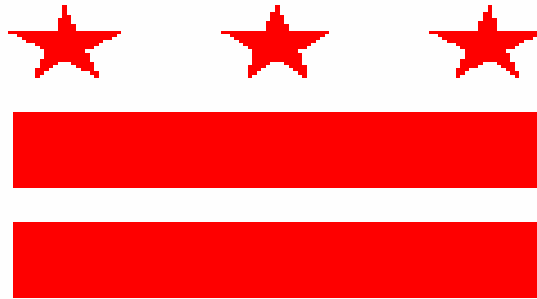


REQUEST FOR APPLICATIONS RFA #GD0-CA-07

Office of the State Superintendent of Education

FY 2007 Public Charter School College Access Grant



RFA Release Date: August 3, 2007

Application Submission Deadline: August 29, 2007

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

Checklist for Applications FY 2007 Public Charter School College Access Grant

- The application is printed on 8½ by 11-inch paper, printed on one side, double-spaced (including bullet items), using 12-point type with a minimum of one inch margins, and does not exceed fifteen (15) pages. **The OSSE will not forward applications to the review panel that do not conform to these specifications.**
- The application format conforms to the “Application Format” listed in Section VII, beginning on page 11 of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The applicant organization/entity has responded to all sections of the Request for Application and 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** Certifications are attached and complete.
 - Attachment C** Assurances are attached and complete.
 - Attachment D** Original Receipt is attached and complete.
 - Attachment E** Budget is attached and complete.
 - Attachment F** Intent to Apply is attached and complete.
 - Attachment G** Collaboration Commitment is attached and complete.
 - Attachment H** Work plan is attached and complete.

The appropriate appendices, including evidence to show that the nonprofit organization 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 applicant is submitting the required six (6) sets of the application, one (1) original and five (5) copies. The Office of the State Superintendent of Education recommends that one (1) electronic version be submitted as well. **The OSSE will not forward the application to the review panel if the applicant fails to submit the required number of applications.**
- The applicant is submitting a completed W-9.
- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of August 29, 2007.

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Office of the State Superintendent of Education
Request for Applications RFA #GD0-CA-07
FY 2007 Public Charter School College Access Grant

SECTION I GENERAL INFORMATION

Introduction

The Office of the State Superintendent of Education is interested in helping public charter schools to create a college-going culture in their respective schools. The purpose of this grant is to:

- Increase the number of students pursuing a college-prep curriculum;
- Improve the awareness of post-secondary options among students, families, teachers, and counselors;
- Improve the college enrollment rate of students from public charter schools; and
- Improve the tracking of public charter school graduates.

Target Population

The target population for the grant is students in grades seven (7) through twelve (12) who attend public charter schools in the District of Columbia. It is expected that all programs take into account the need for greater access to and participation in higher education for students from historically underrepresented and under-served groups. The program serves public charter school students, families, teachers, and related education personnel, through grants that directly benefit public charter schools.

Eligible Organizations/Entities

An organization/entity meeting one of the following criteria is eligible to apply for College Access grant funds under this Request for Applications:

- A public charter school serving at least one grade in grades 7-12 and holding a valid District of Columbia charter;
- A consortium of public charter schools each serving at least one grade in grades 7-12 and each holding a valid District of Columbia charter; or
- A District of Columbia-based non-profit organization representing a public charter school (or schools), and directly benefiting that school.

Individuals are not eligible to apply. Each applicant school should provide evidence to show that it has a student body formally enrolled for courses in the 2007-2008 school year; has resources and management procedures sufficient to implement the proposed project; and can provide project accountability. Collaborations/coalitions/consortia are strongly encouraged to apply for these funds but must submit the appropriate number of

Collaboration/Partner Commitment Forms (See Attachment E). Applicants must be in good standing and be qualified to do business in the District of Columbia.

