

**REQUEST FOR APPLICATIONS
RFA # GDO-SIC-10**

**FY 2010 PUBLIC CHARTER SCHOOL SERVICE INTEGRATION
COORDINATION GRANT**

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



Office of Public Charter School Financing and Support

RFA RELEASE DATE: MARCH 12, 2010

**APPLICATION SUBMISSION DEADLINE
APRIL 2, 2010**

Checklist for Application
FY 2010 Public Charter School Service Integration Coordination Grant

- The applicant is submitting one (1) original application and one (1) electronic copy emailed to opcsfs.funding@dc.gov. (PDF Format is preferred.) If the applicant fails to submit (1) original application and (1) electronic copy, the application will not be reviewed.
- The applicant organization/entity has responded to all sections of the Request for Applications (“RFA”) 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 E** Original Receipt
 - W-9 Form
- 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 application is not more than 20 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 **Section 3’s** “Application Content.” 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 by March 19, 2010 (**Attachment D**).
- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of April 2, 2010.
- Applications received at or after 5:01 p.m. EST, on April 2, 2010, 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 2010 Public Charter School Service Integration Coordination Grant
REQUEST FOR APPLICATIONS**

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SECTION 1. GENERAL INFORMATION

1.1. Introduction

The Office of Public Charter School Financing and Support (the “OPCSFS”), within the Office of the State Superintendent of Education (the “OSSE”), is soliciting grant proposals from qualified non-profit organizations to 1) conduct a feasibility study to determine how one organization would serve to coordinate and provide wrap around services (including mental health services, social services, truancy reduction support, and other academic support services, school safety advisory services) for public charter schools; and 2) create a pilot infrastructure to provide and/or coordinate these services to public charter schools in the District of Columbia. Additionally, the non-profit organization would collect data on public charter school policy areas and serve in an advisory role to support the OPCSFS and the DC public charter school sector. Applications are due on April 2, 2010.

1.2. Purpose of Grant Funds

Research shows that five key resources correlate to a child’s success in life: access to health care; a safe and secure home and learning environment; a high performing school; meaningful opportunities for community involvement; and attachment to caring adults¹. When at least four out of five of these resources are consistently in place during a child’s development, disparities in outcomes for disadvantaged children are minimized. However, students in DC too often lack a number of these elements in their lives. Instead, they face major challenges due to the levels of poverty and violence they experience in their neighborhoods and family lives and issues that spill over into their schools.

With students facing these varied challenges, schools learn that in order to ensure academic success for their students, they must work to address and ameliorate the negative impact of these challenges. But because the resolution of many of these issues is far beyond the scope of a school’s resources, it is imperative that schools access city services and partner with community-based organizations (CBOs) that provide these wrap-around services. Wrap-around services include mental health services, social services, parent centered support programs, attendance intervention services, truancy prevention services, pregnancy prevention services, and early identification and intervention services. An effective identification and intervention system is identifying a student who is suffering from behavioral health issues such as depression, aggressive behavior and chronic truancy and providing that student the appropriate services, resulting in reduced classroom disruptions, decreased incidences of school violence and bullying, and reduced rates of academic failure, substance abuse, teen pregnancy, truancy and drop-out.

Accessing wrap-around services has been a challenge for public charter schools. Public charter schools often lack an administrative staff large enough to effectively act on their behalf to coordinate services from city agencies and CBOs. Since public charter schools do not have one point of contact for information sharing, it is difficult for the school as well as the District agencies and CBOs wishing to reach out to serve public charter school students. The intent of the Public Charter School Service Integration Coordination Grant is to provide a non-profit organization the resources to conduct a feasibility study to determine how one organization could serve to coordinate and provide wrap around services to all District of Columbia public charter schools. The grant will provide resources for this organization to create a pilot infrastructure and business plan, explaining how the organization would function and how services would be

¹ A Report from America’s Promise Alliance: Every Child, Every Promise: Turning Failure into Action. Accessed April 13, 2009 at www.americaspromise.org.

