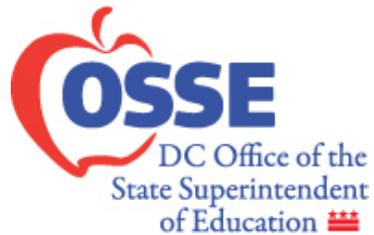


**REQUEST FOR APPLICATIONS
RFA # GD0-CSLD-09**

FY 2009 CHARTER SCHOOL LEADERSHIP DEVELOPMENT 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 Charter School Leadership Development Grant**

- The applicant is submitting one (1) original application, one (1) copy of the original must be delivered in an envelope or package and one (1) electronic version emailed to opcsfs.funding@dc.gov. If the applicant fails to submit one (1) original application, the application will not be reviewed.
- The applicant organization/entity has responded to all sections of the Request for Applications and the application contains all the information and Attachments requested:
 - The Application Summary section is complete.
 - The Project Description section is complete.
 - The Budget Narrative section is complete.
 - Attachment A** Applicant Profile is attached and complete
 - Attachment B** Budget is attached and complete
 - Attachment D** Original Receipt
 - Attachment E** Agreement to Comply with Assurance Provisions
 - A W-9 is complete and signed
- 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 sealed envelope. Sealed applications **must be** clearly identified on the outside of the envelope "*Application in Response to FY 2009 Charter School Leadership Development Grant RFA # GD0-CSLDG-09*".
- The application is not more than twenty (**20**) pages in length (excluding identified attachments and appendices) and printed on 8.5 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 applicant has submitted the Notice of Intent to Apply form (**Attachment C**).

- ❑ 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 Charter School Leadership Grant
REQUEST FOR APPLICATIONS**

TABLE OF CONTENTS

Checklist for Application	2
1. General Information	6
1.1 Introduction.....	6
1.2 Purpose of Grant	6
1.3 Eligibility	7
1.4 Pre-Application Conference.....	7
1.5 Source of Grant Funding.....	7
1.6 Grant Award.....	7
1.7 Fund Availability and Funding Period.....	8
1.8 Intent to Apply	8
1.9 Use of Funds	8
2. Submission of Application.....	8
2.1 Application Submission Date and Time	8
2.2 Messenger Delivery	8
2.3 Review Panel	9
3. Application Content	9
3.1 Application Components	9
3.2 Narrative Criteria	9
4. General Provisions	12
4.1 Insurance	12
4.2 Audits.....	12
4.3 Nondiscrimination in the Delivery of Services.....	12
4.4 W9.....	12
4.5 Additional Information	12
4.6 Monitoring and Reporting.....	12
4.7 Organizational and Governance Documents	12
4.8 Cooperation with OSSE.....	12
4.9 Conflict of Interest	12
4.10 Appendices.....	13
5. Application Requirements	13
5.1 Application Profile.....	13
5.2 Application Content	13
5.3 Budget Form	13
5.4 Original Receipt.....	13
5.5 Appendices.....	13

6. List of Attachments.....14

- 6.1 Application Cover Sheet14
- 6.2 Budget Form15
- 6.3 Intent to Apply Notice16
- 6.4 Original Receipt.....17
- 6.5 Agreement to Comply with Assurances18

**Office of the State Superintendent of Education
Request for Applications RFA #GD0-CSLD-09
FY 2009 Charter Schools Leadership Development Grant**

1 GENERAL INFORMATION

1.1 Introduction

The Office of Public Charter School Financing and Support (OPCSFS), within the Office of the State Superintendent of Education (OSSE), is soliciting grant proposals from qualified non-profit organizations to provide innovative initiatives which expand the pipeline of leaders for District of Columbia (“District”) public charter schools. The OPCSFS is seeking to support a high quality, research-based, and data-driven school leadership development program designed to prepare candidates for the challenges of leadership in DC public charter schools. This Request for Applications (RFA) seeks to identify a partner to recruit, develop and promote the talent and skills related to leadership that facilitate school change and the management needed for the improvement and future development of high performing public charter schools in the District of Columbia.

Core Result

Young people with limited opportunities and resources educated in the District will complete their public charter school experience exceeding expectations and standard scores in English and math.

Applications are due on **Friday, June 22, 2009 at 5:00 p.m.**

1.2 Purpose of Grant Fund

Over the past 10 years, the District has experienced dramatic growth in the number of public charter schools, accompanied with a shortage of leaders properly equipped to head schools and guide student achievement to greater heights.

