

# **REQUEST FOR APPLICATIONS**

**RFA # GD0—SACSO—19**

**District of Columbia**

**Office of the State Superintendent of Education (OSSE)**



## **FFY 2019 Scholarships for Opportunity and Results (SOAR) Act Non-Profit Third-Party/Charter Support Organization Grants**

**Request for Application (RFA) Release Date**

April 27, 2020

**Pre-Application Conferences (Suggested)**

May 4, and May 6, 2020

**Notice of Intent to Apply Deadline (Mandatory)**

May 22, 2020

**Application Submission Deadline**

June 9, 2020

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**Checklist for Application**

**FFY 2019 SOAR Act Non-Profit Third-Party/Charter Support Organization Grants**

- The applicant submitted a Notice of Intent to Apply on or before **Friday, May 22, 2020**. The Notice of Intent to Apply form can be found in Appendix A and on the OSSE website.
- The applicant attended one of the two **suggested** pre-application webinars. Please see Request for Application (RFA) Section 2 for webinar dates, times, and registration. (**not mandatory**)
- 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 required information and attachments. Please see RFA 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. Unless otherwise stated in the application, information submitted via attachment will be considered as 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 Tuesday, June 9, 2020**, through EGMS.

**PLEASE NOTE**

**Applications are due by 3 p.m. on Tuesday, June 9, 2020.**

**The application deadline will be strictly enforced. Applications submitted after 3 p.m. EST on Tuesday, June 9, 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>

This application will be open for 30 business days. Please avoid last minute technical submission issues by submitting early. OSSE strongly recommends submitting your application at least one day early to ensure that avoidable technical issues do not cause you to miss the submission deadline.

**Request for Applications**

**RFA # GDO-SACSO-19**

**Section 1: General Information**

**1.1 Introduction**

**Overview of the SOAR Act**

As a part of a three-sector federal funding approach, the Scholarships for Opportunity and Results (SOAR) Act, Pub. L. 112-10, 125 Stat. 199 (as amended), is a federal law that authorizes funding for District of Columbia (DC) public charter schools or District of Columbia-based nonprofit organizations “to improve and expand quality public charter schools in the District of Columbia.” §3004(b)(2). SOAR Act funds for District of Columbia (DC) charter schools are provided to the Office of the State Superintendent of Education (OSSE) through the US Department of Education (USED) as a grant. The SOAR Act also provides funding for District of Columbia Public Schools (DCPS) and the Opportunity Scholarship Program (OSP) for DC students to attend private schools.

In April 2012, DC and USED signed a memorandum of understanding (MOU) regarding the administration of the SOAR Act funds. The MOU requires OSSE to submit to USED an annual proposal for the use of funds, including funding priorities. In July of 2018, USED approved OSSE to submit an application for FFY18-20. OSSE’s Office of Public Charter School Financing and Support (OPCSFS) conducted stakeholder engagement prior to submitting the application. OPCSFS sought stakeholder feedback during the summer of 2018 prior to submitting the FFY 2018 application for three years of funding. USED approved the application and issued a Grant Award Notice (GAN) to OSSE on May 1, 2019.

**Charter Sector SOAR Funding**

Through the approved application and grant award, OSSE provides SOAR funding to charter schools through five grant programs and support of the My School DC common online lottery.

**1.2 Purpose of Funds**

Through this RFA, OPCSFS is soliciting proposals from eligible applicants for the following grant program:

- **Grants to Non-Profit Third-Party Charter Support Organizations**
  - The purpose of this funding program is to provide support to DC-based non-profit organizations with a demonstrated history of success working with DC charter schools on projects that are designed to: 1) have a direct and rapid (within two years) impact on the academic achievement and outcomes for public

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charter school students across multiple charter LEAs; or 2) designed to impact student outcomes at multiple charter LEAs indirectly by enhancing the organizational capacity of charter LEAs to operate as fiscally and operationally sound nonprofit organizations and schools.

