the specific criteria listed below. However, proposals will only be approved if they meet all the statutory requirements of Title V, Part B under the No Child Left Behind Act (PL 107-110).

### **Mission/Eligibility (30 points)**

- Briefly describe your public charter school, including the educational program and the students served.
- Describe initial start up challenges that your school faced and how you overcame them.
- Provide evidence of parent satisfaction and the methods used to obtain positive results.
- Provide evidence of substantial progress in improving student academic achievement. Applicants are encouraged to submit data from multiple assessments that provide evidence of student academic improvement trends over time. Schools must include at least two years worth of student assessment scores from the DC Comprehensive Assessment System (DC CAS.) The date provided must show substantial progress in improving student academic achievement.
- Provide evidence and describe how the management and leadership of the school overcame initial start-up problems and established a thriving, financially viable charter school.
- Provide evidence of your success in the specific area that has been selected for dissemination.

**Project Description (40 points)**

- Describe the project, including the number of students and number and types of schools that will benefit from the project. Identify the school(s) to be assisted and describe their current status/characteristics in areas such as administration, governance, educational program, student achievement, Adequate Yearly Progress, parental involvement, staffing, resources, compelling need(s) and potential for success. If assisted schools have not yet been identified, clearly describe your plans to identify the schools, including the anticipated characteristics of schools to be assisted.
- Provide a compelling argument that there is a demonstrated need or actual demand (identify specific public school partners) for the specific programs or practices that would be provided through the proposed grant project.
- Discuss the rationale for proposed activities, including any evidence and/or research (preliminary, quantitative or qualitative) which suggests that the proposed strategy will work.
- Provide details on how the project will involve charter schools and other public schools, local educational agencies, school developers, and potential school developers.
- Provide a detailed work plan (Attachment B) for the program.
- Describe the anticipated results of your CSP Dissemination Grant project. Include program objectives and provide specific, measurable, attainable, realistic and timely (SMART) project outcomes that will result in effective dissemination of the charter school's best practices. Outcomes should be presented in terms of measurable results to be achieved at the assisted schools such as the number of new high-quality public schools to be created, increased student achievement, increased teacher effectiveness, effective financial management, successful standards implementation, etc.
- Provide a detailed plan for the specific activities (with potential partners, if possible) the charter school will conduct with the grant funds, including a plan to disseminate the finished product and/or services to others. Describe any materials that would be developed and disseminated to document successful practices, how they will promote measurably increased student academic achievement at other schools, how the product(s) would be made available to identified school(s) and specify who will benefit once the materials are developed and disseminated.

**Organizational Capacity (15 points)**

- Provide evidence that the charter school has the organizational capacity to successfully manage and complete the proposed project. Specifically identify and address the capacity of staff and/or potential contractors who will be working on and overseeing the grant project.
- Provide evidence the personnel involved with the project are well qualified and will provide the expertise necessary to accomplish the stated goals.
- Provide a timeline for completion of specific tasks and how progress will be monitored.
- Describe monitoring and evaluation plans to ensure project goals are achieved and recipients are given the opportunity to provide feedback.
- Include a strong project evaluation plan which outlines success indicators.

**Budget (15 points)**

- Complete the budget form provided in Attachment C. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct

costs. If your project contains multiple programs, please provide a detailed, itemized budget for each program.

- Provide a detailed narrative explanation of the proposed project that shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

### **Scoring Priority (10 points)**

Priority will be given to applicants that propose to:

- Disseminate best practices designed to improve student achievement through an explicit partnership with one or more non-charter public schools (3 points);
- Disseminate best practices to schools that have been identified as in need of improvement, corrective action, or restructuring under the No Child Left Behind Act of 2001 (4 points);
- Disseminate best practices on any of the following programs (3 points):
  - Fiscal management
  - Federal grants management
  - Governance
  - Parental involvement and parent satisfaction
  - Teacher quality and teacher retention
  - At-risk youth programming
  - School climate and safety
  - Out of school time
  - Student health and wellness
  - College awareness, access and success
  - Special education
  - Data driven instruction and benchmark assessments

## Attachment A

<b>Application Cover Sheet</b>			
Local Education Agency (LEA) 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: \$	Have you received a CSP dissemination grant before? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Grade Level(s) Currently Served by Charter:	Date Conditional Charter Granted:	Date Charter Granted:	Opening Date of Charter School:
Project Description:			
<b>Certification/signatures</b>			
I certify to the best of my knowledge, the information contained in this application is correct and complete and that the Local Education Agency Grants Programs, and its representatives, will carry out all program or activity related to Title V, Part B, Subpart 1, Charter Schools Program.			
Printed Name and Title of Authorized Person:			
<b>Signature:</b>		<b>Date (MM/DD/YYYY):</b>	

**Attachment B**

**WORK PLAN FOR USE OF DISCRETIONARY 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 Federal Charter School Grant Funds

**Attachment C**

Budget RFA # GD0-CSPD-09	
<p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>✓ ATTACH BUDGET NARRATIVE AS A SEPARATE DOCUMENT, AND</li> <li>✓ IF YOUR PROJECT HAS MULTIPLE PROGRAMS, PLEASE INCLUDE A DETAILED, ITEMIZED BUDGET FOR EACH PROGRAM.</li> </ul>	
BUDGET SUMMARY	
Local Education Agency (LEA):	
Budget Category	Amount Requested
I. Personnel	
II. Contractual Services	
III. Supplies	
IV. Equipment	
V. Travel	
VI. Other	
<b>Total:</b>	\$

