

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)  
REQUEST FOR APPLICATIONS (RFA)**

**COMMUNITY SCHOOLS INCENTIVE INITIATIVE (CSII2013)**

**Announcement Date:** May 17<sup>th</sup>, 2013

**RFA Release Date:** May 31<sup>st</sup>, 2013

**Pre-Application Question Period:** May 31<sup>st</sup> - June 14<sup>th</sup>, 2013

**Application Submission Deadline:** July 3<sup>rd</sup>, 2013 (5:00 pm EST)

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED**

**Checklist for the Community Schools Incentive Initiative Application:**

- Application is on 8 ½” by 11” paper, single-sided, double-spaced (including bulleted items), using 12-point type with a minimum of 1” margins, and not exceeding ten (10) pages of narrative excluding attachments. All pages are numbered.
- The applicant has answered all components of the RFA and included all documentation listed under the “Required Attachments to Application” section of the RFA.

**Contact Information:**

Community Schools Incentive Initiative Review Panel  
Nancy Brenowitz Katz, MS, RD, LD  
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## TABLE OF CONTENTS

	Page
<b>Checklist for Application</b>	<b>2</b>
<b>Section I: General Information</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Background</li> </ul>	
<b>Section II: Eligibility Information</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Eligibility</li> <li>• Audits</li> </ul>	
<b>Section III: Award Information</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Award Period</li> <li>• Available Funding for Award</li> <li>• Funding Restrictions</li> </ul>	
<b>Section IV: Program Requirements</b>	<b>7-8</b>
<ul style="list-style-type: none"> <li>• Intended Population</li> <li>• Community Partnerships</li> <li>• Fiscal Agent</li> <li>• Community School Coordinator</li> </ul>	
<b>Section V: Application Process and Submission Information</b>	<b>9-12</b>
<ul style="list-style-type: none"> <li>• General Application Requirements</li> <li>• Pre-Application Question Period</li> <li>• Letters of Support</li> <li>• Table of Contents</li> <li>• Format</li> <li>• Required Attachments to the Application</li> <li>• Budget Narrative and Justification</li> <li>• 501 (c) 3 Determination Letter</li> <li>• Submission Requirements</li> </ul>	
<b>Section VI: Application Review Information</b>	<b>12-14</b>
<ul style="list-style-type: none"> <li>• Review Process</li> <li>• Application Scoring</li> </ul>	

<p><b>Section VII: Award Administration</b></p> <ul style="list-style-type: none"> <li>• Decision and Notification of Awards</li> <li>• Monitoring</li> <li>• Corrective Action and Termination of Funding</li> <li>• Nondiscrimination in the Delivery of Services</li> <li>• Confidentiality</li> <li>• Terms and Conditions</li> </ul>	<p><b>15-16</b></p>
<p><b>Appendices</b></p> <ul style="list-style-type: none"> <li>• Cover Page (Appendix A)</li> <li>• Attestation of Priority Areas (Appendix B)</li> <li>• Administrative Approval Form (Appendix C)</li> <li>• Certifications (Attachment D)</li> <li>• Assurances (Attachment E)</li> <li>• Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations (Attachment F)</li> <li>• Budget Narrative and Justification (Attachment G)</li> </ul>	<p><b>17-26</b></p>

## **Section I: General Information**

### **Introduction**

The Office of the State Superintendent of Education (OSSE) is soliciting applications for the Community Schools Incentive Initiative pursuant to the Community Schools Incentive Act of 2012. See DC Official Code §38-754.01 et seq. The purpose of this initiative is to establish community schools as defined in the Act. A community school is a public and private community partnership to coordinate educational, developmental, family, health, and after-school-care programs during school and non-school hours for students, families, and local communities at a public school or public charter school with the objectives of improving academic achievement, reducing absenteeism, building stronger relationships between students, parents, and communities, and improving the skills, capacity, and well-being of the surrounding community residents.