provided. One of the main goals of the grant is for the organization to sustain itself after grant funds expire. Therefore, it is imperative that the organization provide a fee structure that will explain how these wrap-around services will be paid for. Upon OSSE's receipt and approval of the feasibility study, the grant will provide funding to pilot the project. The organization will coordinate and provide wrap around services to all District of Columbia public charter schools. For services not provided by the organization, including school safety, it will coordinate and link public charter schools to other CBOs and city agencies. The organization will provide additional technical assistance services such as attendance intervention services, truancy prevention services, pregnancy prevention services, and early identification and intervention services to a subset of 10 public charter schools. Five of these schools need to be schools that have never received services from the organization before. By providing public charter schools with the help they need to access these services, public charter schools will more effectively provide high quality education to District of Columbia students.

Additionally, the non-profit organization will receive funds to collect data on a variety of areas. This not only includes the need of public charter schools to access mental health and social services but also other services like nursing services, first responder services, school resource officers, and crossing guard services. The non-profit organization would also serve in an advisory role to support the OPCSFS and provide policy guidance on various public charter school policy areas.

1.3. Source of Funding

The United States Congress awarded the funds to the District of Columbia for initiatives such as those contained in this Request for Applications.

1.4. Grant Award

The Public Charter School Service Integration Coordination Grant is competitive. A panel of neutral, qualified, professionals will review all eligible applications. Grant award payments will be made in accordance with the approved grant application, performance objectives, and accompanying budget for the program or service.

1.5. Funds Available and Funding Period

A total of \$300,000.00 in grant funds will be available for this grant competition. The Office of the State Superintendent of Education plans to award one non-profit organization a grant to 1) conduct a feasibility study to determine how an organization would coordinate and provide wrap around services to public charter schools and create a pilot infrastructure and business plan to explain how the organization would function and how services would be provided (\$50,000); 2) upon OSSE's receipt and approval of the feasibility study, coordinate and provide wrap around services to all District of Columbia public charter schools and provide additional technical assistance to at least 10 public charter schools over two years; five of these schools must be public charter schools that the organization has never worked with (\$200,000); and 3) collect data in a variety of policy areas, including an inventory of existing wrap-around services, including School Resource Officers and School Nurses, and an assessment of the need for services to be provided for public charter schools, and to serve in an advisory role to the OPCSFS (\$50,000). The grant award will be for a period of two years from the date of award. If the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the term and increase the amount of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed three years.

1.6. Eligibility

An organization/entity meeting all of the following criteria is eligible to apply for the Public Charter School Service Integration Coordination Grant under this Request for Applications:

- Any 501(c)(3) non-profit organization with direct experience in the following:
 - Working closely with and having developed close working relationships with city agencies such as MPD, FEMS, DOH, CFSA, and DMH and a variety of CBOs providing mental health and social services
 - Providing wrap-around social services and/or mental health services to public charter schools
 - Working closely with more than 75% of the current District of Columbia public charter schools
 - Serving as a resource for coordinating and facilitating information sharing between city agencies/CBOs and the public charter schools

The non-profit organization must use the grant funds to conduct a feasibility study and pilot plan and also provide wrap-around services to public charter schools and help public charter schools access other social services and mental health services from city agencies and other CBOs. The non-profit organization will also collect data and serve in an advisory role to support the OPCSFS on these issues, as well as other school policy areas. In the application, non-profit organizations should explain the services to be provided and the specific interim and final deliverables that will meet the grant objectives. Individuals are not eligible to apply. Each applicant should provide evidence to demonstrate that all requirements of eligibility, including experience and expertise, are appropriately satisfied. Applicants must be in good standing with and be qualified to do business in the District of Columbia.