- The theory of action for each project must be supported by data and research, when available, or other evidence of rationale.
- Funding is available for two types of assistance to charter schools, **direct assistance** projects and **indirect assistance** projects. Applicants will be asked to identify which category of funding they seek but the final determination of the category under which an application will be considered will be made by the grant review panel.
- **Direct Assistance Projects**
  - Successful “direct assistance” projects must be research-based and designed to have a direct and rapid (within two years) impact on the academic achievement and outcomes for public charter school students.
  - Projects must be designed to improve student outcomes across multiple charter LEAs through **direct service to students** or **direct professional development** and support for teachers and instructional leaders.
  - Projects must be tailored to meet the specific needs of each partner charter LEA and the proposed theory of action must be supported by LEA-specific data.
  - Reviewers will independently assess and answer whether a proposed project addresses the following:
    - Priority area #1: Improve educational outcomes for student with disabilities (including effective transition from IDEA Part C to IDEA Part B services, performance and growth on assessments, increasing graduation rates, and/or improving transitions to post-secondary education and the workforce) and reducing achievement gaps between students with disabilities and students without disabilities; and
    - Priority area #2: Reduce suspensions, student discipline, and school climate or effectively incorporating student body diversity with respect to improving academic achievement for educationally disadvantaged students; and
    - Priority area #3: Disseminate successful special education practices to partner LEAs who became independent LEAs for special education purposes within the last three years, in

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accordance with District of Columbia law (see D.C. Official Code §38.1802.10(c)).

- Project proposals that have met the initial cutoff score will receive one additional priority point per priority area addressed. The priority area(s) to be addressed by a proposed project should be clearly evident from the content of the submitted application and supported by data and research.
- **Indirect Assistance Projects**
  - “Indirect assistance” projects include projects that are designed to impact student outcomes at multiple charter LEAs indirectly by enhancing the organizational capacity of charter LEAs to operate as fiscally and operationally sound nonprofit organizations and schools.
  - “Indirect assistance” projects may include projects that provide professional development for charter LEA leaders or board members in order to improve the charter school’s infrastructure or capacity related to the administration and use of student data, fiscal management, board governance, and overall school administration.

### **1.3 Source of Funding**

The U.S. Department of Education, through the DC School Choice Incentive Program, 84.370C, Public Law 108-199, III, DC School Incentive Act of 2003; Scholarships for Opportunity and Results Act, effective April 15, 2011 (Pub. L. 112-10; 125 Stat. 201), as amended. Federal Award Identification Number (FAIN) U370C190001.

### **1.4 Requirements of Funding**

In addition to 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 subgrantee, a key condition for receiving these funds is compliance with activities necessary to carry out a mandated evaluation of the Opportunity Scholarship Program (OSP), as specified in Section 3011(a)(1) of the SOAR Act. Pursuant to this section, the U.S. Department of Education’s Institute of Education Sciences (IES) is required to evaluate annually the performance of students who applied to the OSP (Sec. 3009). Because some OSP applicants will be enrolled in public charter schools, it will be necessary for IES and its evaluation contractor to collect data on and from public charter school campuses once each year during the applicable grant period. Please be advised that noncompliance of the organization with the terms and conditions stated in the SOAR Act GAN may result in the withholding of SOAR Act funds administered by OSSE.

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

At least \$2,000,000.00 is available for awards through this RFA. OSSE will provide up to

\$400,000.00 per “direct assistance” award and up to \$300,000.00 per “indirect assistance” award. Awards are limited to one per organization. OSSE anticipates that the duration of this grant will be for two years from the award date. However, availability of funds from the period of 4/15/2022 to 5/31/22 is contingent upon federal approval. If federal approval is not granted, the grant period will be from the award date to 4/15/2022.

### **1.6 Eligibility**

Eligible Non-Profit Third-Party Charter Support Organizations:

- Must be a DC-based non-profit organization with a demonstrated history of success working with DC charter schools; and
- Must serve under this grant program two or more charter LEAs within DC and their underserved special populations.
- Must submit a letter of recommendation from a DC charter school with direct experience working with the organization as well as a list of all schools and LEAs to which the organization has provided education-based services.