### **Background**

Washington DC's school system is comprised of both public schools and public charter schools serving approximately 80,823 students (2012-2013, OSSE). Many of the children in DC are of low economic status, with 76% qualifying for free or reduced price lunches through the National School Lunch Program (OSSE-Wellness and Nutrition Services Division). Many problems plague economically disadvantaged communities including poor student achievement, truancy, and poor health. Community schools can increase student achievement and address many of the challenges faced by economically disadvantaged communities. According to the Institute for Educational Leadership, in many urban areas, community schools have been an effective approach to ensure that students and their parents/caregivers have access to school and community programs and services that help them to achieve and sustain success in life.

Many DC schools have multiple community-based partnerships with local universities, federal and local government agencies, non-profit organizations, and libraries. What these partnerships may lack, however, is coordination and service alignment. Establishing and sustaining a community school requires service coordination to address the specific needs of students, parents/caregivers, and community residents. The objective of the Community Schools Incentive Initiative is to provide resources that will enable "eligible consortia" (see definition under Section IV: Program Requirements, Intended Population) to create or enhance these community-based partnerships and develop a framework for continued funding as well as ongoing evaluation of program success. The Community Schools Incentive Act of 2012 provides funding, administered by OSSE, to award grants to incentivize the establishment of no fewer than five (5) community schools. Priority will be given to schools that have: 1) a focus on mental health prevention and treatment services and adult education and training; and 2) a student population of which at least 75% of the students qualify for free or reduced-price lunch.

## **Section II: Eligibility Information**

### **Eligibility**

OSSE will accept applications from eligible consortia as defined in Section IV: Program Requirements, Intended Population. Any local education agency (LEA) involved in an eligible consortium must be up to date with their A133 audit.

### **Audits**

At any time during the time period of the grant and for up to three (3) years after payment, the government of the District of Columbia may audit the grantee's expenditure statements and source documentation. Accordingly, grantees must keep their records for a minimum of three years for the purposes of this program. The applicant cannot at any time prior to the application process nor during the award period be in violation of any previous grant obligations for the government of the District of Columbia.

## **Section III: Award Information**

### **Award Period**

Grantees will be announced on or before August 15<sup>th</sup>, 2013. The award period will be one year from the date of the award. Start-up funds will be provided at the beginning of the grant period and subsequent payments will be made based upon invoices submitted to OSSE by the grantee.

### **Available Funding for Award**

The total funding available for this award is up to \$1,000,000. Eligible consortia may apply for an amount up to \$200,000 each for use over the period of one year. No fewer than five (5) grants will be awarded.

### **Funding Restrictions**

Funds may be used to support activities described in the program requirements of this RFA and/or included in the applicant's submission as part of their program plan. Funding may be used to cover costs of personnel, transportation for the Community School Coordinator and students/community members, materials, and training, and to support the promotion of community partnerships. All funds must be utilized by the end of the award period.

## Section IV: Program Requirements

### Intended Population

OSSE will make these funds available through a competitive process to eligible consortia proposing substantive, evidence-based approaches to creating community schools. As defined by the Community Schools Incentive Act of 2012, an “eligible consortium” is an agreement established between an LEA (on behalf of one or more schools) in DC and one or more community partners (providers of eligible services) for the purposes of establishing, operating, and sustaining a community school. An LEA may submit an application for more than one school; however each application must be submitted separately and will represent a separate eligible consortium. It is possible for two or more schools to participate together as part of an eligible consortium, however funding for each eligible consortium will not exceed \$200,000 as indicated in Section III: Award Information, Available Funding for Award.