Previous research has determined that the quality of a school’s principal is the second most important in-school factor (after teacher quality).¹ Reform is required in many areas to strengthen the capacity of leadership. The lessons to be learned in leadership development are not new to the profession and traditional educational methods can no longer provide the skill-base, needed resources or data-driven assessments required to effectively and efficiently perform and guide current public charter schools.

The purpose of the grant is for the selected non-traditional provider to fund an innovative initiative that recruits and trains highly capable candidates to become the next generation of leaders in DC public charter schools. The expected outcome of the project is the recruitment,

¹ An Issue Brief from NGA Center for Best Practices: Improving Charter School Leadership. Accessed May 7, 2009 at www.nga.org/center.

development and placement of local leaders who can successfully guide existing public charter schools, and thereby create a core group of high performing schools that serve as local models, disseminating successful practices to, and collaborating with, both traditional and chartered public schools.

1.3 Eligibility

A 501(c)(3) non-profit organization with direct experience meeting all of the following criteria is eligible to apply for the Charter Schools Leadership Development Grant under this Request for Applications (RFA):

- Experience working with District of Columbia public charter schools in the past three years in the areas of leadership development, with an office currently in the District of Columbia;
- Documented success in the recruitment and placement of principals for public schools in the District of Columbia; and
- Documented success of leaders who have advanced their management skills and whose schools have shown marked improvement in student achievement.

Non-profit organizations must use the partnership funding in the selection, training and placement of prospective candidates for leadership positions directed towards achieving dramatic results in District of Columbia public charter schools. **A 75% match directed exclusively for this project over the life of the grant with an accompanying contributor commitment letter is required of each non-profit submitting a proposal.**

Individuals are not eligible to apply. Each applicant should provide evidence to demonstrate that all requirements of eligibility, including experience and expertise regarding the previously stated objectives are appropriately satisfied. Applicants must be in good standing with and be qualified to do business in the District of Columbia.

1.4 Pre-Application Conference - Mandatory

A Pre-Application Conference will be held on **June 03, 2009 at 10:00 a.m.**, 441 4th Street, NW, 11th Floor, Rm. 1113 Washington, DC 20001. **The Pre- Application Conference is mandatory.**

1.5 Source of Grant Funding

The United States Congress, through the FY 2009 Appropriations Act, Public Law 111-8, awarded the funds to the District of Columbia for initiatives such as those contained in this Requests for Applications.

1.6 Grant Award

The Public Charter Schools Leadership Development Grant is a competitive award. Grant award payments will be made in accordance with the approved grant application, performance objectives, and accompanying budget for the program or service. A final accounting for the entire project shall be submitted to the Office of the State Superintendent of Education no later than ninety (90) days after either the final expenditure of grant funds or by the end of the grant period, whichever comes first.

1.7 Funds Available and Funding Period

A total of \$325,000 in partnership funds will be available for this competition. The subgrant is offered for a period of up to three years from date of award. If the non-profit organization successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this partnership. The total duration of this subgrant, including any continuations under this provision, shall not exceed four years.

1.8 Intent to Apply

All eligible applicants seeking to receive funding under this partnership funding must submit the Intent to Apply form to the OSSE by **5:00 pm on June 10, 2009**. The Intent to Apply form should be submitted via email to opcsfs.funding@dc.gov, or facsimile at (202) 727-2019.

1.9 Use of Funds

Non-profit organizations must use the partnership funding to train a select group of leader candidates who will be placed in District of Columbia public charter schools.

Contact Person

For further information, please contact:

Matthews Wright
Office of Public Charter School Financing and Support
Office of the State Superintendent of Education
441 4th Street, NW, Suite 350N
Washington, DC 20001
202-727-8320

2 SUBMISSION OF APPLICATION

2.1 Application Submission Date and Time

Applications are due on June 22, 2009 by 5:00pm. Applications received at or after 5:01 p.m., June 22, 2009, will not be forwarded to the review panel for funding consideration.

Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m. **June 22, 2009**.

One (1) original application and one (1) copy must be delivered in an envelope or package, as well as one (1) electronic version emailed to opcsfs.funding@dc.gov.

Hand delivery is to the following location:

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

2.2 Messenger Delivery

Applications that are delivered by Messenger services **must be** sent in sufficient time to be received by the 5:00 p.m. deadline on **June 22, 2009**, at the above location. Applications arriving

via messenger services after the posted deadline of **5:00 p.m., June 22, 2009 will not be forwarded to the review panel by the OSSE.**

2.3 Review Panel

The review panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique related experiences. The review panel will review, score, and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for the partnership based on the Proposal Requirements. The Office of the State Superintendent of Education will make the final decisions.

3 APPLICATION CONTENT

3.1 Application Components

The maximum number of pages for the total application narrative **cannot exceed twenty (20) double-spaced pages, on one side, (including bullet items) on 8½ by 11-inch paper.** Margins must be no less than one inch and a font size of 12-point is required (Times New Roman or Courier type recommended). Pages must be numbered. **The review panel shall not review applications that do not conform to these requirements.** Submit your grant application in the order listed below. Grant applications with an omitted section or with sections out of order may be returned to the applicant and may not be scored.

- Application Cover Sheet (Attachment A) – not included in page total
- Required Narrative, 20 page maximum; should contain the following:
 - Application Summary: This section of the application should be brief and serve as the cornerstone of the proposal. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.
 - Application Content: This section of the application should contain: project description; performance measures; capacity and sustainability; and budget narrative. It should address the evaluation criteria in detail.
- Budget Form (Attachment B) – not included in page total
- Attachment D (Original Receipt) – not included in page total and only to be submitted with hard copy
- Attachment E (Agreement to Comply with Assurance Provisions) – not included in page total
- Appendices – not included in the page total and can include supporting documentation and endorsements

3.2 Narrative Criteria

Applicants' submissions will be objectively reviewed against the specific criteria listed below (See Section 5 for application requirements).

Criterion A Project Description (30 points)

This section should provide an overview of the project, including:

- Services to be provided
- Benefits that leaders will gain from these services
- Need for the project
- Proposed impact of the project
- SMART Project Objectives (Specific, measurable, attainable, realistic and timely)
- Performance measures for the project
- Quality assurance mechanisms for the project

This section should also detail the theory of change that inspires and guides the non-traditional provider, and this project specifically.

- Describe the organization's theory of change.
- What services will be provided and outcomes achieved through this project?
- How will the project design assist leaders in securing expected outcomes?

The applicant addresses how candidates will be chosen to receive these services. Additionally, it demonstrates the significant impact the project will have on not only the candidates, but also District of Columbia public charter schools. It will also discuss the anticipated results and achievements of the grant project, in terms of project outcomes. Outcomes should be presented in terms of measurable project and leadership results to be achieved.

Criterion B Performance Measures (20 points)

The applicant provides a list of performance measures specifically for the project. Measures should gauge the following three areas: impact, influence and leverage.

- What tangible improvements to schools are reflected in the services provided? (impact)
- How many leaders will be trained through the program? (impact)
- How are they adopting, using, and sharing promising school leadership practices? (influence)
- How are the 75% matching funds directed for this project being used (leverage)?

When crafting your performance measures, please include measures of effort and effect.

- Measures of effort assess what your project will do (ex. the number of leaders being served; the number and types of materials developed, used and disseminated; and the array of services being provided.)
- Measures of effect assess the change in knowledge, skills, attitudes and behavior (ex. what the project is expected to accomplish; and a measure in the gains experienced by students in schools led by the leaders.)

The measures could be based on different factors, such as expanded networks, improved school culture, resource usefulness or increased parental involvement. Grantees will be asked to provide quarterly reports on the performance measures listed in response to this RFA. Performance measures should align closely with program objectives.

Criterion C Work Plan (25 points)

The applicant provides a proposed work plan that is well-planned, professionally executed and feasible in all respects. The work plan clearly outlines a timeline and includes critical points of contact, staff responsibilities, and reporting arrangements. The applicant should provide a timeline for completion of specific tasks and how progress will be monitored while referencing performance measures. Further, monitoring and evaluation plans should be provided to ensure project goals are achieved and leaders are given the opportunity to provide feedback. A strong evaluation plan in case study format that outlines success indicators should be submitted at the end of the project.

Criterion D Capacity and Sustainability (15 points)

The applicant has the ability, expertise, and experience to interact between public charter schools and government agencies such as the PCSB and OSSE. The applicant demonstrates its past successes in this area of work and its ability to immediately execute this project upon award notification. The applicant also discusses its past work with District of Columbia public charter schools. The applicant shall specifically identify and address the capacity of staff and/or potential contractors who will be working on and overseeing the subgrant project and demonstrate that all team members/contractors have adequate expertise and experience in the proposed project. Proposals that replicate and build upon best practices and concepts from other successful programs, and include cutting edge evidence-based practices, are strongly encouraged.

