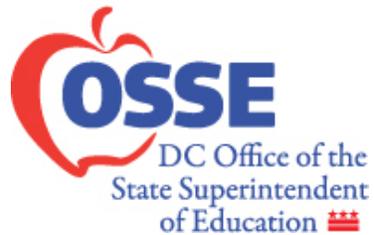


**REQUEST FOR APPLICATIONS
RFA # GD0-PF-09**

FY 2009 PUBLIC FACILITY FINANCING GRANT

District of Columbia



Office of Public Charter School Financing and Support

RFA RELEASE DATE: MAY 22, 2009

APPLICATION SUBMISSION DEADLINE

JUNE 22, 2009

**Checklist for Application
FY 2009 Public Facility Financing Grant**

- The applicant is submitting one (1) original application in a binder with the required tabs and one (1) electronic copy provided on a CD-ROM or Flash drive (PDF Format is preferred, together with Excel version of the **Attachment B** templates). If the applicant fails to submit (1) original application in a binder with the required tabs, the application will not be reviewed.
- The applicant is submitting the *Project Financial Information* templates, and electronic copies of those templates (**Attachment B**).
- The applicant organization/entity has responded to all sections of the Request for Application and contains all the information and Attachments requested (see page limits within):
 - **Tab One:** Executive Summary
 - **Tab Two:** Table of Contents
 - **Tab Three:** Project Description
 - **Tab Four:** Project Financial Information and Project Budget
 - **Tab Five:** Required Appendices
 - **Tab Six:** Additional Appendices
- The appropriate appendices, including evidence to show that the applicant 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 RFA is submitted in a binder. Applications **must be** clearly identified on the outside of the binder: "*Application in Response to FY 2009 Public Facility Financing Grant RFA # GDO-PF-09*" and the applicant's name.
- The application is not more than 15 pages in length (excluding identified attachments and appendices) and 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.
- The Applicant Profile, found in **Attachment A**, contains all the information requested and is the first page of the application.
- The application format conforms to the "Application Requirements" listed in **Section 3**. The review panel will not review applications that do not conform to the application format.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of June 22, 2009.
- Applications received at or after 5:01 p.m. EST, on June 22, 2009, will not be forwarded to the Review Panel. 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 OSSE. Applications must be ready for receipt by the OSSE.**

**FY 2009 Public Facility Financing Grant
REQUEST FOR APPLICATIONS**

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SECTION 1. GENERAL INFORMATION

1.1. Overview

The Office of Public Charter School Financing and Support (“OPCSFS”), within the DC Office of the State Superintendent of Education (the “OSSE”), is soliciting applications from qualified District of Columbia public charter schools (PCS) and/or non-profits in response to the May 22, 2009, published Notice of Funding Availability (“NOFA”).

The OSSE has a range of financial tools to help public charter schools meet facility needs. These tools are available through the Office of Public Charter School Financing and Support (OPCSFS). In FY 2009, these resources are being made available through the following channels: 1) the ongoing Direct Loan/ Credit Enhancement Program; 2) this Public Facility Financing Grant Request for Applications; and 3) additional grants to be announced at a later date.

Direct Loan/Credit Enhancement are available as “gap financing” for public charter school facility projects which are primarily supported by leveraging the Facilities Allowance to secure private financing and other sources. For more information about the Direct Loan/Credit Enhancement please visit our website at www.osse.dc.gov or contact Ms. Zita Rostás at 202-535-2651 or zita.rostas@dc.gov.

The OPCSFS supports public charter school facility projects that create appropriate, safe, and affordable environments for the provision of high-quality public education. The OPCSFS also supports projects that contribute to the efficient use of public resources and complement other community and economic development efforts.

1.2. Program Impact

Through this RFA, the OPCSFS is soliciting proposals for funding *facility projects* that:

- Ensure that District of Columbia public charter school students and families are provided with suitable learning environments to support academic success;
- Expand quality Early Childhood Education public charter school options, especially for low-income students;
- Provide and support quality public charter school options to all students; and
- Invest public resources in neighborhoods in greatest need for quality educational facilities and with the greatest hope of attracting and retaining residents.

Under this Request for Applications (“RFA”), the OSSE is inviting qualified applicants to apply for funding that will improve the quality of District-owned educational facilities occupied by PCSs.

