

**REQUEST FOR APPLICATIONS RFA #GD0-PIA-08**

*Office of the State Superintendent of Education*

**FY 2008 Parent Learning Opportunities Grant**



**RFA Release Date: June 3, 2008**

**Application Submission Deadline: June 23, 2008**

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

## **Checklist for Applications FY 2008 Parental Learning Opportunities 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 ten (10) 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** W-9 Form
  - Attachment G** Intent to Apply is received by OSSE no later than June 5, 2008 by 5:00 p.m.

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 saved on a disk (cd, flash, etc.) and 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 June 23, 2008.

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**Office of the State Superintendent of Education**  
**Request for Applications RFA #GD0-PLO-08**  
**FY 2008 Parental Learning Opportunities Grant**

**SECTION I            GENERAL INFORMATION**

**Introduction**

The Office of the State Superintendent of Education (the “OSSE”), is interested in helping community-based organizations provide capacity building and leadership development opportunities that encourage and prepare parents to engage schools and other parents as full partners in improving student achievement.

The OSSE has established a Parental Engagement office to ensure high-quality services and support for District of Columbia students and families. Actively seeking the input of parents, educators and community members, the OSSE will continue to develop programs that nurture and support parents/families by enhancing their parenting skills and encouraging them to provide academic assistance to their children. The OSSE also provides information, resources, training and technical assistance to parents, volunteers, schools and communities to support the range of high-quality educational programs and services that contribute to student success.

The OSSE invites qualified applicants to apply for funding that enhances or improves and existing programs or services for capacity building and leadership development opportunities for parents in the District of Columbia.

The purpose of this grant is to provide parents with:

- Learning opportunities that are meaningful and flexible that will enable them to become full partners in their children’s educational career;
- Strategies and techniques that enable them to provide their children with learning activities at home to support and extend the school’s instructional programs;
- Training and instruction in understanding the parental involvement requirements of the federal No Child Left Behind Act;
- Training and instruction in understanding the District’s academic standards and expectations;
- Increased knowledge of child and adolescent development and educational practices; and,
- Increased knowledge of high school preparation for postsecondary success to include available academic services, postsecondary financing, and higher education options.

## **Program Impact**

The funds received under this Request For Applications (RFA) may be used to enhance, improve or implement programs or services; however, the funds made available under the Parent Learning Opportunities grants shall be used to supplement, and not supplant, any other Federal, State, or local funds that would otherwise be available to carry out the programs or services identified by the applicant.

## **Target Population**

The target population for the grant activities is parents of students in grades Pre-K (PK) through twelve (12) who attend schools in the District of Columbia. It is expected that all programs take into account the need for greater parental involvement in schools and at home to reach the goal of increased academic achievement for all students. Special efforts must be made to engage those parents who did not have a positive school experience, or with low literacy or educational attainment, or for whom English is not their native language.

## **Eligible Organizations/Entities**

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

- A District of Columbia based non-profit, community-based organization with a proven history of providing capacity building and leadership development programs and services to parents.

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

- Programming that focuses on providing a warm and welcoming school atmosphere for parents;
- Opportunities for teachers to engage parents to build and strengthen effective school-to-home and home-to-school communications about school programs and student progress;
- Programming that focuses on providing information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions and planning;
- Programming that focuses on recruiting and organizing parents to help and support students throughout the school year; and,
- Programming the focuses on college awareness and readiness to increase parents understanding of postsecondary educational options and financing.

## **Award Period**

All services provided with funds from this grant must be done so no later than September 30, 2008 and invoices must be received no later than October 15, 2008. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant.

## **Grant Award**

Grant award payments will be made at the discretion of the Office of the State Superintendent (OSSE) 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 the expenditure of grant funds or by the end of the grant period, whichever comes first.

Applicants may apply for a grant not to exceed \$10,000.00.

## **Contact Person**

For further information, please contact:

Maria Ibañez  
Director of Communications and Outreach  
Office of the State Superintendent of Education  
441 4th Street, NW #350 North  
Washington, D.C. 20001  
202-727-6436  
maria.ibanez@dc.gov

## **RFA Submission**

### **Internet**

Applicants who obtained this RFA through the Internet shall provide the OSSE

- Name of Organization
- Key Contact
- Mailing Address
- Telephone Number
- Fax Number
- Email Address

This information shall be provided so that the applicant will receive updates and/or addenda to the FY 2008 Parental Learning Opportunities Grant RFA.

### **Intent to Apply**

All eligible organizations seeking to receive funding under this grant shall submit the Intent to Apply form to the OSSE by **5:00 p.m. on June 23, 2008**.

## **SECTION II SUBMISSION OF APPLICATIONS**

### **Application Identification**

A total of four (4) sets of the application, one (1) original and three (3) copies must be submitted in an envelope or package and delivered to the Office of the State Superintendent of Education. **Telephonic, telegraphic, email and facsimile submissions will not be accepted.**

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

Applications are due no later than 5:00 p.m., on June 23, 2008. All applications will be recorded upon receipt. **Applications received at or after 5:01 p.m., June 23, 2008, will not be forwarded to the review panel for funding consideration.** Any additions or deletions to an application will not be received after the deadline of 5:00 p.m., June 23, 2008. An original and three (3) 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: Ms. Maria Ibañez

### **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. deadline, on June 23, 2008, at the above location. **Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., June 23, 2008, will not be forwarded to the review panel by the OSSE.**

## **SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**



The funds received under this RFA may be used as funds for community-based organizations to provide capacity-building and leadership development programs and services to parents of school-aged children in the District of Columbia; however, the funds made available under the Parent Learning Opportunities grant shall be used to supplement, not supplant, any other Federal, State or local funds that would otherwise be available to carry out the programs or services identified by the applicant.

