

**REQUEST FOR APPLICATIONS (RFA)**  
**RFA #GD0-CB2-06**



**District of Columbia**  
**State Education Office**  
**Executive Office of the Mayor**

**City Build Incentive Grant**

**Announcement Date: July 28, 2006**

**RFA Release Date: July 24, 2006**

**Application Submission Deadline: August 25, 2006; 5:00 p.m. EST**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

### Application Checklist

1. The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
2. The Applicant Profile, found in Attachment A, contains all the information requested and is attached on the outside envelope as the Face Sheet.
3. The Program Budget is complete and complies with the budget forms listed in Attachment D of the RFA. The line item budget narrative is complete and describes the categories of items proposed.
4. **The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.** Applications that do not conform to this requirement will not be reviewed.
5. The RFA is submitted in a sealed envelope. Sealed bids **must be** clearly identified on the outside of the envelope "*Application in Response to City Build Incentive Grant RFA #GDO-CB2-06*" (see Section III). **Unsealed and Unidentified Bids Will Not Be Accepted.**
6. The Proposal Summary section is complete.
7. The Project Description section is complete.
8. The applicant is submitting the required seven (7) copies of its proposal; of the seven (7) copies, one (1) copy must be identified as the original. If the applicant fails to submit the required seven (7) copies with one of the seven stamped "original", the application will not be reviewed.
9. The application proposal format conforms to the "Proposal Format" listed in the RFA. Applications that do not conform to the proposal format will not be reviewed.
10. The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
11. The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
12. The applicant has submitted evidence of community support from a community organization.
13. The application is submitted to the State Education Office (SEO) no later than 5:00 p.m., EST on the deadline date of August 25, 2006.
14. **Applications accepted at or after 5:01 p.m. EST, on August 25, 2006, will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. Applicants will not be allowed to assemble application materials on the premises of the SEO. Applications must be ready for receipt by the SEO.**

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**District of Columbia  
State Education Office  
Executive Office of the Mayor  
Request for Applications RFA #GD0-CB2-06  
City Build Incentive Grant**

**SECTION I            GENERAL INFORMATION**

**Introduction**

The State Education Office is soliciting grant applications from qualified applicants for the City Build Incentive Grant program (City Build).

City Build is a joint education and neighborhood development initiative that promotes community revitalization with a particular emphasis on strengthening public charter schools. The aim of City Build stretches beyond excellence in academics; it is a focus on encouraging community development, promoting strategic neighborhoods, attracting and retaining residents, and creating partnerships between public charter schools and community organizations through the development of Community Schools.

**Community Schools**

A community school is designed to serve the residents of a particular neighborhood. The school is open to students, families, and residents of the community before- and after- school and may provide such programs as family literacy, adult education, health and well-being, continuing education, etc. A key component of the community school model is the partnerships created between the school, families, and various community agencies and organizations. The school becomes the center of the community and is accessible to all members of the community throughout the year.

**Eligible Organizations/Entities**

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

- A public charter school board of trustees, holding a valid District of Columbia charter, with enrolled District of Columbia students; or
- A District of Columbia-based non-profit or for-profit organization, representing a public charter school, and benefiting that school.

Individuals are not eligible to apply. Each applicant school should provide evidence to show that its school is established and has a student body formally enrolled for courses in the 2006-2007 school year; has resources and management procedures sufficient to implement the proposed project; and can provide project accountability. Collaborations/coalitions are 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.

**Previous recipients of City Build funds are not eligible to apply.**

### **Grant Awards and Amounts**

Eligible entities may apply for up to one million dollars (\$1,000,000). The State Education Office expects to award two to five grants.

### **Source of Grant Funding**

The United States Congress, through the Fiscal Year (FY) 2005 Appropriations Act, awarded the funds to the District of Columbia State Education Office.

### **Award Period**

The grant awards will be for a period of two years from date of award. Provided the applicant successfully meets the performance objectives, the State Education Office may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed three years.

