

REQUEST FOR APPLICATIONS (RFA)

RFA #GD0-CB5-09

**District of Columbia
Office of the State Superintendent of Education**

Office of Public Charter School Financing and Support



City Build Incentive Grant

RFA Release Date: August 28, 2009

Pre-Application Conference: September 11, 2009

Intent to Apply Deadline: September 21, 2009

OSSE will begin accepting applications on October 9, 2009

Application Checklist

- The applicant is submitting three (3) copies of the application, each in a separate binder with the required tabs and one (1) electronic copy provided on a CD-ROM, a Flash drive or by e-mail (PDF Format is preferred, together with Excel version of the **Attachment B** templates). If the applicant fails to submit the application as required above, with the required tabs, the application will not be reviewed.
- The applications must be clearly identified on the outside of the binder "*Application in Response to City Build Incentive Grant RFA #GD0-CB5-09*" and the applicant's name.
- The Applicant Profile, found in Attachment A, contains all the information requested and is the first page of the binder.
- The applicant is submitting the *Project Budget* templates, and electronic copies of those templates (**Attachment B**). The line item budget narrative is complete and describes the categories of items proposed.
- 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 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.
- The Executive Summary section is complete and no more than two pages in length. (**Tab 1**)
- The Project Description section is complete and no more than 20 pages in length. (**Tab 3**)
- 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 under **Tab 5**.
- The applicant has submitted evidence of community support from a community organization (**Attachment C**).
- The applicant submitted the Intent to Apply form by September 21, 2009. (**Attachment D**).
- The application is submitted to the Office of the State Superintendent of Education (OSSE) no earlier than October 9, 2009. OSSE will continue accepting applications until all the funds are allocated.

TABLE OF CONTENTS

1. GENERAL INFORMATION	5
1.1 Introduction	5
1.2 Community Schools	5
1.3 Eligible Organizations/Entities	5
1.4 Grant Awards and Amounts	6
1.5 Source of Grant Funding.....	6
1.6 Award Period	6
1.7 Contact Person	6
1.8 Pre-Application Conference	7
1.9 Intent to Apply	7
2. SCOPE OF PROGRAM.....	7
2.1 Program Scope	7
2.2 Definition of Impact to the Neighborhood.....	7
2.3 City Build Evaluation and Scoring Criteria	8
2.3.1 City Build Criterion A: Location Identification	8
2.3.2 City Build Criterion B: Schools as Centers of Community	9
2.3.3 City Build Criterion C: Proven Educational Excellence	10
2.3.4 City Build Criterion D: Project Plan & Financial Feasibility Plan	10
2.4 Project Priorities.....	12
2.5 Specific Applicant Responsibilities.....	12
2.6 Collaboration Requirements	13
3. SUBMISSION OF APPLICATIONS	13
3.1 Application Identification	13
3.2 Application Submission Date and Time	13
4. REVIEW AND SCORING OF APPLICATIONS	13
4.1 Review Panel.....	13
4.2 Decision of Awards	14
5. APPLICATION INSTRUCTIONS.....	14
5.1 Description of Application Format	14
5.2 Description of Application Sections.....	14
5.2.1 Applicant Profile	14
5.2.2 Table of Contents.....	15

5.2.3	Executive Summary	15
5.2.4	Project Description.....	15
5.2.5	Program Budget and Budget Narrative.....	15
5.2.6	Appendices	15
6.	PROGRAM AND ADMINISTRATIVE REQUIREMENTS.....	16
6.1	Use of Funds.....	16
7.	GENERAL PROVISIONS.....	16
7.1	Insurance	16
7.2	Monitoring	16
7.3	Nondiscrimination in the Delivery of Services.....	16
7.4	Additional Information	16
8.	LIST OF ATTACHMENTS.....	17
8.1	Attachment A Applicant Profile (Face Sheet).....	18
8.2	Attachment B Budget.....	19
8.3	Attachment C Collaboration Commitment Form	20
8.4	Attachment D Intent to Apply	21
8.5	Attachment E Targeted Neighborhoods.....	22

**District of Columbia
Office of the State Superintendent of Education**

**Request for Applications RFA #GD0-CB3-09
City Build Incentive Grant**

1. GENERAL INFORMATION

1.1 Introduction

The Office of Public Charter School Financing and Support (“OPCSFS”), within the DC Office of the State Superintendent of Education (the “OSSE”) is soliciting grant applications from District of Columbia public charter schools (PCSs), and District of Columbia-based non-profit organizations representing or partnering with a high quality public charter school, for the City Build Incentive Grant (“City Build”).