As defined by the Community Schools Incentive Act of 2012, eligible services include:

1. Primary medical and dental care that will be available to students and community residents;
2. Mental health prevention and treatment services that will be available to students and community residents;
3. Academic-enrichment activities designed to promote a student’s cognitive-development and provide opportunities to practice and apply academic skills;
4. Programs designed to increase attendance, including reducing early chronic absenteeism;
5. Youth development programs designed to promote young people’s social, emotional, physical, and moral development, including arts, sports, physical fitness, youth leadership, community service, and service learning opportunities;
6. Early childhood education, including Head Start and Early Head Start programs;
7. Programs designed to:
  - a. Facilitate parental involvement in, and engagement with, their children’s education, including parental activities that involve supporting, monitoring, and advocating for their children’s education,
  - b. Promote parental leadership in the life of the school, and
  - c. Build parenting skills.
8. School-age child-care services, including before-school and after-school services and full-day programming that operates during school holidays, summers, vacations, and weekends;
9. Programs that provide assistance to students who have been truant, suspended, or expelled and that offer multiple pathways to high school graduation or General Educational Development completion;
10. Youth and adult job-training services and career-counseling services;
11. Nutrition-education services;
12. Adult education, including instruction in English as a second language, adult literacy, computer literacy, financial literacy, and hard-skills training; or
13. Programs that provide remedial education and enrichment activities.

Priority will be given to schools that have:

1. A focus on mental health prevention and treatment services and adult education and training; and
2. A student population of which at least 75% of the students qualify for free or reduced-price lunch (see attached list).

## **Community Partnerships**

To ensure for the development of robust and well-functioning community schools, all eligible consortia must provide at least four (4) additional eligible services that were not previously offered by the school/LEA. All community partners must be in good financial standing with the government of the District of Columbia. Community partners involved in eligible consortia must demonstrate experience in interacting with and serving the population (students, parents/caregivers, and the surrounding community) to be served by the community school. Community partners may participate with more than one eligible consortium; however each eligible consortium must submit a separate application.

## **Fiscal Agent**

The fiscal agent of record may be either an LEA or a community partner who has been endorsed by the consortia partners as the fiscal agent. However, the LEA or school must maintain a position of leadership within the consortium and must participate in setting the goals of the Community School Coordinator if that position is not an employee of the LEA. Additionally, the School Administrator (Principal, Head of School, etc.) must sign a letter of support committing the LEA or school to full participation in the consortium. If the grant is to be remunerated directly to a community partner, that community partner is then designated as the fiscal agent and must have 501(c)3 status and must include their 501(c)3 Determination Letter as an attachment to the application (this will not be counted towards the ten (10) page limit).

## **Community School Coordinator**

Each eligible consortia must hire a full-time Community School Coordinator to facilitate effective implementation and maintenance of the community school including providing ongoing vision for the community school, securing and maintaining community partnerships, integrating eligible services into the school community and assuring that students are participating in these services, managing the budget, seeking additional funding sources, and conducting ongoing evaluation of the community school in accordance with the evaluation plan submitted as part of the application. The Community School Coordinator must attend three OSSE-sponsored grantee training events over the course of the grant period.



## **Section V: Application Process and Submission Information**

The RFA will be released on May 31<sup>st</sup>, 2013 and the deadline for submission will be **July 3<sup>rd</sup>, 2013 at 5:00 pm** (EST). All applications will be recorded upon receipt. The RFA will be available on the OSSE website, [www.osse.dc.gov](http://www.osse.dc.gov), or by contacting Nancy Brenowitz Katz at [nancy.katz@dc.gov](mailto:nancy.katz@dc.gov).

### **General Application Requirements**

Applications for the Community Schools Incentive Initiative must include:

- An assessment of the local school community and the neighborhood's needs and assets, and an explanation of how the students and community will benefit from the community school;
- A description of the proposed eligible consortium, including the type and number of community partners and how the eligible consortium shall address the needs and build upon the assets of the community that it will serve;
- Evidence of existing success of the LEA/school and the community partners in working with the population to be served by the community school;
- A description of the readiness of the principal and community partners to work together to include, but not limited to, a description of the schools partnership history, the existing school and partner relationships, and the principals approach to leading in a community schools context;
- A job description and duties for the Community School Coordinator and a plan for how the coordinator will work with community partners to integrate the new eligible services into the existing school environment;
- A proposed budget and narrative description of the proposed use of grant funds, which budget shall reflect a core concept of service coordination and integration and the narrative shall describe how the eligible consortium will provide at least four (4) additional eligible services that did not exist before;
- The identification of operational funding for eligible services and community partners;
- A description of how additional funding will be obtained to ensure that the community school will be sustained after the funds from the Community Schools Incentive Initiative are fully utilized;
- A plan for the development of a Community Advisory Board to include representatives from school leadership, school faculty, parents of school students, community leaders, community-based organizations, and other community members;
- A timeline for the implementation of the community school (may be included as an attachment and will not be counted towards the ten (10) page limit); and
- An evaluation plan to assess the outcomes of the community school in terms of services provided and improvements in health, academic, or social outcomes (may be included as an attachment and will not be counted towards the ten (10) page limit).

## **Pre- Application Question Period**

To ensure an equal opportunity for all applicants, OSSE requests that all applicants submit questions regarding the RFA electronically to [nancy.katz@dc.gov](mailto:nancy.katz@dc.gov) by June 14<sup>th</sup>, 2013 at 5:00 pm (EST). Questions submitted after this deadline will not be answered. Please label the subject line as “Community Schools Incentive RFA.” Questions received within the pre-application question period will be answered no later than June 17<sup>th</sup>, 2013 at 5:00 pm (EST).

Applicants interested in learning more or who would like to ask questions about the RFA are encouraged to participate in either of two information sessions offered via webinar. Pre-registration is required for the webinars. Click on the desired information session below to register for the webinar.

[Information Session #1: Thursday, June 6<sup>th</sup>, 9:00-10:00 am](#)

[Information Session #2: Tuesday, June 11<sup>th</sup>, 1:00-2:00 pm](#)

### **Contact Person**

Nancy Brenowitz Katz, MS, RD, LD  
Project Manager  
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Wellness and Nutrition Services Division  
810 1<sup>st</sup> Street NE, 4<sup>th</sup> Floor  
Washington, DC 20002  
202-724-7893  
[nancy.katz@dc.gov](mailto:nancy.katz@dc.gov)

## **Letters of Support from School Administrator and Local School Advisory Team or Board of Directors**

All applications must include a letter of support from the Principal of the school(s) included in the eligible consortium as well as a letter signed by the Local School Advisory Team or Board of Directors. The letters should indicate support for the community school. The letter from the Principal should also demonstrate a commitment to work cooperatively with the Community School Coordinator and to provide adequate workspace for the Community School Coordinator and space in which additional program activities will operate. The letters should reference Request for Application number **CSII2013**.

## **Table of Contents**

All applications must include a table of contents that includes the page number of all applicable items listed in the RFA.

## **Format**

Application is on 8 ½” by 11” paper, single-sided, double-spaced (including bulleted items), using 12-point type with a minimum of 1” margins, and not exceeding ten (10) pages of narrative excluding attachments. All pages must be numbered.

## **Required Attachments to the Application**

The following should be submitted with your application and are not counted towards the application’s overall page limit:

- Letters of Support from School Administrator(s) and Local School Advisory Team or Board of Directors
- Cover Page (Appendix A)
- Attestation of Priority Areas (Appendix B)
- Administrative Approval Form (Appendix C)
- Certifications (Attachment D)
- Assurances (Attachment E)
- Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations (Attachment F)
- Budget Narrative and Justification (Attachment G)

## **Budget Narrative and Justification**

The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program. The budget narrative must thoroughly describe how the proposed costs are derived. All applications must outline proposed costs that support all project activities in the Budget Narrative and Justification (Attachment G).

## **501 (c) 3 Determination Letter**

If you are a community-based organization partnering with a school and wish to directly receive funds from OSSE, please provide a copy of your 501 (c) 3 Determination Letter as an attachment (this will not be counted towards the ten (10) page limit). Schools do not need to supply this.