The Office of the State Superintendent of Education has established the following priorities for funding under the grant:

- Building the resources, capacity, and sustainability of the college counseling program;
- Programming for students and families that focuses on the 8th to 9th grade transition (academic enrichment/social integration);
- Programming for students and families that focuses on the 9th to 10th grade transition (academic enrichment/social integration);
- Programming for students and families that focuses on reconnecting disconnected youth and encouraging high school completion and college enrollment;
- Programming for students and families that focuses on the process for applying to college (e.g., finding the “right” college, filling out college applications and financial aid forms, applying for scholarships, writing personal essays, etc.);
- Programming for students and families that focuses on test preparation for college admission;
- Programming for students and families that focuses on retention strategies and preparing first-generation students for what to expect in college;
- Programming for students that focuses on college/university coursework during the senior year in high school;
- Development of alumni tracking and support programs;
- Opportunities for secondary teachers to engage in college counseling strategies that are integrated in classroom instruction; and
- Opportunities for training and certification of college counseling staff.

Services must be provided in the District of Columbia, at the applicant’s school or other suitable facilities approved by the Office of the State Superintendent of Education.

Source of Grant Funding

The United States Congress, through the Fiscal Year (FY) 2006 Appropriations Act, awarded the funds to the Office of the State Superintendent of Education.

Award Period

The grant awards will be for a period of one (1) year from date of award. Provided the applicant successfully meets the performance objectives, the Office of the State 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 (2) years.

Grant Award

Grant award payments will be made in accordance with the approved grant application, performance objectives, and accompanying bona fide estimate 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 45 days after either the expenditure of grant funds or by the end of the grant period, whichever comes first.

Applicants shall apply as only one of the following:

- a single District of Columbia public charter school for a grant not to exceed \$25,000.00;
- a collaboration/coalition/consortium of no fewer than three (3) District of Columbia public charter schools, one of the identified District of Columbia public charter schools must be unrelated to the other public charter schools, for a grant not to exceed \$100,000.00; or
- a District of Columbia nonprofit college access provider, that is not a District of Columbia public charter school, representing a minimum of ten (10) District of Columbia public charter schools for a grant not to exceed \$225,000.00.

Contact Person

For further information, please contact:

Matthew Dunkle
Office of the State Superintendent of Education
441 4th Street, NW #350 North
Washington, D.C. 20001
202.724.1513
Matthew.dunkle@dc.gov

Pre-Application Conference - Mandatory

A Pre-Application Conference will be held on August 16, 2007 from 3:00 p.m. to 4:00 p.m., in the Office of the State Superintendent of Education, 441 4th Street, NW, (Suite #350N) Washington, DC 20001. **The Pre-Application Conference is mandatory.**

Intent to Apply

All eligible applicants seeking to receive funding under this grant shall submit the Intent to Apply form to the OSSE by 5:00 pm on August 15, 2007.

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) sets of the application, one (1) original and five (5) copies must be submitted in an envelope or package and delivered to the Office of the State Superintendent of Education. The Office of the State Superintendent of Education recommends that one (1) electronic version be submitted as well. The electronic application shall be submitted in **addition** to the six (6) printed copies, not in lieu of printed copies.

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on August 29, 2007. All applications will be recorded upon receipt. An original and five (5) copies of the application must be delivered to the following location:

Office of the State Superintendent of Education
441 4th Street, NW, Suite #350N
Washington, DC 20001
Attention: Mr. Matthew Dunkle

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m. EST deadline on August 29, 2007, at the above location. **The Office of the State Superintendent of Education shall not accept applications arriving via messenger/courier service at or after 5:01 p.m.**

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use funds for projects designed to provide students, families, teachers, and counselors with skills needed to improve college readiness and college enrollment within public charter schools.

SECTION IV GENERAL PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

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 documentation audited.

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 2006 Truancy Reduction Program and Technical Assistance Grant funds.

W-9

The applicant shall submit a completed W-9.

SECTION V PROGRAM SCOPE

Applicants shall develop training, activities, or service programs for students, teachers, and counselors in secondary public charter schools. The scope of services should foster a college culture as defined by the nationally recognized Principles of a College Culture (McClafferty, McDonough & Nunez, 2002), in the following sections.