### **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:
  - Meet requirements of permissible use of federal funds within EDGAR 34 CFR Part 75, 2 CFR Part 200 as adopted in 2 CFR Part 3474, 2 CFR Part 180 as adopted in 2 CFR 3485;
  - Align with and support the project(s) described in the organization’s application; and
  - Meet the specific needs of each partner charter LEA as identified within the need(s) identified within the needs assessment(s) conducted.

All grant project budgets will be reviewed by a review panel, as well as OPCSFS staff, 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 April 27, 2020. The RFA is available online at [www.osse.dc.gov](http://www.osse.dc.gov).

### **2.2 Pre-Application Conference**

The suggested pre-application webinar will be held on the following dates:

- Charter Support Grants – Monday, May 4, 2020, from 10 a.m. to 11 a.m.

- To register for this webinar, visit:  
<https://attendee.gotowebinar.com/register/6198711612196166668>
- Charter Support Grants – Wednesday, May 6, 2020, from 1 p.m. to 2 p.m.
  - To register for this webinar, visit:  
<https://attendee.gotowebinar.com/register/3999144098388433932>

### **2.3 Intent to Apply**

All eligible entities seeking to receive funding under this RFA must submit a Notice of Intent to Apply (Appendix A), signed by an authorized official of the organization, via email to [opcsfs.funding@dc.gov](mailto:opcsfs.funding@dc.gov) on or before **May 22, 2020**. **Failure to submit a Notice of Intent to Apply will result in disqualification and the organization’s application will not be reviewed.**

### **2.4 Contact Person(s)**

Applicants are advised that the following OSSE staff members are the authorized contact persons for this grant competition:

- Karin Gilder, program analyst, Office of Public Charter School Financing and Support, [Karin.Gilder@dc.gov](mailto:Karin.Gilder@dc.gov).

### **2.5 Applications Due**

Applications are due June 9, 2020, by 3 p.m. and must be submitted through EGMS. **Applicants are encouraged to submit applications early to avoid any technical difficulties. OPCSFS strongly encourages submitting applications at least one day early to ensure that avoidable technical issues do not cause you to miss the submission deadline. Applicants must agree to EGMS’ Central Data Assurances prior to creating a grant application.**

### **2.6 Updates**

Information and updates regarding the grant competitions will be emailed to all potential applicants that submit a Notice of Intent to Apply and attend the suggested pre-application conference webinar specific to this grant.

### **2.7 Awards Announcement**

Awards will be announced via EGMS, email, and the OSSE website. OSSE will disseminate grant award notifications following the awards announcement.

## **Section 3: Application**

### **3.1 Application Content**



## **SOAR Non-Profit Third-Party/Charter Support Organization Grants**

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*)
  - Review Panel (*informational; nothing to complete*)
  - Rubric (*informational; nothing to complete*)
- Section 2 – Contact Information
- Section 3 – Information
  - Brief Project Description
- Section 4 – Project Data
  - Partner Data
  - Dissemination Plan for Best Practices
  - Awards or Recognition
  - List of Schools/LEAs
  - Demonstration of Success in the District of Columbia
  - Letter of Recommendation
- Section 5 – Main Application
  - Data Sources
  - Project Need
  - Project Description
  - Theory of Action
  - OSSE Priority Question
  - Logic Model
- Section 7 – Detailed Planning Expenditures
  - Budget Overview
  - Summary of Planned Expenditures
  - Salaries and Benefits
  - Professional Services
  - Equipment
  - Supplies and Materials
  - Other Objects
  - Budget Summary
- Section 8 – Supporting Documentation
- Section 9 – Assurances
- Section 10 – Submit (*application is not complete until it is submitted through this tab*)
- Section 10 – Application Print (*hard copies of applications may be printed through this tab*)

- Section 11 – 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. Representatives from the charter school community will be invited to participate in the review of applications. 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). OSSE will make all final award decisions.