### **Contact Person**

For further information, please contact:

Kendrinna Rodriguez  
Director, Office of Public Charter School Financing and Support  
State Education Office  
Executive Office of the Mayor  
441 4<sup>th</sup> Street, NW, Suite 350 North  
Washington, DC 20001  
(202) 727-8807

### **Pre-Application Conference**

The Pre-Application Conference will be held on August 2, 2006, from 5:30 p.m. to 6:30 p.m., at the State Education Office, 441 4<sup>th</sup> Street NW, Suite 350 North.

## **SECTION II                      PROGRAM SCOPE**

The State Education Office (SEO) is soliciting applications from qualified applicants interested in moving or expanding educational opportunities in target neighborhoods.

Applicants responding to this RFA shall provide innovative approaches to becoming a community school through relocation or expansion, or by providing community focused programming initiatives in an area of near-term neighborhood improvement potential.

To be considered, applicants must follow the attached guidelines in developing their applications. The proposed program must identify the neighborhood and include the plans for which a school would 1) locate/expand/relocate, 2) provide innovative educational and community services to that neighborhood and 3) partner with at least one community agency or organization. Proposals shall describe the expected changes within the defined community as a result of the project.

All applicants are encouraged to utilize best practices, innovative models and high performance facilities models in developing their applications. They are also encouraged to build off of community revitalization efforts already underway in the District such as the New Communities Initiative.

### **Definition of Impact to the Neighborhood**

In the first year of the City Build grant program, specific geographic areas identified by The Brookings Institution as “Strategic Neighborhood Investment Programs” were outlined and targeted. This year, the State Education Office is providing greater flexibility from these specific geographic boundaries while maintaining the requirement that grantees use City Build funds to impact the larger community surrounding the school in order to foster community revitalization. This broadening of geographic scope reflects not only the emergence of additional neighborhood revitalization initiatives in the District, such as the New Communities Initiative, but also responds to the challenges schools face in the DC real estate market.

As the District continues its pursuit of creating and sustaining vibrant, healthy neighborhoods in order to re-instill confidence in the future of the city and attract and retain residents, the need to improve the quality of public education is paramount. Public charter schools, given their open, citywide enrollment, are generally at a disadvantage in discussions of neighborhood impact and strategic investment. However, their fluidity in location should not be overlooked as a key strength in the overall planning discussion of the city, thereby positioning public charter schools as a unique and new tool in the plan to revitalize and create new neighborhoods.

In recent years, the District has turned its attention toward strategic incentives aimed at revitalizing neighborhoods across the city. These incentives have four main focuses:

1. Building strong public-private partnerships in neighborhoods, with the leadership of an anchor institution, such as a university, hospital or government agency that is a major employer in the neighborhood.
2. Improving the neighborhoods’ school or schools.
3. Assuring an increased supply of housing for a mix of income levels.

4. Engaging the District's employees, both in improving services and in revitalizing communities in which they live.

Regardless of geographic boundary, this neighborhood-centered approach to residential areas of the city is needed in order to achieve goals of attracting more residents to the District and strengthening a sustainable city.

It is in this spirit that the City Build grant competition was developed. City Build aims to position public charter schools as the anchor institution within a neighborhood. Specific needs within the community will vary by location, but the State Education Office encourages public charter schools to broadly define the neighborhood they are targeting by considering the impact they will have on the community in which they are located or seeking to locate.

The charter school should clearly explain the impact to residential life that it will have as an anchor institution in the community. This should encompass both the immediate impact that the school will have in providing direct services to children, families and adults living in the community, as well as the long-term viability of the neighborhood attained by keeping its existing residents while attracting new residents.

### **Schools as Centers of Community Criteria**

Each City Build applicant should identify how it will contribute to the identified neighborhood by fostering partnerships and implementing programs through a community school model. Further, the school should exhibit academic excellence and willingness to co-locate and collaborate with community organizations.