1. College Talk

A college culture requires clear, ongoing communications with students about what it takes to get to college so that they understand what is required and expected of them if they want to stay on a college path. Faculty and administrators share their own experiences and discover their own assumptions about their roles in preparing students for college. Through such college talk, a college culture becomes clearer and the college preparation process becomes more effective.

2. Clear Expectations

All students are to be prepared for a full range of postsecondary options, and the explicit goals of this preparation must be clearly defined, communicated, and a part of the daily culture of the school, such that students, family, teachers, administrators and staff recognize the role that each plays in preparing students for college.

3. Information and Resources

Students must have access to information and resources related to college. This information must be comprehensive, up-to-date and easily accessible. Although counselors are likely to have primary responsibility for collecting and maintaining resources, school faculty should be aware of what's available and incorporate it into daily classroom practices on a regular basis.

4. Comprehensive Counseling Model

In a school with a successful college culture, all counselors are college counselors. All student interactions with counseling staff become opportunities for college advising. All counselors are informed about college issues. All decisions about students' coursework and career options are made with all postsecondary options in mind.

5. Testing and Curriculum

Standardized tests like the PSAT, SAT and ACT are critical steps on the path to college. Students would be well advised to be knowledgeable about these tests and be aware of testing dates. Moreover, the school must make a commitment to provide the resources necessary to ensure both that students are prepared for the tests and that testing fees are not a barrier to any student's ability to take the tests. This includes ensuring access to preparatory coursework like algebra and geometry. Moreover, the school is encouraged to ensure that students have access to coursework that ensures their eligibility to apply to college upon graduation.

6. Faculty Involvement

Faculty members should have access to continuing professional development to allow them to play an active role in preparing students to aspire to, apply to, and attend college. This should include the integration of college information and the very idea of college into regular classroom activities. Such a role is facilitated when faculty members become active partners in the creation and maintenance of a college culture.

7. Family Involvement

It is very beneficial for parents and/or other family members to become informed partners in the process of building a college culture. They should be provided with opportunities to gain knowledge about the college planning process as well as be made aware that their children are "college material." Parents appreciate being informed about important information related to college knowledge (e.g., admission requirements, types of institutions, etc.). Counseling staff members are strongly encouraged to make themselves available to family members to answer any questions and to help them make decisions about students' academic futures.

8. College Partnerships

Forming active links between the school and local colleges and universities is vital to the creation of a college culture. This facilitates the organization of college-related activities such as field trips to college campuses or college fairs, and the provision of academic enrichment programs (e.g., HI/SCIP), all of which raise awareness of and aspirations toward college.

9. Articulation

Students should have a seamless experience where a college message is communicated from kindergarten through 12th grade. As such, there must be ongoing communication between counselors and teaching staff among all schools in a feeder group. Work being done at each school site needs to be coordinated with activities at other levels.

Applicant Responsibilities

Applications submitted for funding must address how it will accomplish the following:

- A. An applicant that is applying as a single District of Columbia public charter school is responsible for demonstrating capacity to programmatically address at least three (3) of the nine (9) categories outlined above. An applicant that is applying as a collaboration/coalition/consortium of no fewer than three (3) District of Columbia public charter schools, one of the identified District of Columbia public charter schools must be unrelated to the other public charter schools, is responsible for demonstrating capacity to programmatically address at least six (6) of the nine (9) categories outlined above. A District of Columbia nonprofit college access provider, that is not a District of Columbia public charter school, representing a minimum of ten (10) District of Columbia public charter schools is responsible for demonstrating capacity to programmatically address nine (9) of the nine (9) categories outlined above.
- B. The applicant is responsible for developing an operational plan to address the program activities.
- C. The applicant is responsible for describing additional resources that will ensure project objectives and goals are maintained (e.g., from school or other sources) to ensure program success.

SECTION VI REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel 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 application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. SEO shall make the final funding determinations.