## **Section 5: Award Administration**

### **5.1 Decision and Notifications of Awards**

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's EGMS that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly (and no later than quarterly) basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS.

### **5.2 Audits**

At any time, or times, before final payment and during the required record retention period, the District and/or the federal government may audit the applicant's expenditure statements and source documentation.

### **5.3 Monitoring and Reporting**

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. OSSE's Division of Systems and Support, K-12 uses a coordinated, risk-based monitoring approach. The type of monitoring that the recipient will receive (desktop or on-site) will vary depending on its designation as a high, medium, or low risk recipient. Please review the risk-based monitoring guidance for more information:

<https://osse.dc.gov/publication/risk-based-monitoring-guidance>. Monitoring efforts are designed to determine the recipient's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

The recipient shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. The recipient shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

#### **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.

#### **5.5 Nondiscrimination in the Delivery of Services**

The 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, place of residence or business, or credit information.

### **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**  
**(Must be received by OSSE no later than May 22, 2020)**

**TO:** OSSE Office of Public Charter School Financing and Support  
[opcsfs.funding@dc.gov](mailto:opcsfs.funding@dc.gov)

**FROM:** \_\_\_\_\_  
(Organization Name)

**RE:** Intent to Apply for FFY2019 Scholarships for Opportunities and Results (SOAR)  
Act Third Party Grant

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Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

***Submission of the intent to apply assures that the applicant understands that the deadline for these grant applications is 3 p.m. on Tuesday, June 9, 2020, and that late applications will not be reviewed.***

**Appendix B**

**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 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

Project Data (16):	Score Not Assignable	Limited/ Weak	Fair	Good	Strong/ Exceptional
The applicant listed two or more distinct LEAs with which they will be partnering. (Yes/No) (max 1)	0	1			
The applicant has realistic plan to disseminate best practices to the overall charter community. (max 6)	0	1.5	3	4.5	6

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The applicant has received awards/recognition for the success shown. (Yes/No) (max 1)	0	1			
The applicant can demonstrate that their organization has a clear history of success working with DC charter schools on education-based projects. (max 6)	0	1.5	3	4.5	6
The letter of recommendation is specific to the successful work that the applicant accomplished. (Yes/No) (max 2)	0	2			
<b>Needs Assessment (12):</b>	<b>Score Not Assignable</b>	<b>Limited/Weak</b>	<b>Fair</b>	<b>Good</b>	<b>Strong/Exceptional</b>
The applicant gave a clear description of the data used to assess the needs of at least two partners, including each quantitative and qualitative data source marked in the data sources checklist. (max 6)	0	1.5	3	4.5	6
There is a clear link between the data used and the need described. (max 6)	0	1.5	3	4.5	6
<b>Project Description (16):</b>	<b>Score Not Assignable</b>	<b>Limited/Weak</b>	<b>Fair</b>	<b>Good</b>	<b>Strong/Exceptional</b>
There is a clear link between need(s) and the project. (max 4)	0	1	2	3	4
The project is clearly described, including how the proposed project will meet the need(s) identified in the needs assessment section. (max 12)	0	3	6	9	12
<b>Theory of Action (8):</b>	<b>Score Not Assignable</b>	<b>Limited/Weak</b>	<b>Fair</b>	<b>Good</b>	<b>Strong/Exceptional</b>
The if-then-because statement clearly shows how and why the project will be successful. (max 4)	0	1	2	3	4
The success of the project is based on credible research and/or demonstrated success, when available, or other evidence of rationale. . (max 4)	0	1	2	3	4