Entries will be measured against the following criteria, with a strong emphasis placed on the community engagement used to achieve these results:

- Proven educational excellence in student development;
- Plan for expansion of services, both for students as well as community residents;
- Leveraging funding by strategically focusing on other public programs for public charter schools, including credit enhancement, economic incentives from the Office of the Deputy Mayor for Planning and Economic Development, co-location opportunities through the DC Public Schools, and the use of surplus properties;
- Current facility assessment (for established schools);
- Design of a school building that accommodates and enhances community use and partnerships;
- Extensive and innovative planned community use of the facility that meet a need in the community;
- A school where both design and community partnerships support teaching and learning, and contribute to life-long learning for people of all ages;
- Collaboration with local government and/or community groups resulting in creative co-location and educational partnership models (recreation centers, senior citizen centers, libraries, police, health care clinics, etc.) and creative financing mechanisms; and
- Proposed use of grant funds.



### **Specific Applicant Responsibilities**

- a) Each applicant must secure or expand a location as described in their application within two (2) years of the grant issuance. The State Education Office may extend the grant issuance for a period of no more than one (1) year more than the identified lapse date.
- b) Each applicant must identify through the application how the City Build project will aid in the retention of residents in the target areas through educational and collaborative projects, and must submit bi-annual reports and a final report on the use of the grant funds and the continuing result measures of the project.
- c) The applicant must also actively seek community approval prior to identifying their target neighborhood. This should be exhibited through evidence of support from community organizations submitted with the application. High quality applicants will also demonstrate close collaboration with the community and will demonstrate how their proposal addresses an identified need or needs in the community to be served.

### **Collaboration Requirements**

Applicants applying as collaborations shall describe each collaborator's relationship to the proposed program/services and shall discuss each partner's capabilities, roles and responsibilities. An applicant shall manage and monitor any sub-grantee relationships. Each applicant shall submit a Collaboration Commitment Form found in Attachment E for each partner/collaborator.

### **SECTION III SUBMISSION OF APPLICATIONS**

#### **Application Identification**

Seven (7) copies, one original, one saved electronically, and five (5) hard copies, of the proposal are to be submitted in a sealed envelope or package clearly marked "*Application in Response to City Build Incentive Grant RFA.*" **Of the seven (7) copies, one (1) application must be an original.** Telephonic, telegraphic and facsimile submissions **will not be accepted.**

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

Applications are due no later than 5:00 p.m. EST, on August 25, 2006. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., EST on August 25, 2006, will not be forwarded to the review panel.**

The above described seven (7) copies of the proposal **must be** delivered to the following location:

441 4<sup>th</sup> Street NW, Suite 350 North  
Washington, DC 20001  
Attention: Kendrinna Rodriguez, Director, Office of Public Charter School Financing and Support

#### **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 25, 2006, at the above location. **The State Education Office will not accept applications arriving via messenger/courier service at or after 5:01 p.m. In-person deliveries are strongly encouraged.**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**

## **SECTION IV                      REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique experiences in education, neighborhood planning, community development, and/or facilities management. The review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The State Education Office and the Executive Office of the Mayor will make the final decisions.

### **Scoring Criteria**

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

#### **Criterion A    Location identification**

**Total: 15 Points**

The application identifies an area as the target neighborhood and clearly describes the neighborhood and the near-term revitalization potential, or existing redevelopment efforts already underway. The application should also demonstrate community support. The application should address how the charter school, as an anchor institution, can assist in creating a sustainable neighborhood and in fostering community revitalization. The application should clearly identify the consideration given to existing or future location by outlining the demographics of the community, strategic needs of local residents, and how the school will serve as a community school to meet the needs of the community and as an anchor to attract and keep residents.

#### **Criterion B    Proven educational excellence**

**Total: 25 Points**

The board members, administrators, and others associated with the applicant school have demonstrated their ability to elicit educational excellence in school settings; identified the current student achievement level (if applicable) of their school; and identified how the educational curriculum of the school has been designed in order to foster educational excellence and growth.