SCORING PRIORITY

Priority will be given to applicants who are applying as a collaboration/coalition/consortium of no fewer than three (3) District of Columbia public charter schools or as a District of Columbia nonprofit college access provider, that is not a District of Columbia public charter school, representing a minimum of ten (10) District of Columbia public charter schools

Evaluation Criteria

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

Criterion A

(50 points)

Project Description

The applicant provides a project plan that details the following:

- Need for an proposed impact of the project (10 points);
- Population(s) to be served (5 points);
- Specific programs/services to be provided (5 points);
- Detailed work plan for the identified programs (10 points);
- Specific, measurable program objectives for the project (10 points); and
- Quality assurance mechanisms for the project (10 points).

Criterion B**(20 points)*****Capacity and Sustainability***

Applicant describes their experience in nonprofit program development, implementation, and sustainability. The applicant demonstrates the capacity to programmatically address at least three of the nine categories outlined under the “Program Scope” section of the RFA. The applicant shall also detail the additional resources to be devoted to the project in order to sustain the college access/awareness program. Original proposals that sample best practice practices, concepts from other programs, and include cutting edge evidence-based practices as they relate to college access will be highly regarded by reviewers.

Criterion C**(15 points)*****Qualifications and Experience***

The Office of the State Superintendent of Education will also assess the depth and breadth of experience of the applicant team and staff. In particular the Office of the State Superintendent of Education will assess the applicant’s experience and knowledge of college access programs as it pertains to public schools and public charter schools within the District of Columbia; experience in establishing and implementing college access programs; experience working with related District of Columbia government agencies and non-governmental organizations working in the field of college access; and experience advocating for young people in the realm of college access.

Criterion D**(10 points)*****Reasonableness of Budget***

Applicants shall make every effort in their application to utilize cost-effective means in the implementation, administration, and management of the college access program without jeopardizing the quality of the services provided to the students. The resulting reasonableness of the annotated budget is consistent with the level of effort for the project. 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.

Decision on Awards

The final decision on awards rests solely with the OSSE. After reviewing the applications, the OSSE shall decide which applicants will be awarded the Truancy Reduction and Technical Assistance Grant.

SECTION VII APPLICATION FORMAT

Application Format

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**Not counted in page total, See Attachment A**)
- Application Summary
- Organizational Capacity
- Qualifications of Key Personnel
- Project Description
- Budget Narrative
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Original Receipt (**Not counted in page total, See Attachment D**)
- Budget Form (**Not counted in page total, See Attachment E**)
- Intent to Apply (**Not counted in page total, See Attachment F**)
- Collaboration Commitment (**Not counted in page total, See Attachment G**)
- Work Plan (**Not counted in page total, See Attachment H**)
- Appendices (e.g., evidence to show the school is in good standing with its charter school Authorizer, resumes, organization chart, position descriptions) (**Not counted in page total**)

Applicants should feel free to submit fewer pages than recommended. However, the maximum number of pages for the total application **cannot exceed twenty (20) 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.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, mission and the amount of grant funds requested. See Attachment A.

Application Summary

This section of the application should be brief and provide an overview of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Organizational Capacity

This section of the application should describe the applicant's experience in non-profit program development, implementation, and sustainability, youth services, and/or the field of college access.

Qualifications of Key Personnel

This section of the application should identify the individuals with primary responsibility for project implementation and oversight and detail their knowledge of college access programming.

Project Description

This section of the application should contain the project description that justifies and describes the project to be implemented. The project description should include the following:

1. Need for and proposed impact of the project;
2. Target population(s) to be served;
3. Specific service(s)/program(s) to be provided;
4. Detailed work plan for activities;
5. Specific, measurable program objectives for the service area of the application; and
6. Quality assurance mechanisms.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application.