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OSSE Priority Question (4):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
The description of the organization’s approach to meet the needs of students with disabilities is realistic and provides concrete examples of the organization’s history of meeting student needs and/or consideration of meeting student needs. (max 4)	0	1	2	3	4
Logic Model (8):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
At least two logic models are provided (Yes/No). (max 2)	0	2			
All elements of the logic models (Inputs, Activities, Outcomes, Outputs, and Measurements/ Tools) are well-defined. (max 2)	0	0.5	1	1.5	2
The outcomes and outputs are feasible within a two year timeline. (max 2)	0	0.5	1	1.5	2
The logic models demonstrate a clear overview of the described project. (max 2)	0	0.5	1	1.5	2
Overall (16):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional
1. The overall project is well thought out. (max 4)	0	1	2	3	4
2. The project is likely to be successful in rapidly raising student achievement. (max 8)	0	2	4	6	8
3. The project is designed to ensure that gains are sustainable after the grant ends. (max 4)	0	1	2	3	4
Based on your review and assessment of the description, does this project provide direct assistance or indirect assistance? (radio button/not scored)					
Budget (20):	Score Not Assignable	Limited/Weak	Fair	Good	Strong/Exceptional



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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 two years. (max 4)	0	1	2	3	4

## Appendix C Assurances

### ***Program Specific Assurances***

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

As the duly authorized representative of the applicant I certify that the applicant:

1. Will comply with activities necessary to carry out a mandated evaluation of the Opportunity Scholarship Program (OSP), as specified in Section 3011(a)(1) of the SOAR Act.
2. Will seek and receive approval from OSSE before implementing any project changes with respect to the purposes for which the proposed funds are awarded. This includes any changes to key personnel specified in the application. Retroactive amendments are not allowable.
3. Will submit reports describing the implementation of the proposal as well as its impact on improving school performance and educational outcomes and/or increasing the number of high quality public charter school seats as outlined in the performance agreement.

### ***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.

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- 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) 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.
4. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
5. 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 ED Facts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
6. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
7. 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.
8. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
9. 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;
10. 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;

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11. 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;
12. We have a satisfactory record of integrity and business ethics;
13. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
14. We are in compliance with the applicable District licensing and tax laws and regulations;
15. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. 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;
17. 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).
18. 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.
19. 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.
20. Recipient assures it can comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
21. Recipient assures it complies with applicable Drug and Alcohol Testing provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).

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22. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. If the grant is locally funded, the recipient grants OSSE a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license for any copyrightable work to (i) access, reproduce, publicly perform, publicly display, and distribute the copyrightable work; (ii) prepare derivative works and reproduce, publicly perform, publicly display and distribute those derivative works; and (iii) otherwise use the copyrightable work, provided that in all such instances attribution is given to the copyright holder.

### *Acknowledgement Assurances*

The recipient shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time, including, but not necessarily limited to:

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. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964
16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. 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.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)
24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)

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25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.), Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 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:

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- 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 must disclose in a written statement whether the applicant or any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

- A. Been indicted or had charges brought against them (if still pending) and/or been convicted of any crime or offense involving financial misconduct or fraud; or
- B. Been the subject of legal proceedings from the provision of services by the organization.

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)**

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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.
  
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after the general election for which the contribution or solicitation for contribution was made to any of the following
  - i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:
    - (1) An elected District official who is or could be involved in influencing or approving this grant; or
    - (2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;
  - ii. A political party; or
  - iii. An entity or organization:
    - (1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or
    - (2) In which a candidate or elected District official described in (a) or (b) of this paragraph has an ownership interest of 10 % or more.

### **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.



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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. Any registered domestic entity or registered foreign entity must submit a Certificate of Good Standing from the D.C. Department of Consumer Affairs (DCRA). The Certificate of Good Standing verifies that an entity meets the regulatory requirements of the DCRA's Corporations Division. Please see the following link for more details. (<https://dcra.dc.gov/book/corporate-registration-fags/corporate-registration-fags-process>).

Is the applicant a registered domestic entity or registered foreign entity with DCRA's Corporations Division?

- Yes
- No

If yes, you must submit a Certificate of Good Standing below.

### 7. 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.