Please note: Growth gains based on standardized tests and other assessments of each school **MUST** be submitted in order to receive points for this section.

#### **Criterion C    Facility assessment**

**Total: 5 Points**

The application includes a current facility assessment that outlines the condition of the current location as well as the financial obligation of the school to the current location. This assessment also includes how suitable the location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for a new facility or expansion of an existing facility. If the proposal does not involve a facility-related change, the application must clearly state how the current facility will accommodate the proposed programmatic initiative.

**Criterion D Expansion of services**

**Total: 15 Points; 10 bonus points**

The applicant has identified how this facility will lead to the expansion of available charter school enrollment opportunities to children (if applicable); and how this project/school offers unique and exciting academic opportunities for students. The application should also identify the additional services to be provided to community residents.

10 bonus points will be awarded to applications proposing substantive educational and/or programmatic initiatives that address one of the following:

- Special Education
- Career and Technical Education
- Family Literacy
- College Access

**Criterion E Schools as Centers of Community**

**Total: 30 Points**

The application clearly outlines how the proposed design and location of the building will promote and support community partnerships and extensive and innovative community use of the facility. The application also clearly outlines how collaboration with local government and community groups can result in creative multi-use and educational partnership models to establish “wrap around services” for the collective community (recreation centers, senior citizen centers, libraries, police, health care clinics, etc.). Consideration for community impact and partnerships should utilize the physical infrastructure of the building (e.g., location of a health clinic or adult literacy library), but also the programming of the school and operational supports. Some examples may include innovative incentives for teacher housing in the school neighborhood, student volunteer programs in the larger neighborhood community, parenting and adult classes, and before-school and after-school programs.

**Criterion F Budget**

**Total: 10 Points**

The applicant provides a detailed and clear budget, which includes line item detail and budget narrative information; justifies each item; and offers ease of use for project accountability. The innovation and benefit to children as a result of the planned use of funds will be assessed in this section. The budget section should also clearly identify the source of continued funding for programming beyond the grant, how the grant funding will be used as a one-time source to create or generate an existing program that is viable beyond funding years, and how the applicant plans to make effective use of public dollars or lead to creative financing mechanisms.

**Criterion Total: 100 Points**

**Decision on Awards**

The recommendations of the review panel are advisory and are not binding on the State Education Office or the Executive Office of the Mayor. After reviewing the recommendations of the review panel and other relevant information, the State Education Office shall decide which applicants will receive funds and the amounts to be funded.

## **SECTION V            PROPOSAL FORMAT**

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

- Applicant Profile (**Not counted in page total, See Attachment A, Face Sheet**)
- Table of Contents
- Application Summary
- Project Description, in order of ranking criteria, as designed above
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment D**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Appendices (resumes, facility assessment, supporting academic results, letters of support, etc.) (**Not counted in page total**)

The applicant's proposal may not exceed 35 **DOUBLE SPACED** 8 1/2 by 11-inch pages. Margins must be no less than one inch; a font size of 12-point is required (Times New Roman recommended). All text must be double-spaced. Pages should be numbered. **The review panel will not review applications that do not conform to the above requirements. Applications not meeting the format requirements will be returned to the applicant without being submitted to the review panel.**

### **Description of Proposal 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, objectives and project design. It is also important 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, neighborhood area and the amount of grant funds requested. See Attachment A.

#### **Table of Contents**

The Table of Contents should list major sections of the application with a quick reference page index.

## **Proposal Summary**

This section of the application should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the primary project objectives that are discussed in depth in other sections of the application. The proposal summary should be a **separate, stand-alone document** containing all of the relevant information.