Monitoring and Reporting

The OSSE will monitor grant recipients through site visits and reviews of project reports. The specific schedules for site visits and submission of reports will be included in the Grant Agreements. The Grant Agreement will also provide descriptions of the required program and financial reports.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items include:

- Evidence to show that the nonprofit organization is in good standing with and able to do business in the District of Columbia;
- W-9;
- Indication of nonprofit corporation status;
- Roster of the Board of Trustees;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Resumes of key personnel; and
- Planned job descriptions.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Budget
Attachment F	Intent to Apply
Attachment G	Collaboration Commitment Form
Attachment H	Work Plan

ATTACHMENT A

**Applicant Profile/Cover Page
Office of the State Superintendent of Education
FY 2007 College Access Grant
RFA #GD0-CA-07**

Applicant Organization: _____

Applicant Tax ID #: _____

Name of Project: _____

Contact Person Name: _____

Contact Person Title _____

Office Address: _____

Phone: _____

Fax: _____

Cell Phone: _____

Email Address: _____

Total Funds Requested: _____

Project Description: _____

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

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 that:

- A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 Federally 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 undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

ATTACHMENT B (cont.)

- A. The applicant certifies that it and its principals:
- (1) Are not presently debarred, suspended, proposed for debarment, 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;
 - (2) 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 or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
 - (4) 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; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (2) Establishing an on-going drug-free awareness program to inform employee's about --
 - a) The dangers of drug abuse in the workplace;
 - b) The applicant's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

ATTACHMENT B (cont.)

- (3). Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
 - (4). Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The Office of the Senior Deputy Director for Health Promotion, 825 N. Capitol St., NE, Room 3115, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;
 - (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:
Place of Performance (Street address, city, county, state, zip code)

ATTACHMENT B (cont.)

4 DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
Office of the State Superintendent of Education, 441 4th Street NW, Suite 350 North, Washington, DC 20001.

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

Applicant Name

Applicant Address

Application Number and/or Project Name

Applicant IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date

ATTACHMENT C

ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A- 87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of Federal funds for this federally-assisted project.

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 requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. 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.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. 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.
6. 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.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

ATTACHMENT C (cont.)

9. 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.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. Seq.), which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

ATTACHMENT C (cont.)

Signature, Authorized Representative

Date

Signature, Board of Trustees Member

Date

Attachment D

**Original Receipt
FY 2007 College Access Grant
RFA #GD0-CA-07**

The Office of the State Superintendent of Education is in receipt of application from:

Contact Name: _____

Applicant Organization: _____

Address: _____

Address (City, State, Zip): _____

Phone: _____

Fax: _____

Email Address: _____

Name of Project: _____

Amount Requested: _____

OSSE USE ONLY:

Received on this date _____ / _____ / _____

Received at this time:

Received by:

_____ Applications with original submitted

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

ATTACHMENT E

**BUDGET
RFA # GD0-CA-07**

A.	Personnel	\$ _____
B.	Fringe Benefits	\$ _____
C.	Travel	\$ _____
D.	Consultants/Contracts	\$ _____
E.	Supplies	\$ _____
F.	Equipment	\$ _____
G.	Training	\$ _____
H.	Operating Expenses	\$ _____
I.	Other Expenses	\$ _____
J.	Indirect Cost	\$ _____
	PROJECT TOTAL	\$ _____

ATTACH LINE ITEM BUDGET NARRATIVE

ATTACHMENT F

Official Intent to Apply Notification

TO: Mr. Matthew Dunkle
Office of Public Charter School Financing and Support
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
E-mail: matthew.dunkle@dc.gov

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the College Access RFA.

Applicant Organization Name

Applicant Organization Address

Applicant Contact Person

Telephone

Fax

Collaborating Organization(s)

Authorized Representative Name and Title

Signature

Date

ATTACHMENT G

Collaboration Commitment Form

Please include on this form information about the activities and/or services that will be provided by the collaborating public charter schools/nonprofit organization(s). The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's proposal submission. This form must be completed by collaborations/coalitions/consortia and nonprofit college access providers. This form must be copied for each participating District of Columbia public charter school.

Collaborating Organization(s):

Partner Organization Name

Partner Organization Address

Telephone/Fax Numbers

Briefly describe the collaboration (use additional blank sheets if needed):

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Typed Name and Title of Authorized Partner Organization Representative

Signature

Date

Typed Name and Title of Authorized Partner Organization Representative

Signature

Date

ATTACHMENT H

Work Plan

Name of Organization	Submission Date
Address	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	

Activities:

3. Objective:

Activities:

Please make copies if necessary.