SECTION 2. SUBMISSION OF APPLICATION

2.1. Schedule

- RFA Release
The Release Date of the RFA is March 12, 2010. 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, 810 First Street, NE, 9th Floor, Washington, DC 20002.
- Pre-Application Conference
A Pre-Application Conference will be held March 23, 2010 at 810 First Street, NE, 9th Floor, Washington, DC 20002, from 3:00 pm to 4:00 pm.
- Intent to Apply
An Intent to Apply form must be submitted to the OSSE by 5:00pm on March 19, 2010. This form should be submitted via email to opcsfs.funding@dc.gov or facsimile at (202) 727-2019. (See *Attachment D*)
- Applications Due
Applications are due on April 2, 2010 by 5:00 pm.
Applications must be delivered to:

Office of the State Superintendent of Education
Attention: Stefan Huh, Director
Office of Public Charter School Financing and Support
810 First Street, NE, 9th Floor
Washington, DC 20002

One original application should be submitted. However, please submit 2 (two) copies of the original receipt. One electronic copy of the application (PDF format is preferred) should be emailed to opcsfs.funding@dc.gov.

- Awards Announcement
The OPCSFS expects to issue an award letter by no later than April 30, 2010. The recipient of the grant award is expected to be notified by May 14, 2010.
- 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:	Renee Evans
Title:	Program Manager
Mailing Address:	810 First Street, NE, 9 th Floor Washington, D.C. 20002
Telephone:	(202) 727-8488
Email address:	reneem.evans@dc.gov

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

2.2. 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 a grant award based on the scoring process. The Office of Public Charter School Financing and Support will make the final decisions.

SECTION 3. APPLICATION CONTENT

3.1. Application Format

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 Page (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, work plan, capacity and sustainability, and budget narrative. It should address the evaluation criteria in detail.
- Work Plan (Attachment B) – not included in page total
- Budget Form (Attachment C) – not included in page total
- Attachment E (Original Receipt) – not included in page total and only to be submitted with hard copy
- 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.

Criterion A Project Description (30 points)

The applicant provides a project description that details the following:

- Services to be provided
- Deliverables
- Schools that will benefit from these services
- Need for the project
- Proposed impact of the project
- Specific, measurable program objectives for the project
- Performance measures for the project
- Quality assurance mechanisms for the project

This section details what services will be provided, which schools will be served, and the deliverables of the grant. Additionally, it demonstrates the significant impact the project will have on District of Columbia public charter schools. It will also discuss the anticipated results of the grant project, including program objectives and specific, measurable, attainable, realistic, and timely (SMART) project outcomes. Outcomes should be presented in terms of measurable results to be achieved at the assisted schools.

Criterion B Performance Measures (20 points)

B.1 The applicant provides a list of performance measures for this project. Measures should gauge the following three areas: impact, influence and leverage.

- What tangible improvements are reflected in the services provided? (impact)
- How many schools are being influenced by the services? (impact)
- How are these schools adopting and using these practices? (influence)

- What is the percentage of other funding (federal grant, philanthropic support, and other outside funding and in-kind support) allocated to this program? (leverage)

B.2 When crafting your performance measures, please include measures of effort and effect.

Measures of effort assess what your program is doing, such as the following:

- The number of individuals/ schools being served;
- The number and types of products being developed and disseminated;
- The types of services being provided.

Measures of effect assess the change in knowledge, skills, attitudes and behavior in the target population, such as:

- How well the program is doing;
- The number of individuals/ schools that benefit from the program (could be based on a number of different factors, such as usefulness, affordability, accessibility, helpfulness, etc.).

Grantees will be asked to provide interim reports on the performance measures listed in 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, including budget, scope and timeline. 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. Further, monitoring and evaluation plans should be provided to ensure project goals are achieved and recipients are given the opportunity to provide feedback. A strong evaluation plan should be provided which outlines success indicators.

Criterion D Capacity and Sustainability (15 points)

The applicant has the ability, expertise, and experience to act as a resource for coordinating information sharing between the public charter schools and government agencies/CBOs. The applicant demonstrates its past successes in this area of work. 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 grant project and demonstrate that all team members/contractors have adequate expertise and experience in the proposed program. Original proposals that sample best practices and concepts from other programs and include cutting edge evidence-based practices will be highly regarded by reviewers.

Criterion E Budget (10 points)

Applicants shall make every effort in their proposal to utilize cost-effective means in the implementation, administration, and management of the program without jeopardizing the quality of the services provided to the students. 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 also clearly explains how the applicant arrived at the budget figures. Administrative costs must not exceed 7.5% of the award amount. This includes supplies and equipment used for administrative

functions or activities, the cost of staff that perform and/or supervise administrative functions or activities, and costs for accounting, financial, cash management, budget activities, procurement, personnel, payroll, property management, audit, and general legal services.