1.3. Source of Grant Funding

The United States Congress, through the FY 2009 Appropriations Act, Public Law 111-8, awarded the District of Columbia funds for Public Facility grants.

This RFA outlines the requirements for eligible applicants to receive these grants. Approximately \$5.5 million total is available for improvements to Government of the District of Columbia properties which are leased to a PCS. Maximum support for a project from this program is \$1,000,000. However, based on the number of years remaining on a lease, the maximum cannot exceed:

- \$250,000 for lease agreements with the District valid for less than 5 years;
- \$250,000 for project sites which were occupied by a public charter school during the 2008/09 school year and earlier, regardless of lease term;
- \$500,000 for lease agreements with the District valid between 5 and 10 years;
- \$750,000 for lease agreements with the District valid between 10 and 15 years;
- \$1,000,000 for lease agreements with the District valid for 15 years or longer.

1.4. Eligibility

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

- A public charter school, holding a valid District of Columbia charter, with enrolled District of Columbia students, and will occupy a District-owned facility for the first time in the 2009/2010, 2010/2011, or 2011/2012 School Year, **and** for a site that has **not** been awarded a previous Co-Location, Public Facilities, or City Build Grant; or
- A public charter school, holding a valid District of Columbia charter, with enrolled District of Columbia students, who occupies a District-owned facility, for which a previous Co-Location, Public Facilities, or City Build Grant was **not** awarded; or
- A District of Columbia based 501(c)(3) non-profit organization representing a public charter school (PCS) that will use the grant funds to improve a District-owned facility to be occupied by a PCS for the first time in the 09/10 or future school years.

Each applicant school should provide evidence to show that it has resources and management procedures sufficient to implement the proposed project; and can provide project accountability.

Individuals are not eligible to apply.

1.5. Award Period

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

of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed three (3) years.

Monitoring and Reporting

The OSSE will monitor grant recipients through site visits and review of quarterly performance and financial reports. The purpose of these quarterly reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these interim reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely interim reports may result in delayed award payments and possible suspension of the grant award.

Audits

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

1.6. Schedule

- RFA Release
The Release Date of the RFA is May 22, 2009. The RFA is available both on-line at www.osse.dc.gov and in hard copy at the Office of the State Superintendent of Education, 441 4th Street, NW, Suite 350N, Washington, DC 20001.
- Pre-Application Conference
A Pre-Application Conference will be held June 2, 2009 at 441 4th Street, NW, Suite 1114, Washington, DC 20001, from 2:00 pm to 4:00 pm. **Applicants are required to attend.**
- Intent to Apply – Must be received by OSSE no later than June 2, 2009 by 5:00 pm (See *Attachment D*)
- Application Due Date - Applications are due on June 22, 2009 by 5:00 pm. Applications must be delivered to:

Office of the State Superintendent of Education
Attention: Mr. Stefan Huh, Director for the OPCSFS
441 4th Street, NW, Suite 350 North
Washington, DC 20001

- Awards Announcement
The OPCSFS expects to issue its first round of award letters by no later than September 30, 2009. All recipients of grant awards are expected to be notified by October 15, 2009.

- Updates
Information and updates regarding this RFA will be made available on-line at www.osse.dc.gov.
- Contact Person
Applicants are advised that the Authorized Contact Person for all matters concerning this Request for Applications is:

Name: Zita Rostás
Title: Special Assistant
Mailing Address: 441 4th Street NW, Suite 350 North
Washington, D.C. 20001
Telephone: (202) 535-2651
Email address: zita.rostas@dc.gov

Applicants are encouraged to e-mail questions to the contact person listed above.

SECTION 2. DESCRIPTION OF THE PUBLIC FACILITY FINANCING GRANT

Background

The purpose of the Public Facility and Shared Campus Grants is to provide public charter schools occupying District-owned space with funds to improve the facility.

Source of Public Facility and Shared Campus Grant Funding

The United States Congress, through the FY 2009 Appropriations Act, Public Law 111-8, awarded the District of Columbia funds for facilities grants, including the Public Facility grant. A portion of the City Build Incentive fund may also be allocated to grants awarded through this RFA.