## **Submission Requirements**

The completed application must be on 8 ½” by 11” paper, printed on one side, doubled-spaced (including bulleted items), using 12-point type with a minimum of 1” margins, and not exceeding ten (10) pages of narrative excluding attachments. All pages must be numbered.

**Applications should be emailed to [nancy.katz@dc.gov](mailto:nancy.katz@dc.gov). Please set up your email so that you will receive a read receipt. All applications will also be acknowledged via email from Nancy Brenowitz Katz within 24 hours of receipt.**

## **Section VI: Application Review Information**

### **Review Process**

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel. OSSE may use internal peer reviewers, external peer reviewers, or a combination of both to review and score the applications received for this RFA. An external peer reviewer is an expert in the field or the matter. Those applicants selected for further review will be contacted to schedule an on-site interview with the review panel. During this interview, the review panel will verify the information contained in the written application, meet with partners, and inspect facilities. Scoring and recommendations of the review panel are advisory only. The final decision to fund applicants rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund.

## Application Scoring

All applications for this RFA will be objectively reviewed and scored against the criteria outlined below:

<b>Criteria</b>	<b>Scoring Weight (%)</b>
<p><b><i>Community Schools Experience and Readiness</i></b></p> <ol style="list-style-type: none"> <li>1. The school/LEA documents evidence of existing success in partnering with the community.</li> <li>2. Community partners involved in an eligible consortium must demonstrate experience in interacting with and serving the population to be served by the community school (students, parents/caregivers, and community members) and success in advancing the development of youth and increasing their engagement in school and community life.</li> </ol>	40%
<p><b><i>Project Vision and Implementation Plan</i></b></p> <ol style="list-style-type: none"> <li>1. The applicant describes the current state of the students and community to be served and assesses the needs and assets of the community.</li> <li>2. The applicant describes the vision of the community school and demonstrates how the community school shall address the needs and build upon the assets of the community it serves, and includes a plan for sustaining the community school.</li> <li>3. The applicant describes how the students and the community will benefit from the community school.</li> <li>4. The applicant presents a clear timeline and implementation plan for the initiation of the community school.</li> <li>5. The community school provides at least four (4) eligible services that were not previously offered by the school/LEA.</li> <li>6. The applicant describes the responsibilities of the Community School Coordinator.</li> <li>7. The applicant describes the Principal's track record of strong leadership and a strong understanding and vision for the community school.</li> <li>8. The applicant demonstrates the expertise of community partners in providing one or more services and of working with families and communities.</li> <li>9. The applicant demonstrates the capacity of the school and community towards systemic alignment and integration of their work.</li> <li>10. The applicant provides a detailed plan for tracking and evaluating indicators of student, family, and community improvement, including attendance rates, truancy rates, number of referrals, family visits/attendance, etc.</li> </ol>	30%

<p><b><i>Student and Community Involvement Plan</i></b></p> <ol style="list-style-type: none"> <li>1. The applicant describes how students/community members will be involved with the established partnerships including specific examples of how students/community members will utilize the services.</li> <li>2. The applicant lists all organizations, community members, or businesses that are committed to being part of the community school and attaches letters of support from these organizations.</li> <li>3. The applicant describes who will serve on the Community Advisory Board for this community school and outlines the role of the Community Advisory Board.</li> <li>4. The applicant describes how the services offered by the community school will be integrated into the existing school environment, including the school improvement plan and the students' academic improvement plan</li> </ol>	<p>20%</p>
<p><b><i>Cost Effectiveness of Budget</i></b></p> <p><i>The level of cost effectiveness will be determined based upon the budget and budget narrative/justification (Attachment F).</i></p> <ol style="list-style-type: none"> <li>1. The project budget reflects a core concept of service coordination and integration.</li> <li>2. The applicant describes the numbers of students, parents/caregivers, and community members to be served by the community schools and shows effective and efficient use of resources.</li> <li>3. The applicant describes how additional funding will be obtained to ensure that the community school will be sustained after the funds from the Community Schools Incentive Initiative are fully utilized.</li> <li>4. The applicant identifies a sustainability plan to reflect criteria of cost-effectiveness of the budget.</li> </ol>	<p>10%</p>