Criterion E Budget Narrative (10 points)

Applicants shall make every effort in their proposal to utilize cost-effective means in the implementation, administration, and management of the project without jeopardizing the quality of the services provided to the leaders. The resulting reasonableness of the annotated budget is consistent with the undertakings outlined in the application. The detailed budget narrative contains a justification for each itemized line item. The budget narrative should also clearly explain how the applicant arrived at the figures reflected in the budget. Finally, the narrative should reference the 75% require match; how it was obtained and resources are exclusive and dedicated to the project.

4 GENERAL PROVISIONS

4.1 Insurance

Each applicant must submit a **Certificate of Insurance** that reflects the coverage and amount under the policy as well as the dates of coverage and renewal.

4.2 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 documents audited.

4.3 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 FY 2008 Appropriations Act, Public Law 110-161 funding.

4.4 W-9

The Applicant is submitting a completed and signed W-9.

4.5 Additional Information

The OSSE reserves the right to request and be provided with additional information, such as financial statements should the need occur.

4.6 Monitoring and Reporting

The OSSE will monitor the subgrantee through site visits and quarterly reviews of project reports. The specific schedules will be established and agreed upon immediately after the grant is awarded.

4.7 Organizational and Governance Documents

Upon notification of award, subgrantees must certify that the following documents are on file at its business offices: organizational charts, signed articles of incorporation, and any other organizational and governance documents of the agency.

4.8 Cooperation with OSSE

The subgrantee will:

- cooperate with the OSSE in evaluating the program; and
- maintain appropriate financial management practices as required, including tracking activity for this project separately in the subgrantee's Chart of Accounts

4.9 Conflict of Interest

Subgrantees must avoid apparent and actual conflicts of interest when administering grants.

4.10 Appendices

Non-profit organizations can submit appendices items if they wish.

5 APPLICATION REQUIREMENTS

Applicants must include the following documents in order:

- 5.1** Applicant Profile (**Not counted in page total, See Attachment A**)
- 5.2** Application Narrative (**Section 3**)
- 5.3** Budget Form (**Not counted in page total, See Attachment B**)
- 5.4** Original Receipt (**Not counted in page total, See Attachment D**)
- 5.5** General Assurances (**Not counted in page total, See Attachment E**)
- 5.6** Appendices (e.g., 501 (c) (3), other key personnel, organization chart, position descriptions, Certificate of Insurance) (**Not counted in page total**)

Attachment A

Application Cover Sheet		
Organization Name:		
Contact Name:	Title:	Phone:
Address:		Fax:
City:	State:	ZIP Code:
Grant Coordinator <i>if other than contact</i> :		Title:
Email Address:		Phone:
Name of Project:		Total Funds Requested: \$
Charter Schools with whom the Organization has Worked:		
Project Description:		
<i>Certification/signatures</i>		
I certify to the best of my knowledge, the information contained in this application is correct and complete and that the Organization and its representatives will carry out all program or activity related to the Charter School Leadership Development Grant.		
Printed Name and Title of Authorized Person:		
<i>Signature:</i>	<i>Date (MM/DD/YYYY):</i>	

Attachment B

Budget			
RFA # GD0-CSLDG-09			
PLEASE ALSO ATTACH BUDGET NARRATIVE AS A SEPARATE DOCUMENT.			
BUDGET SUMMARY			
Organization:			
Budget Category	Amount Requested	Amount of Match*	Total
I. Personnel	\$	\$	\$
II. Contractual Services			
III. Supplies			
IV. Equipment			
V. Travel			
VI. Training			
VII. Other Operating Expenses			
Grand Total:			

* Amount of match must equal 75% of the project.

Attachment C

Official Intent to Apply Notification
(To Be Received By OSSE No Later than June 10, 2009 by 5:00 pm)

TO: Matthews Wright
Office of Public Charter School Financing and Support
DC Office of the State Superintendent of Education
441 4th Street NW
Suite 350 North
Washington, DC 20001
Telephone: (202) 727-8320
FAX: (202) 727-2019

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the Charter School Leadership Development Grant RFA.

Organization Name: _____

Organization Address: _____

Collaborators (if any): _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

Attachment D

**Original Receipt
FY 2009 Charter Leadership Development Grant
RFA #GD0-CSLDG-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)

OSSE USE ONLY:

Please Indicate Time:

_____ Applications with Original

RECEIVED ON THIS DATE _____ / _____ / _____

Received by: _____

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