Award Period

Each applicant must expend funds for the project described in their application within two (2) years of the grant issuance, with an initial expenditure within 6 months of executing a Grant Agreement. The Office of the State Superintendent of Education may extend the grant issuance for a period of no more than one (1) year more than the identified lapse date.

This grant is reimbursement based, however some advances might be approved if proven necessary on a case by case basis. The grant will only reimburse expenses incurred after the application date. Past expenditures incurred and covered by another source will not be eligible for reimbursement.

2.1. Program Scope & Project Eligibility

Public Facility Financing Grant funds must be spent to improve District of Columbia owned facilities occupied by public charter schools. As such, applicants must provide copies of leases, use agreements, or other occupancy agreements between the Government of the District of Columbia (the “District”) and the applicant.

Often, DCPS facilities leased to PCS are in need of capital improvements. The building may need improvements such as upgrades to building systems (roof, boiler, etc), or the creation of new or improved resources (athletics, labs, parking, etc). Such projects are eligible, particularly for schools with long-term leases.

Applications that are meant to supplement a public charter school’s rent payment or other operational costs are not eligible.

2.2. Evaluation Criteria

Criterion A: Location Identification

Provide copies of leases, use agreements, or other occupancy agreements between the Government of the District of Columbia (the “District”) and the applicant.

Criterion B: Project Investment

Use of these grant funds should take into account the duration of PCS agreements with the District. For public charter schools with shorter-term agreements (one to 5 years), it is preferred that grant funds are used for light rehabilitation and cosmetic work, such as painting, fixing plaster on walls, and/or minor repairs to flooring. Applications for more extensive rehabilitation and renovations will be more favorably received from public charter schools with long term leases or other longer-term agreements with the District.

- *Reasonableness of Project Scope* -- The proposed investment in the building is reasonable given the duration of the lease or use agreement.
- *Justification of Need* -- Demonstrate a thorough facility assessment and estimated cost of improving the building.

Criterion C: Public Benefit

The proposed project maximizes the benefit of the grant dollars, by leveraging other public and/or private grant dollars, loans, or in-kind support. The proposed project benefits a large number of public charter school students, to maximize the public benefit on a per-student basis.

Criterion D: Project Plan

- Include 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 this grant funds.
- Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, athletic space, nursing rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student.
- Provide a description of the project and development team that indicates the applicant’s capacity to carry out the project. In the ***Tab 5 Required Appendices***, please provide a list

and resumes of all professionals who will be assisting with the project including design, construction, engineering, legal, finance, etc.

- Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.

Criterion E: Financial Feasibility

- Sources of Funds – Submit the **Attachment B (5.2)** template, stating the anticipated sources of funding for this project. Demonstrate maximum leverage of this grant by securing other financing and/or grants. Demonstrate the need for the grant to fund a new facility project; that the Facilities Allowance is being leveraged in full for occupancy and capital expenditures; and that the project would not be possible without the grant funding. (**Attachments B, 5.2-5.5 must be completed**).
- Uses of Funds -- The applicant provides a detailed and clear capital project budget narrative, which includes line item project budget detail and a separate facilities operating budget narrative; justifies each item; and offers ease of use for project accountability (**Attachment B, 5.1 and 5.4-5.5 must be completed**).
- Financial Capacity – Provide the following information (include in Tab 5):
 - Latest Balance Sheet and Income Statement (un-audited is sufficient);
 - Most recent audited financial statements;
 - Information evidencing applicant’s ability to secure additional financing and/or grants (Term Sheets, Commitment Letters, or other correspondence from financial institutions; Grant Award letters from foundations; etc.).
- Describe the process for determining cost estimates, financing estimates and any other economic assumptions.

2.3. Priorities

Priority will be given to:

1. New applicants: Applicants who have not previously been awarded either a Co-Location or Public Facility Grant from the OPCSFS;
2. New PCS facilities: District-owned facilities which are to be occupied for the first time by a public charter school, in the 2009/2010, 2010/2011, or 2011/2012 school year;
3. Academic Excellence: Support schools who have demonstrated high performance at rates exceeding District averages, and are not facing State or authorizer sanctions;
4. High Schools and Early Education: Quality high schools and early childhood education public charter school programs with proven track records of success, or promising new high schools and early education public charter school programs;

5. Leverage: Projects that leverage significant private financing, other governmental, or philanthropic funds;
6. Vision: Proposals that indicate long term strategic planning and vision on the part of the school;
7. Environmentally Friendly: Projects that create energy-efficiencies or otherwise generate long term savings for the school and Projects that utilize environmentally-friendly building techniques.
8. Timing: Projects that are in the implementation phase at the time of application.

2.4. Uses of Funds

As a general guideline, refer to the following chart, and please feel free to contact OPCSFS with any questions.

Table 1. Summary of Projects Eligible for Public Facility Financing Grants

	<i>Allowed?</i>
Acquisition	NO
Lease Payments	NO
New Construction	<input checked="" type="checkbox"/>
Major Renovation	<input checked="" type="checkbox"/>
Minor Renovation	<input checked="" type="checkbox"/>
General facility operating support	NO
Systems upgrades	<input checked="" type="checkbox"/>
New resource rooms, labs, athletics, etc	<input checked="" type="checkbox"/>
Feasibility studies, pre-development and other similar “soft” costs	<input checked="" type="checkbox"/>
Mixed use facilities	<input checked="" type="checkbox"/>

SECTION 3. APPLICATION REQUIREMENTS

3.1. Application Submission Guidelines

Submission Package

One printed original of the proposal in a ring binder and one electronic copy saved on a CD or Flash drive (PDF Format is preferred, together with Excel version of the **Attachment B** templates) are to be submitted, clearly marked with the applicant's name and "*Application in Response to Public Facility Financing Grants RFA.*" Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Additional and ancillary materials may be included in **Tab Six** at the school's choosing. However, OPCSFS and Review Team members will not utilize such material in reviewing and evaluating the application unless it is clearly referenced in the Project Description narrative.

The Executive Summary is limited to two (2) pages. The Project Description (**Tab Three**) and Project Financial Information (**Tab Four**) may not exceed fifteen (15) pages in total (excluding the **Attachment B** templates). Pages are to be double spaced, 8 1/2 x 11-inch pages. Margins must be no less than one inch; a font size of 12-point is required; Times New Roman recommended.

Pages must be numbered for each Tab using the format: (Tab Number- Page number). That is, the first page of Tab Four is 4-1.

Applications should be thorough yet concise. Applications should not be overly complicated or expensive to produce.

Please follow all submission guidelines with absolute fidelity.

Application Submission Date and Time

Applications are due no later than 5:00 p.m. EST, on June 22, 2009. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., EST on June 22, 2009, will not be forwarded to the review panel.**

The proposal **must be** delivered to the following location:

Office of the State Superintendent of Education
441 4th Street NW, Suite 350 North
Washington, DC 20001
Attention: Stefan Huh, 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 June 22, 2009, at the above location. **The Office of the State Superintendent of Education 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 REVIEWED

3.2. Application Content Overview

Applicants are required to follow the format below. The first page of the application must be the Applicant Profile (*See RFA Attachment A*). The application must contain the following information (the requirements and limitations for each section are described within):

- **Tab One:** Executive Summary (*2 page maximum*)
- **Tab Two:** Table of Contents (*Excluded from page total*)
- **Tab Three:** Project Description (*maximum 15 pages*)
- **Tab Four:** Project Financial Information, Budget Narrative, and Operating Budget -- (*RFA Attachment B templates must be completed, but will not be counted in page total*)
- **Tab Five:** Required Appendices (*Not counted in page total*)
- **Tab Six:** Additional Appendices (*Not counted in page total*)

3.3. Description of Application Sections

Tab 1 Executive Summary

Provide a two-page summary of the proposal including key information about the need the project fulfills, the applicant school, the project site, the project, budget, timeline, and other key information the school believes would be helpful for the review. The proposal summary should highlight the primary program objectives that are discussed in depth in other sections of the application. The Executive Summary should be considered a **separate, stand-alone document** containing all of the relevant information.

Tab 2 Table of Contents

The Table of Contents should list major sections of the application.

Tab 3 Project Description

Please provide a thorough description of all aspects of the project. The *Project Description* shall **not exceed 15 (fifteen) pages** and follow requirements for page formatting above. The *Project Description* will be a primary source for evaluating the proposal on the evaluation categories articulated in *Section 2.2*. Please ensure that all of those evaluation categories are addressed and provide any additional information the Review Team and OSSE needs to make a determination of award. Please include basic information about your school, such as grade levels served, projected enrollment, percentage of students eligible for free and reduced lunches, etc.