## **Section VII: Award Administration**

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

OSSE reviews all applications for grant funds in accordance with DC competitive funding regulations. OSSE will notify all applicants of the final award decision no later than August 15<sup>th</sup>, 2013. Applicants who receive funding will receive written notices that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.

### **Monitoring**

The grant recipient will submit a midterm and a final report to OSSE to illustrate the use of funds and the progress towards goal attainment.

These reports should include but are not limited to:

- Evidence of the development of the proposed partnerships and additional partnerships;
- Minutes from the Community Advisory Board meetings and evidence that Community Advisory Board input was incorporated into the program of the community school;
- Documentation of:
  - The number of public/private community based partnerships;
  - The number of community members participating in implemented programs;
  - The number of students and parents/caregivers participating in implemented programs;
  - Project goals achieved through quantitative and qualitative data;
  - The level of satisfaction determined by student, family, and community satisfaction surveys;
  - The effectiveness of the Community School Coordinator in managing the day-to-day operations and maintenance of established partnerships; and
  - A cooperative and productive relationship between the Community School Coordinator and the school Principal.

### **Corrective Action and Termination of Funding**

In the event that programmatic, financial, or documentation conditions of the grant are not being met in an appropriate and timely fashion, progressive actions will be taken, at the discretion of OSSE, up to and including termination of funding. A project which is terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

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

In accordance with Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, national origin, age, gender, or disability be denied the benefits of or be subjected to

discrimination under, any program activity receiving funds from the Community Schools Incentive Initiative, and in accordance with the District of Columbia Human Rights Act of 1977, no educational institution shall deny, restrict, or abridge or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual.

## **Confidentiality**

Except as otherwise provided by local or federal law, no recipient of OSSE funds shall use or reveal any research, statistical, or personally identifiable information furnished under OSSE by any person, for any purpose other than that for which such information was obtained in accordance with the OSSE program funded. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

## **Terms and Conditions**

- a. OSSE reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.
- b. OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- c. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- d. OSSE may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- e. OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- f. OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- g. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.



**ATTACHMENT A**  
**COMMUNITY SCHOOLS INCENTIVE INITIATIVE**  
**COVER PAGE**

Name of Community School: \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Project Manager Title: \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_

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

Fiscal Agent (if different from Contact Person)\* \_\_\_\_\_

Fiscal Agent Contact\* \_\_\_\_\_

Fiscal Agent Phone Number\* \_\_\_\_\_

Fiscal Agent Email Address\* \_\_\_\_\_

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

Project Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* Should only be completed if the school wishes for a community partner to receive grant funds directly. Otherwise, the school is the fiscal agent and these fields should be left blank.**

## ATTACHMENT B

### ATTESTATION OF PRIORITY AREAS

In accordance the Community Schools Incentive Act of 2012, priority for the Community Schools Incentive Initiative will be given to schools that have: 1) a focus on mental health prevention and treatment services and adult education and training; and 2) a student population of which at least 75% of the students qualify for free or reduced-price lunch. Please have the Principal or Administrator of the school(s) involved in the eligible consortium sign below to attest to the school's status in regards to these priority areas.

- 1) \_\_\_\_\_ % of the children at \_\_\_\_\_  
(name of school or LEA involved in eligible consortium)

qualify for free or reduced-price lunches under the National School Lunch Program.

- 2) Does the school have an existing focus on mental health prevention and treatment services?

YES

NO

If yes, please describe these services:

- 3) Does the school have an existing focus on adult education and training?