The OSSE has a range of financial tools to help public charter schools meet facility needs. Many of these tools are available through the Office of Public Charter School Financing and Support (OPCSFS).

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.

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

1.2 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. Key components of the community school model are 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.

1.3 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 representing a public charter school and benefiting that school (please provide documentation of this relationship);
- ◆ Partnerships including a public charter school or District of Columbia based non-profit which are collaboratively undertaking a project eligible for City Build funds may apply.

Applicants must be in good standing and be qualified to do business in the District of Columbia.

Individuals are not eligible to apply.

Sites previously awarded City Build funds are NOT eligible to apply.

LEA's or related entities previously supported by City Build Grants are eligible to apply for no more than \$500,000.

Preference will be given to sites which have never received an OSSE facility grant. Each LEA or related entity may submit an application for *only one site*. A site that has previously received *any* facility grant from OSSE, is eligible to receive no more than the difference between the maximum available from this grant (\$1 million) and the funds already awarded to the site.

1.4 Grant Awards and Amounts

Up to \$5.0 million is available for awards through this RFA, and eligible entities may apply for up to \$1 million.

1.5 Source of City Build Grant Funding

The United States Congress, through the Fiscal Year (FY) 2008 Appropriations Act, Public Law 110-5, and the FY 2009 Appropriations Act, Public Law 110-161, awarded the District of Columbia Office of State Superintendent of Education the funds for the City Build grants.

1.6 Award Period

The grant awards will be for a period of three 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 four years.

1.7 Contact Person

For further information, please contact:

Zita Rostás
Office of Public Charter School Financing and Support
Office of State Superintendent of Education
441 4th Street, NW, Suite 350 North
Washington, DC 20001
(202) 535-2651
zita.rostas@dc.gov

1.8 Pre-Application Conference

The Pre-Application Conference will be held on September 11, 2009, from 1:00 p.m. to 3:00 p.m., at 441 4th Street NW, 11th floor, Room # 1114, Washington, DC 20001.

1.9 Intent to Apply

All eligible entities seeking to receive funding under this grant shall submit the **Intent to Apply form (Attachment D) to the OSSE by 5:00 pm on Friday, September 21, 2009. Failure to submit the attached Intent to Apply may result in a disqualification of applicants prior to review.**

2. SCOPE OF PROGRAM

2.1 Program Scope

OPCSFS seeks qualified applicants interested in moving or expanding educational opportunities into target neighborhoods¹. All applicants are encouraged to utilize best practices, and innovative and high performance facility models in developing their applications.

2.2. Definition of Impact to the Neighborhood

As in the prior year, the Office of the State Superintendent of Education is providing flexibility regarding the specific geographic boundaries of the target neighborhoods 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 neighborhood revitalization initiatives in the District, such as the New Communities Initiative, but also responds to the challenges schools face in the current DC real estate market.

As the District continues its pursuit of creating and sustaining vibrant, healthy neighborhoods that attract and retain residents, the need to continue improving the quality of public education is paramount. Quality public charter schools located in strategic neighborhoods are one tool that may be deployed to revitalize and create new neighborhoods and support and enhance other community development efforts.

In recent years, the District has turned its attention toward strategic incentives aimed at revitalizing neighborhoods across the city. These incentives usually include one or more of the following focuses:

- 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.
- Improving neighborhood schools.
- Ensuring an increased supply of housing for a mix of income levels.

¹ A list of targeted neighborhoods may be found on page 22.

- 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 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 an anchor institution within a neighborhood. Specific needs within the community will vary by location, but the Office of the State Superintendent of Education encourages public charter schools to 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 public 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.

2.3 City Build Evaluation and Scoring Criteria

City Build applications will be evaluated based upon how they respond to the objectives of the City Build program, as articulated in this RFA. The following evaluation criteria must be addressed in the Project Description (**Tab 3**) section of the proposal. Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

2.3.1 City Build Criterion A: Location Identification – 10%

One objective of City Build projects is to contribute to a neighborhood revitalization effort that extends beyond the school itself. An example of such an effort is a HOPE VI or similarly large-scaled affordable housing development within the neighborhood. Another example is a new or improved school site as an anchor facility or part of vibrant, mixed-use neighborhood center. The PCS may serve as a new beacon or anchor for a community, strengthening the goals of attracting and retaining families with children.

Attachment E provides a listing of the priority neighborhoods for City Build grants. Applications are encouraged for these and other District of Columbia designated development areas such as New Communities, Great Streets, District of Columbia Housing Authority redevelopment efforts, Neighborhood Investment Fund or other District neighborhood development initiatives. However, public charter schools in other neighborhoods are also welcome to apply if they are complementing redevelopment initiatives in close proximity to these target areas and enroll a majority student population from those locations. In all cases, applicants should demonstrate how the proposed project contributes to a larger neighborhood redevelopment or revitalization effort. To receive maximum points for this criteria:

- Identify clearly a location in or near a targeted neighborhood cluster as the target neighborhood and clearly describe the neighborhood and the near-term revitalization potential or existing redevelopment efforts already underway.
- Demonstrate how the public charter school is contributing to the larger community development efforts, and in what ways the school's involvement is consistent with neighborhood visions as expressed through various neighborhood and community plans.
- Identify clearly the consideration given to the existing or future location by outlining the demographics of the community, strategic needs of local residents, and how the charter school can, as an anchor institution, assist in creating a sustainable neighborhood and foster community revitalization.

2.3.2 City Build Criterion B: Schools as Centers of Community – 10%

A community school is designed to benefit and attract residents of a particular neighborhood. A key component of the community school model is the partnership created between the school, families, and various community agencies and organizations. The school functions as the center of the community and is accessible to all members of the community throughout the year. The school takes on an important and central role in the overall civic infrastructure of the community. To receive maximum points, the application should:

- Outline clearly 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 should also clearly outline 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's neighborhood, student volunteer programs in the larger neighborhood community, parenting and adult classes, and before-school and after-school programs. The application should also identify the additional services to be provided to community residents (e.g., career and technical education and family literacy).
- Provide and describe 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, and willingness to co-locate and/or collaborate with community organizations.
- Identify how the school facility will contribute to the identified neighborhood by fostering partnerships and implementing programs through a community school model.

- Explain clearly the impact to quality of life that the facility 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 strengthening ties within the neighborhood.
- Demonstrate that the project fills a gap in available community school related services/amenities, or increases the quality of such locally available services/amenities and is not duplicative of existing programs.
- 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. The Collaboration Commitment Form in **Attachment C** must be completed. All applicants shall manage and monitor any sub-grantee relationships.

Applicants shall also actively seek community support prior to identifying their target neighborhood. This shall be exhibited through evidence of support from community organizations submitted with the application. High quality applicants shall 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.

2.3.3 City Build Criterion C: Proven Educational Excellence – 50%

Applicants must demonstrate that the impacted Public Charter School provides high quality educational programs. This may be established by addressing the following:

- 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 sustained educational excellence and growth.
- The applicant is proposing substantive educational and/or programmatic initiatives such as special education and college access.
- Identify 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.

Please note: Growth gains based on standardized tests and other performance metrics for each school **MUST** be submitted for this section.

2.3.4 City Build Criterion D: Project Plan and Financial Feasibility Plan – 30%

Applicants should provide a detailed description of how this project will be financed by completing the sources and uses forms from the budget templates (**Attachment B**).

- Include a current facility assessment that outlines the current and proposed location as well as the financial obligation of the school to the current and proposed location. This assessment also includes how suitable the current

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. Projects must comply with zoning, land use and other applicable District/Federal law and regulations.

- Describe the suitability of the proposed site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability.
- Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. Please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, legal, finance, etc. (**Tab 5**).
- Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.
- Provide a detailed and clear budget, which includes line item detail and budget narrative information; justify each item; and offer ease of use for project accountability. Demonstrate the need for the grant to fund a new facility project (acquisition, renovation, construction of an addition), and to a lesser extent to fund a new program(s), that meets the objectives of the City Build grant program. The budget section should 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 explain your plans to make effective use of public dollars or lead to creative financing mechanisms.
- Provide the following data:
 - Number of children being impacted by the proposed project;
 - Cost of project per student impacted;
 - City Build grant requested per student impacted;
 - Cost of project per square foot;
 - Total project cost; and,
 - Dollar amount being leveraged with the requested City Build grant.
- Provide clear evidence of additional sources of financing for the project by submitting term-sheets, commitment letters, bank statements evidencing cash equity and any other information that the applicant may find useful.
- Applicants must describe the current status and form of site control of the proposed project (lease, own, option to purchase, etc.). OSSE may request evidence of ownership or site control for the facility for which the funds are requested. Leases are sufficient for site control. However, leases of less than five years will receive lower priority/ranking with the exception of short term leases with the District of Columbia. Leases with Right to Purchase language are preferred. **Applicants will be required to provide site control evidence prior to any disbursements from this grant.**

- Grants for tenant improvement projects of privately-owned space are not prohibited, but will be subject to close scrutiny to ensure that: 1) the site provides affordable and appropriate space for a public charter school; and 2) a project benefits a public charter school tenant over the useful life of the improvements. Funds available for these projects may be limited in award amount (\$250,000 or less).

2.4 Project Priorities

OPCSFS will generally prioritize projects that:

- Invest in priority geographic areas (see **Attachment E**);
- Utilize former public school buildings or buildings leased from the District of Columbia;
- Utilize buildings owned by the applicant public charter school or buildings leased from not-for-profit landlords/developers;
- Promote mixed-use buildings that are consistent with approved community planning efforts;
- Leverage significant private financing, other governmental or philanthropic funds;
- Evidence long term strategic planning and vision on the part of the school;
- Offer direct benefit to instruction;
- Support programs of demonstrated ability to produce high-quality academic performance;
- Support programs which increase educational quality in areas of greatest need of high quality educational choices;
- Create energy-efficiencies or otherwise generate long term savings for the school;
- Utilize environmentally-friendly building techniques.

2.5 Specific Applicant Responsibilities

a) Each applicant must secure or expand a location as described in their application within 2 years of the grant issuance. 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.

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 quarterly reports and a final report on the use of the grant funds and the continuing result measures of the project.

c) The applicant shall also actively seek community approval prior to identifying their target neighborhood. This shall be exhibited through evidence of support letter from community organizations submitted with the application. High quality applicants shall 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.

2.6 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.

3. SUBMISSION OF APPLICATIONS

3.1 Application Identification

The applicant is submitting three (3) copies of the application, each in a separate binder with the required tabs and one (1) electronic copy provided on a CD-ROM or Flash drive or by e-mail (PDF Format is preferred, together with Excel version of the **Attachment B** templates). If the applicant fails to the application as required above, with the required tabs, the application will not be reviewed. The applications **must be** clearly identified on the outside of the binder "*Application in Response to City Build Incentive Grant RFA #GD0-CB5-09*" and the applicant's name.

3.2 Application Submission Date and Time

The Office of the State Superintendent of Education will begin accepting applications on October 9, 2009. OSSE will continue accepting applications until all the funds are allocated.

The above described three (3) copies of the proposal **must be** delivered to the following location:

Office of the State Superintendent of Education
Office of Public Charter School Financing and Support
441 4th Street NW, Suite 350 North
Washington, DC 20001
Attention: Stefan Huh, Director

4. REVIEW AND SCORING OF APPLICATIONS

4.1 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 first round review, the panel shall make recommendations to OSSE to invite selected applicants to present their proposals to a panel. After this presentation, the panel will make final recommendations for awards. The Office of the State Superintendent of Education will make the final decisions.

4.2 Decision on Awards

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

5. APPLICATION INSTRUCTIONS

5.1 Description of Application Format

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

- Tab 1 Executive Summary (**Not counted in page total, See Attachment A, Fact Sheet**)
- Tab 2 Table of Contents
- Tab 3 Project Description, in order of ranking criteria, as designed above
- Tab 4 Project Financial Information and Project Budget (**Not counted in page total, See Attachment B**)
- Tab 5 Required Appendices (resumes, supporting academic results, letters of support, etc.) (**Not counted in page total**)
- Tab 6 Additional Appendices. (Please ensure that reference is made to each additional appendix in the project description section.)

The applicant's proposal may not exceed 20 **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.**

5.2 Description of Application Sections

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

5.2.1 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.**)

5.2.2 Table of Contents

The Table of Contents should list major sections of the application with a quick reference page index. Pages should be numbered in the following format: 1.1 for Tab number 1 - Page number 1.

5.2.3 Application Summary

This section of the application should be brief and serve as a summary 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.

5.2.4 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.**

5.2.5 Program Budget and Budget Narrative

Standard budget forms are provided in Attachment B. The budget for this proposal shall contain detailed, itemized cost information that shows direct project and program costs and administration costs. Direct grant administration costs shall 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 shall clearly state how the applicant arrived at each itemized cost.**

5.2.6 Appendices

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

- Audited financial statement (for the last fiscal year);
- Charter agreement;
- Current Roster of the Board of Directors;
- Current facility assessment;
- Project staff resumes; and
- Letters of endorsement.

OPCSFS is cognizant that many District of Columbia PCS’s 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) 535-2918 or marie.hutchins@dc.gov to confirm the documents on file.

6. PROGRAM AND ADMINISTRATIVE REQUIREMENTS

6.1 Use of Funds

Applicants shall only use grant funds to support educational facility or related community uses (not to exceed 10% of the Grant Award total). Up to 10% of the grant award may be used for programs not related to the acquisition, construction, renovation, and expansion of the facility, such as 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.

7. GENERAL PROVISIONS

7.1 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.

7.1 Monitoring and Reporting

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

7.3 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 City Build funds.

7.4 Additional Information

The OSSE reserves the right to request and be provided with additional information, such as financial statements, academic progress data, etc., during the review process and after the award determination has been made.

8. SECTION VIII LIST OF ATTACHMENTS

- 8.1 Attachment A Applicant Profile (Fact Sheet)**
- 8.2 Attachment B Budget Forms**
- 8.3 Attachment C Collaboration Commitment Form**
- 8.4 Attachment D Intent to Apply Form**
- 8.5 Attachment E Targeted Neighborhoods**

8.1 ATTACHMENT A (FACT SHEET)

**Applicant Profile
City Build Incentive Grant
#GD0-CB5-09**

PUBLIC CHARTER SCHOOL/ORGANIZATION NAME:

Contact Person: _____

Title: _____

Office Address: _____

Phone: _____

Fax: _____

Email Address: _____

Grades Served: _____

Estimated Enrollment:

Applied for

City Build Incentive Grant

Campus Name and Address

Amount Requested: _____

Total Project Budget: _____

8.2 ATTACHMENT B

**Budget Forms
RFA # GDO-CB5-09**

Please request the Excel version of the budget templates from Marie Hutchins at marie.hutchins@dc.gov . PDF versions are available on the website at www.osse.dc.gov .

8.3 ATTACHMENT C

Collaboration Commitment Form

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

Collaborating Organization(s):
Partner Organization Name:
Partner Organization Address:
Contact Person:
Email:
Telephone/Fax Numbers:

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

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

Type Name and Title of Authorized Partner Organization Representative	
Signature:	Date:
Type Name and Title of Authorized Partner Organization Representative	
Signature:	Date:

8.4 ATTACHMENT D

**City Build RFA #GDO-CB5-09
Official Intent to Apply Notification**

TO: Zita Rostás
Office of Public Charter School Financing and Support
Office of the State Superintendent of Education
441 4th Street NW , Suite 350 North
Washington, DC 20001
Telephone: (202) 535-2651 - Fax: (202) 727-2019
E-mail: zita.rostas@dc.gov

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the City Build Incentive Grant RFA.

Applicant Organization Name:
Applicant Organization Address:
Applicant Contact Person:
Collaborating Organization(s):
Telephone:
Fax:
Email Address:
Authorized Representative Name and Title:
Signature:
Date:

8.5 ATTACHEMENT E

**Information on Targeted Geographic Areas
2009 City Build RFA
RFA # GDO-CB5-09**

<i>Neighborhood Cluster</i>	<i>Cluster number</i>	<i>Ward Number</i>
Mt. Pleasant, Columbia Heights, Park View, Pleasant Plains	2	1
Colonial Village, Shepard Park, North Portal Estates	16	1
Logan Circle, Shaw	7	2
Lamont Riggs, Fort Totten, Queens Chapel, Pleasant Hill	19	4
Edgewood, Bloomingdale, Truxton Circle, Eckington	21	5
Brookland, Brentwood, Langdon	22	5
Ivy City, Arboretum, Trinidad, Carver Langston	23	5
Woodridge, Fort Lincoln, Gateway	24	5
Southwest Employment Area, Waterfront, Fort McNair, Buzzard Point	9	6
Union Station, Stanton Park, Kingman Park	25	6
Capitol Hill, Lincoln Park	26	6
Near Southeast, Navy Yard	27	6
Mayfair, Hillbrook, Mahaning Heights	30	7
Deanwood, Burrville, Grant Park, Lincoln Heights, Fairmont Heights	31	7
River Terrace, Benning, Greenway, Dupont Park	32	7
Capitol View, Marshall Heights, Benning Heights	33	7
Fairfax Village, Naylor Gardens, Hillcrest, Summit Park	35	7
Woodland/Fort Stanton, Knox Hill, Garfield Heights	36	8
Sheridan, Barry Farms, Buena Vista	37	8
Douglass, Shipley Terrace	38	8
Congress Heights, Bellevue, Washington Highlands	39	8

Applicants located adjacent to one of these neighborhoods or serving a majority of students from these neighborhoods will also receive special consideration.