BUDGET BREAKDOWN				
I. PERSONNEL				
List all employees to be paid from this project. If part-time, indicate % FTE. Use one line per employee. Use continuation page, if needed.				
Name	Position/Title	Position Grade	FTE <i>(Indicate %)</i>	Total Cost <i>(Salary)</i>
<b>Total Personnel</b>				\$
II. CONTRACTUAL SERVICES				
Type of Service Purchased	Date(s) Service to be Provided	Specify Agency/Vendor or Supplier	Cost	



<b>Total Travel</b>		<b>\$</b>
<b>VI. OTHER EXPENSES</b>		
Quantity	Item Name	Total Cost
<b>Total Other Expenses</b>		<b>\$</b>

**Attachment D**

**Original Receipt  
FY 2009 Charter Schools Program Dissemination Grant  
GD0-CSPD-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: \_\_\_\_\_

**RECEIPT SHOULD BE USED ONLY IF YOU CHOOSE TO SUBMIT A HARD COPY APPLICATION. RECEIPT IS NOT NEEDED IF YOU SUBMIT AN APPLICATION VIA EMAIL.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD**

## **Attachment E**

### **Eligible Public Charter Schools**

The following public charter schools are eligible to apply. These schools have been in operation for at least three full academic years, have not received a Title V, Part B dissemination grant in the past, and meet the federal definition of a public charter school. Only those that have demonstrated overall success in the following areas may apply:

- Substantial progress in improving student academic achievement;
- High levels of parent satisfaction; and
- The management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable charter school.

Academia Bilingue de la Comunidad Public Charter School  
Academy for Learning Through the Arts Public Charter School  
Arts & Technology Academy Public Charter School  
Barbara Jordan Public Charter School  
Booker T. Washington Public Charter School  
Cesar Chavez Public Charter School  
City Lights Public Charter School  
Community Academy Public Charter School  
D.C. Preparatory Academy Public Charter School  
E.L. Haynes Public Charter School  
Eagle Academy Public Charter School  
Friendship Public Charter School  
Hope Community Public Charter School  
Hospitality Public Charter School  
Howard Road Academy Public Charter School  
Howard University Middle School (MS) <sup>2</sup> Public Charter School  
Hyde Leadership Academy Public Charter School  
Ideal Academy Public Charter School  
KAMIT Institute for Magnificent Achievers Public Charter School  
KIPP DC Public Charter School  
Mary McLeod Bethune Public Charter School  
Maya Angelou Public Charter School  
Meridian Public Charter School  
Next Step/El Proximo Paso Public Charter School  
Options Public Charter School  
Paul Public Charter School  
Potomac Lighthouse Public Charter School  
Roots Public Charter School  
SEED Public Charter School  
Tree of Life Public Charter School  
Tri-Community Public Charter School  
Two Rivers Public Charter School  
Washington Math, Science & Technology Public Charter School  
William E. Doar, Jr. Public Charter School  
Young America Works Public Charter School



## General Assurances

The applicant hereby assures and certifies compliance with all Federal and local statutes, regulations, policies, guidelines and requirements.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
4. It 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 those with whom they have family, business, or other ties.
5. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
7. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

## Other General Assurances

**The LEA assures that for each NCLB program included in this application:**

- The LEA recognizes that SEA approval of an application does not relieve the LEA of its responsibility to comply with all applicable requirements;
- Charges for personnel services (payroll) comply with federal requirements, including requirements for proper documentation of payroll records and appropriate time and effort reporting. Salaries and wages of employees chargeable to more than one grant program or cost objective, if applicable, will be supported by appropriate time distribution records;
- Funds will only be used to supplement, and not supplant State and local funds;
- The LEA will have financial management systems, procurement systems, and equipment and inventory management systems that enable the LEA to demonstrate compliance with federal grants management requirements, including the requirement that all expenditures made with federal funds are necessary, reasonable, allocable, and legal; and
- The LEA has read and will comply with:
  - Certification Regarding Lobbying  
<http://www.ed.gov/fund/grant/apply/appforms/ed80-013.doc>

- Disclosure of Lobbying Activities  
<http://www.ed.gov/fund/grant/apply/appforms/sflll.doc>
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions  
<http://www.ed.gov/fund/grant/apply/appforms/ed80-014.doc>
- Assurances, Non-Construction Programs  
<http://www.ed.gov/fund/grant/apply/appforms/sf424b.doc>
- Government wide requirements for Drug-Free workplace  
<http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part84a.html>

### **Charter School Program Assurances for State Educational Agencies**

As the duly authorized representatives of the applicant we, individually and jointly, do hereby certify and agree to:

- Operate in accordance with the District of Columbia School Reform Act of 1995,” effective April 26, 1996 (Pub. L. No. 104-134; 110 Stat 1321-107; D.C. Official Code 38-188.01 et seq., is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this paragraph;
- Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;
- Operate in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
- Provide a program of elementary or secondary education, or both;
- Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- Does not charge tuition;
- Comply with the Age Discrimination Act of 1975, title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and part B of the Individuals with Disabilities Education Act;
- Is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;
- Agree to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such requirements are specifically waived for the purpose of this program;
- Meet all applicable Federal, State, and local health and safety requirements;
- Operate in accordance with State law; and
- Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school.