## **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 acceptable to the OSSE prior to receiving funds.

### **Audits**

At any time or times before final payment and (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 2008 Parental Learning Opportunities grant funds.

### **W-9**

The applicant is submitting a completed W-9.

## **SECTION V            PROGRAM SCOPE**

The District of Columbia's Office of the State Superintendent of Education announces that \$60,000 in grant funds are available to fund applicants whose programs are designed to provide parents with learning opportunities that build capacity and develop the leadership skills necessary for parents to become full and equal partners in their child's educational career.

Applicants shall develop activities, training or service programs to stimulate and strengthen parents/guardians and families involvement within their children(s) schools and in their children(s) education. The scope of services in each application should build upon the framework for parent/family involvement as defined within *School, Family and*

*Partnership; Your Handbook for Action* (Epstein, Sanders, Simon, Salinas, Jansorn & Voorhis, McDonough & Nunez, 2002), in the following sections.

### **1. Parenting**

Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.

### **2. Communicating**

Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.

### **3. Volunteering**

Improve recruitment, training, work, and schedules to involve families as volunteers and audiences at the school or in other locations to support students and school programs.

### **4. Learning At Home**

Involve families with their children in learning activities at home, including homework and other curriculum-linked activities and decisions.

### **5. Decision Making**

Include families as participants in school decisions, governance, and advocacy through Parent Teacher Organizations, Home School Associations, school councils, committees, and other parent organizations.

### **6. Collaborating with Community**

Coordinate resources and services for families, students, and the school with businesses, agencies, and other groups, and provide services to the community.

### **Applicant Responsibilities**

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

- A. The applicant is responsible for demonstrating capacity to programmatically address at least four (4) of the categories outlined above through training, programs or services.
- 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 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, 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. The Office of the State Superintendent of Education shall make the final funding determinations.

### **EVALUATION CRITERIA**

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

- Parents can meet the basic obligations of family life and continuously advances standards at home which emphasize the importance of education and learning. (Parenting)
- There is active two-way (school-to home and home-to school) communication about school programs and students' progress. (Communication)
- Parents are provided with high-quality training, in instructional and support roles at the school and in other locations that help the school and students reach stated goals, objectives, and standards. (Volunteering)
- Parents are provided with strategies and techniques for assisting their children with learning activities at home that support and extended the school's instructional program. (Learning at Home)
- Parents are well-prepared with high-quality leadership and advocacy training to actively participate in meaningful school decision-making. (Decision-making)
- Parents can adeptly access community and support services that strengthen school programs, family practices, and student learning and development. (Collaborating with Community)

## 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**)

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 Arial 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 activities. 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 with increasing parental involvement as well as its ability to implement and sustain successful parental involvement strategies.

### **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 parental involvement issues and evidence-based practices regarding parental involvement and its impact on student achievement.

### **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;
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 Directors;
- Project budget; and
- Resumes of key personnel.

**SECTION VIII LIST OF ATTACHMENTS**

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Budget
Attachment F	W-9
Attachment G	Intent to Apply

**ATTACHMENT A**

**Applicant Profile/Cover Page  
Office of the State Superintendent of Education  
FY 2008 Parental Learning Opportunities Grant  
RFA #GD0-PLO-08**

**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)

#### **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.

**ATTACHMENT B (cont.)**

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

---

Grantee Name

---

Grantee Address

---

Application Number and/or Project Name

---

Grantee IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

---

Signature

---

Date

**ATTACHMENT C**

**ASSURANCES**

The applicant hereby assures and certifies compliance with the following as well as record-keeping consistent with U.S. Generally Accepted Accounting Principles (GAAP) accounting rules and are audited annually by an external accounting firm:

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 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 OSSE, 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 OSSE 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 compliant with all District statutes, codes and regulations.

\_\_\_\_\_  
Signature, Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Board of Trustees Member

\_\_\_\_\_  
Date

**Attachment D**

**Original Receipt  
FY 2008 First Day Parental Learning Opportunities Grant  
RFA #GD0-PLO-08**

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

**Contact Name:** \_\_\_\_\_

**Applicant Organization:** \_\_\_\_\_

**Address (City, State, Zip):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**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-FDPIA-08**

A.	Personnel (identify titles)	\$ _____
B.	Fringe Benefits	\$ _____
C.	Supplies	\$ _____
D.	Consultants/Contracts	\$ _____
E.	Supplies	\$ _____
F.	Equipment	\$ _____
G.	Training	\$ _____
H.	Operating Expenses	\$ _____
I.	Other Expenses	\$ _____
	<b>PROJECT TOTAL</b>	<b>\$ _____</b>

**ATTACH LINE ITEM BUDGET NARRATIVE**

**ATTACHMENT F**

**Official Intent to Apply Notification**

**TO:** Ms. Maria Ibañez  
Office of the State Superintendent of Education  
441 4th Street NW  
Suite 350 North  
Washington, DC 20001  
Telephone: (202) 727-6436  
FAX: (202) 727-2019  
E-mail: maria.ibanez@dc.gov

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

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Applicant Organization Name

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Applicant Organization Address

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Applicant Contact Person

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Collaborating Organization(s)

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Telephone

---

Fax

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Authorized Representative Name and Title

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Signature

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Date