## **Project Description**

This section of the application should contain the description of activities that justifies and describes the program to be implemented or expanded. The project description should include the majority of the program objectives, outlined in the “scoring criteria” section. **This section should also describe the support of and/or collaboration with the community.**

## **Program Budget and Budget Narrative**

Standard budget forms are provided in Attachment D. The budget for this proposal shall contain detailed, itemized cost information that shows direct and indirect costs. Indirect costs should not exceed 5% of the total grant award. 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.

## **Appendices**

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

- Audited financial statement;
- Charter documentation;
- Roster of the Board of Directors;
- Current facility assessment;
- Staff resumes; and
- Letters of endorsement.

## **SECTION VI            PROGRAM AND ADMINISTRATIVE REQUIREMENTS**

### **Use of Funds**

Applicants shall only use grant funds to support educational or community uses. Funding does not need to be associated with the acquisition of a facility, but can be used to support acquisition, construction, renovation, expansion of the facility, or programming to support education and/or neighborhood collaborations. The planned expenditures should clearly represent the concept and be displayed in as close to a budget format as possible.

### **Alternative Use and Misuse of Funds**

If a school plans to alter the use of the funds for which the grant was awarded, a formal written request must be submitted to the State Education Office expressing such an interest.

If, at any time, it is determined that funds are not being used for the purpose of which they were awarded, the grantee must reimburse these funds to the SEO.

## **SECTION VII        GENERAL PROVISIONS**

### **Insurance**

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

### **Monitoring**

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation reviewed.

### **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 State Incentive Grant funds for youth substance abuse prevention.

### **Additional Information**

The SEO reserves the right to request and be provided with additional information, such as financial statements, adequate yearly progress reports, etc.



**SECTION VIII      LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Applicant Profile (Face Sheet)</b>
<b>Attachment B</b>	<b>Certifications</b>
<b>Attachment C</b>	<b>Assurances</b>
<b>Attachment D</b>	<b>Budget Form</b>
<b>Attachment E</b>	<b>Collaboration Commitment Form</b>

**ATTACHMENT A (FACE SHEET)**

**Applicant Profile  
City Build Incentive Grant**

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

**Applicant Tax ID #** \_\_\_\_\_

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

**Office Address:** \_\_\_\_\_

**Phone/Fax:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Target Neighborhood:** \_\_\_\_\_

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

**Total Funds Requested:** \_\_\_\_\_

## **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.

**ATTACHMENT B (cont.)**

**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-

- A. The applicant certifies that it and its principals:
- (a). 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;
  - (b). 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;
  - (c.) 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
  - (d). 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.

**1. 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:
- (a). 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;
  - (b). Establishing an on-going drug-free awareness program to inform employee's about ---
    - (1) The dangers of drug abuse in the workplace;
    - (2) The applicant's policy of maintaining a drug-free workplace;

**ATTACHMENT B (cont.)**

- (3). Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4). The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c). Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d). Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
  - (1). Abide by the terms of the statement; and
  - (2). 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;
  - (e). Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) 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;
  - (f). Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
    - (1). 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
    - (2). 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;
    - (3). Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (I), (c), (d), (e), and (1).
- 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)

**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

**ATTACHMENT B (cont.)**

- 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:

State Education Office, 441 4<sup>th</sup> 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.

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Grantee Name

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Grantee Address

---

Application Number and/or Project Name

---

Grant IRS/ Vendor Number

---

Typed Name and Title of Authorized Representative

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Signature

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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.
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.





**ATTACHMENT C (cont.)**

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.

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Signature

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Date

**ATTACHMENT D**

**BUDGET  
RFA # GD0-002-05**

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	\$ _____
	<b>PROJECT TOTAL</b>	<b>\$ _____</b>

**ATTACH LINE ITEM BUDGET NARRATIVE**

**ATTACHMENT E**

**Collaboration Commitment Form**

Please include on this form information about the activities and/or services that will be provided by the collaborating organizations. 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 may be copied if there is more than one partner.

Collaborating Organization(s):

Name

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Address

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Telephone & Fax Number:

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Describe Collaboration(s): (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.**

Authorized Representative(s)

Name(s):

\_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_