YES

NO

If yes, please describe these services:

Principal/Administrator Name: \_\_\_\_\_

Title: \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_

**ATTACHMENT C**

**ADMINISTRATIVE APPROVAL FORM**

Part of the success of a community school depends on the help and approval of the school’s Principal or Administrator. As such, the Community School Coordinator will meet quarterly (four times) with involved teachers, the Principal, the participating community partners, and the school’s maintenance crew in order to foster communication and understanding about the project, its importance, and its care and maintenance needs.

Please have the Principal or Administrator of the school involved in the eligible consortium sign below and attach a letter of support as discussed in Section V: Application Process and Submission Information, Letters of Support.

Principal/Administrator Name: \_\_\_\_\_

Title: \_\_\_\_\_

Principal/Administrator Signature: \_\_\_\_\_

## **ATTACHMENT D**

### **CERTIFICATIONS**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Certifications Regarding 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.

#### **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—  
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 employees 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;
- (3) 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 (1);
- (4) Notifying the employee in the statement required by paragraph (a) 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 (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of the Senior Deputy Director for Health Promotion, 825 North Capitol St., NW, 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 (d)(2), with respect to any employee who is so convicted—

(a) Taking appropriate personnel action against such an employee, up to and including 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), (1), (c), (d), (e), and (f).

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)

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

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Project Name

---

Grantee IRS/Vendor Number

---

Typed Name and Title of Authorized Representative

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Signature

---

Date

## ATTACHMENT E

### ASSURANCES

This document must be signed by the duly authorized officer of the applicant, the truth of which is sworn or attested to by the applicant, and signed in the presence of a notary public.

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

Title: \_\_\_\_\_

Name of Applicant Organization: \_\_\_\_\_

Address of Applicant Organization: \_\_\_\_\_

Telephone Number of Applicant Organization: \_\_\_\_\_

Email Address of Named Person Above: \_\_\_\_\_

**We hereby attest the following:**

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
2. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxed due to the District of Columbia, or is in compliance with any payment agreement with OTR);
4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
5. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
6. We are not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, —Debarment and Suspension, and implemented by 2 CFR 180, for prospective participants in primary covered transactions and are not proposed for debarment of presently debarred as a result of any action s by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

7. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

8. We will insure that the facilities under our school or organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;

9. If required by *The Healthy School Act of 2010* (HAS) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;

10. We know and understand that awarded funds shall be used to support community-based education and activities which may include covering the costs of personnel, transportation, materials, and training. The funds may not be used to support travel. The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and

11. We 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 with whom they have family, business, or other ties.

12. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any persona and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

13. We will provide a sworn written statement by the applicant attesting to the truth whether the applicant, its officers, partners, principals, members associates, or key employees, within the last 3 years, has been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

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**Authorized Representative Signature and Title**

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**Date**

## **ATTACHMENT F**

### **APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS**

The applicant shall comply with all applicable District and Federal Statutes and Regulations not limited to those below:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
2. The Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S. C. 701 et seq.)
3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. 201 et seq.)
5. The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et seq.)
10. The Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
12. The Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. The Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)



15. The Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)

16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20

17. The District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01

18. Title VI of the Civil Rights Act of 1964

19. The District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)

20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

21. The Individuals with Disabilities Education Act of 2004 (IDEA), 20 USC 1400 et seq.

**As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.**

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**Authorized Representative Signature and Title**

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**Date**

## ATTACHMENT G

### PROJECT BUDGET AND NARRATIVE JUSTIFICATION

A.	Personnel	\$ _____
B.	Fringe Benefits	\$ _____
C.	Transportation	\$ _____
D.	Consultants/ Providers	\$ _____
E.	Supplies	\$ _____
F.	Equipment	\$ _____
G.	Training	\$ _____
H.	Indirect Costs (limited to 10%)	\$ _____
I.	<b>PROJECT TOTAL</b>	<b>\$ _____</b>

### ATTACH BUDGET NARRATIVE