Tab 4 Project Financial Information

- Provide a detailed Project Budget and Financial Narrative that contains a justification for each category listed in the project budget, and clearly states how the applicant arrived at each itemized cost. Narrative shall follow requirements for page formatting above. Applicants should also describe other Sources of Funds for this project and describe the financial gap filled by the proposed grant award.
- There is no page limit for this narrative section.
- Project Financial Information and Project Budget templates are provided in *Attachment B*. The budget for this proposal shall contain detailed, itemized cost information that shows direct and indirect costs.
- Five years Facilities/Occupancy Operating Budget. (*See Attachment B*);

Tab 5 Required Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. OPCSFS is cognizant that many District of Columbia PCS have previously provided many of these same materials to OPCSFS. As such, in the event an applicant believes that it has already provided a document to OPCSFS and that document is unchanged, please contact Marie Hutchins at 202-535-2651 or marie.hutchins@dc.gov to confirm the documents on file.

Required information is as follows (the OPCSFS reserves the right to request additional information as necessary to complete its review process):

- ***Tab 5A Project Material***
 - **Site Control:** Demonstration of site control (lease) for the project. Must provide copies of agreements with the District.
 - **Project Team:** List and provide resumes for all key personnel, including school and administrative staff, and other professionals participating in the design and execution of the project.

- **Project Plans:** Floor plans, elevation views, artist's renderings or other graphic representation of the proposed project, if applicable. (It is not anticipated that an applicant will produce renderings for the sole purpose of responding to this RFA. Rather, if a project requires renderings and is at a stage where they are feasible, please provide them as they are useful in reviewing an application.)
- **Project Cost Documentation:** Cost Estimates and/or Price Quotes from contractors and vendors.

- ***Tab 5B Financial Information***
 - Commitment Letters, Term Sheets, or other supporting documentation from Financial Institutions evidencing the applicants ability to secure any necessary financing;
 - Sources and Uses of Funds;
 - Un-audited Balance Sheet and Income Statement for the fiscal year ending 6/30/09;
 - Audited Financial Statements from the most recent two fiscal years;
 - Financing Timeline.

Tab 6 Additional Appendices

Applicant may choose to provide additional information. Additional and ancillary materials included in Tab Six are at the school's choosing. However, OPCSFS and Review Team members will not utilize such material in reviewing and evaluating the application, unless clearly referenced in the Project Description.

SECTION 4. ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Project Budget and Narrative
Attachment C	Receipt
Attachment D	Notice of Intent to Apply

ATTACHMENT A

Applicant Profile

**2009 Public Facility Financing Grants RFA
RFA # GD0--PF--09**

PUBLIC CHARTER SCHOOL/ORGANIZATION NAME:

Contact Person: _____

Title: _____

Office Address: _____

Phone: _____

Fax: _____

Email Address: _____

Grades Served: _____

Estimated Enrollment: _____

Applied for

Public Facility Grants

Campus Name and Address

Amount Requested: _____

Total Project Budget: _____

ATTACHMENT B

**Project Budget Forms
2009 Public Facility Financing Grant RFA
RFA # GD0--PF--09**

Please refer to the separate Excel Templates for Attachment B, Forms 5.0-5.5.

ATTACHMENT C

Original Receipt

**2009 Public Facility Financing Grants RFA
RFA # GD0--PF--09**

The Office of the State Superintendent of Education is in receipt of

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone)

(Fax)

(Project Title)

(Amount Requested)

OSSE USE ONLY:

Please Indicate Time:

RECEIVED ON THIS DATE / /

Received by: _____

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

ATTACHMENT D

Official Notice of Intent to Apply
(To be received by OSSE no later than June 02, 2009 by 5:00 pm)

TO: Zita Rostás
Special Assistant
Office of Public Charter School Financing and Support
Office of the State Superintendent of Education (OSSE)
441 4th Street, NW, Suite 350N
Washington, D.C. 20001
Direct Phone: 202-535-2651
Main Number: 202-727-6436
Fax: 202-727-2019
zita.rostas@dc.gov

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the FY 2009 Public Facility Financing Grants RFA for.

Organization Name: _____

Organization Address: _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____