Appendices

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

SECTION 4. GENERAL PROVISIONS

4.1. Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current to within 60 days of Application submission.

4.2. D.C. Obligations

Each applicant must submit a Notarized statement verifying that it is current on all obligations outstanding to any DC agency or entity;

4.3. 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.

4.4. 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.

4.5. W-9

The Applicant is submitting a completed and signed W-9. A W-9 form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

4.6. Additional Information

The OSSE reserves the right to request and be provided additional information, including, but not limited to financial statements, as may be deemed necessary by the OSSE.

4.7. 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.

4.8. 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.

4.9. 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

4.10. Conflict of Interest

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

4.11 Appendices

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

[The remainder of page is left blank intentionally]

SECTION 5. ATTACHMENTS

Attachment A 5.1

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 that the Organization has Worked With:		
Project Description:		
Certification/signatures		
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 Public Charter School Service Integration Coordination Grant.		
Printed Name and Title of Authorized Person:		
Signature:	Date (MM/DD/YYYY):	

WORK PLAN FOR USE OF FUNDS
Duplicate for additional goals.

Work Plan: For each objective, develop a chronological list of activities. Please itemize budgeted amounts to extent possible.

Measurable Objectives/ Anticipated Outcomes	Activity	Timeline	Person/Position Responsible	Budgeted Amount

Budget RFA # GD0-SIC-10	
PLEASE ALSO ATTACH BUDGET NARRATIVE AS A SEPARATE DOCUMENT.	
<p>Note: Administrative costs must not exceed 7.5% of the award amount. This includes supplies and equipment used for administrative functions or activities, the cost of staff that perform and/or supervise administrative functions or activities, and costs for accounting, financial, cash management, budget activities, procurement, personnel, payroll, property management, audit, and general legal services.</p>	
BUDGET SUMMARY	
Organization:	
Budget Category	Amount Requested
I. Personnel	
II. Contractual Services	
III. Supplies	
IV. Equipment	
V. Travel	
VI. Training	
VII. Operating Expenses	
VI. Other Expenses	
Total:	\$

BUDGET BREAKDOWN		
I. PERSONNEL		
<p>List all employees to be paid from this project. If part-time, indicate % FTE. Use one line per employee. Use continuation page, if needed.</p>		
Name	Position/Title	Total Cost (Salary)
Total Personnel		\$

II. CONTRACTUAL SERVICES			
Type of Service Purchased	Date(s) Service to be Provided	Specify Agency/Vendor or Supplier	Cost
Total Contractual Services			\$
III. SUPPLIES			
Quantity	Item Name		Total Cost
Total Supplies			\$
IV. EQUIPMENT			
Quantity	Item Name		Total Cost
Total Equipment			\$
V. TRAVEL			
Title of Person Travelling	Destination/Purpose		Total Cost
Total Travel			\$

VI. TRAINING		
Title of Person Travelling	Destination/Purpose	Total Cost
Total Training		\$

VII. OPERATING EXPENSES		
Quantity	Item Name	Total Cost
Total Operating Expenses		\$

VIII. OTHER EXPENSES		
Quantity	Item Name	Total Cost
Total Other Expenses		\$

Official Intent to Apply Notification
(To Be Received By OSSE No Later than March 19, 2010 by 5:00 pm)

TO: Ms. Renee Evans
Office of Public Charter School Financing and Support
DC Office of the State Superintendent of Education
810 First Street, NE, 9th Floor
Washington, DC 20002
Telephone: (202) 727-8488
FAX: (202) 727-2019

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

Organization Name: _____

Organization Address: _____

Collaborators (if any): _____

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

Original Receipt
FY 2010 Public Charter School Service Integration Coordination Grant
RFA #GD0-SIC-10

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:

_____ Applications with Original

RECEIVED ON THIS DATE _____ / /

Received by: _____

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD