

REQUEST FOR APPLICATIONS RFA #GD0-PIA-08

Office of the State Superintendent of Education

FY 2008 First Day-Back to School Parental Involvement Activities Grant



RFA Release Date: June 3, 2008

Application Submission Deadline: June 23, 2008

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

Checklist for Applications FY 2008 First Day Parental Involvement Activities Grant

- The application is printed on 8½ by 11-inch paper, printed on one side, double-spaced (including bullet items), using 12-point type with a minimum of one inch margins, and does not exceed ten (10) pages. **The OSSE will not forward applications to the review panel that do not conform to these specifications.**

- The application format conforms to the “Application Format” listed in Section VII, beginning on page 11 of the RFA. **The review panel will not review applications that do not conform to the application format.**

- The applicant organization/entity has responded to all sections of the Request for Application and 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** Certifications are attached and complete.
 - Attachment C** Assurances are attached and complete.
 - Attachment D** Original Receipt is attached and complete.
 - Attachment E** Budget is attached and complete.
 - Attachment F** W-9 Form
 - Attachment G** Intent to Apply is received by OSSE no later than June 5, 2008 by 5:00 p.m.

The appropriate appendices, including evidence to show that the nonprofit organization 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 applicant is submitting the required six (6) sets of the application, one (1) original and five (5) copies. The Office of the State Superintendent of Education recommends that one (1) electronic version be saved on a disk (cd, flash, etc.) and be submitted as well. **The OSSE will not forward the application to the review panel if the applicant fails to submit the required number of applications.**

- The applicant is submitting a completed W-9.

- The application is submitted to the OSSE no later than 5:00 p.m. on the deadline date of June 23, 2008.

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Office of the State Superintendent of Education
Request for Applications RFA #GD0-FDPIA-08
FY 2008 First Day Parent Involvement Activities Grant

SECTION I GENERAL INFORMATION

Introduction

The Office of the State Superintendent of Education (OSSE) is interested in helping public schools and community-based organizations stimulate and strengthen parental involvement in neighborhood schools by hosting First Day events. Schools that host activities for parents on the first day of the school year report that these events makes parents feel welcomed right away and encourages their continuing involvement. Building parent/teacher and family/school partnerships from the very first day, when everyone — including teachers! — has a clean slate, helps parents and teachers forge friendly relationships so they can deal more cooperatively and effectively with problems which may arise later and discourages instances of students getting into trouble.

The purpose of this grant is to:

- Stimulate and strengthen parental involvement in neighborhood schools with a focus toward increasing student achievement;
- Involve parents who typically are not involved in the schools; and,
- Bring communities come together to joyfully celebrate education, educators, and family involvement in education.

Target Population

The target population for the grant activities is parents of students in grades three (3) through twelve (12) who attend public schools in the District of Columbia. It is expected that all programs take into account the need for greater parental involvement in schools and at home to reach the goal of increased academic achievement for all students.

The program serves public school parents, students, teachers and related education personnel, through grants made directly to public schools and community based organizations.

Eligible Organizations/Entities

An organization/entity meeting one of the following criteria is eligible to apply for First Day Parental Involvement Activities grant funds under this Request for Applications:

- A public school or 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 or for-profit organization, representing a public charter school whose activities directly benefit that school and its parents and students; or
- A District of Columbia based non-profit, community-based organization working in partnership with a public school whose activities directly benefiting the school and its parents and students.

Individuals are not eligible to apply. Each applicant public charter school should provide evidence to show that it had a student body formally enrolled for courses in the 2007-2008 school year and has a student body formally enrolled for courses in the 2008-2009 school year; has resources and management procedures sufficient to implement the proposed project; and can provide project accountability. Collaborations/coalitions are encouraged to apply for these funds but must submit the appropriate number of Collaboration/Partner Commitment Forms (See Attachment E). Applicants must be in good standing and be qualified to do business in the District of Columbia.

The Office of the State Superintendent of Education has established the following priorities for funding under the grant:

- Programming that focuses on providing a warm and welcoming school atmosphere for parents;
- Opportunities for teachers to engage parents to build and strengthen effective school-to-home and home-to-school communications about school programs and student progress;
- Programming that focuses on providing information and ideas to families about how to help students prepare for, pursue and persist in postsecondary endeavors and,
- Programming that focuses on recruiting and organizing parents to help and support students throughout the school year.

Services must be provided in the District of Columbia, at the applicant's school or other suitable facilities approved by the Office of the State Superintendent of Education.

Source of Grant Funding

Local funds from the District of Columbia.

Award Period

All services provided with funds from this grant must be done so no later than September 30, 2008 and invoices must be received no later than October 15, 2008. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant.

Grant Award

Grant award payments will be made at the discretion of the Office of the State Superintendent of Education in accordance with the approved grant application, performance objectives, and accompanying bona fide estimate 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 45 days after the expenditure of grant funds.

Applicants may apply for a grant not to exceed \$4,000.00.

Contact Person

For further information, please contact:

Maria Ibañez
Office of the State Superintendent of Education
441 4th Street, NW #350 North
Washington, D.C. 20001
202-727-6436
maria.ibanez@dc.gov

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) sets of the application, one (1) original and five (5) copies must be submitted in an envelope or package and delivered to the Office of the State Superintendent of Education. **Telephonic, telegraphic, email and facsimile submissions will not be accepted.**

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. deadline, on June 23, 2008, at the above location. **Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., June 23, 2008, will not be forwarded to the review panel by the OSSE.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on June 23, 2008. All applications will be recorded upon receipt. An original and five (5) copies of the application must be delivered to the following location:

Office of the State Superintendent of Education
441 4th Street, NW, Suite #350N
Washington, DC 20001
Attention: Ms. Maria Ibañez

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use funds for first day of school activities designed to stimulate and strengthen the relationships between families/guardians, teachers, and school personnel and increasing parental involvement at home and school.

SECTION IV GENERAL PROVISIONS

Insurance

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance acceptable to the OSSE prior to receiving funds.

Audits

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

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 Parental Learning Opportunities grant funds.

W-9

The applicant is submitting a completed W-9.

SECTION V PROGRAM SCOPE

The District of Columbia's Office of the State Superintendent of Education announces that \$20,000 in grant funds are available to fund applicants whose programs are designed to host first day of school activities to stimulate and strengthen the relationships between families/guardians, teachers, and school personnel and increasing parental involvement at home and school.

Applicants shall develop events, activities, or service programs to stimulate and strengthen parents/guardians and families involvement within their children(s) schools. The scope of services should build upon the framework for parent/family involvement as defined within *School, Family and Partnership; Your Handbook for Action* (Epstein, Sanders, Simon, Salinas, Jansorn & Voorhis, McDonough & Nunez, 2002), in the following sections.

1. Parenting

Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.

2. Communicating

Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.

3. Volunteering

Improve recruitment, training, work, and schedules to involve families as volunteers and audiences at the school or in other locations to support students and school programs.

4. Learning At Home

Involve families with their children in learning activities at home, including homework and other curriculum-linked activities and decisions.

5. Decision Making

Include families as participants in school decisions, governance, and advocacy through Parent Teacher Organizations, Home School Associations, school councils, committees, and other parent organizations.

6. Collaborating with Community

Coordinate resources and services for families, students, and the school with businesses, agencies, and other groups, and provide services to the community.

Applicant Responsibilities

Schools and other eligible organizations applying for funding must address how they will accomplish the following:

- A. The applicant is responsible for demonstrating capacity to programmatically address at least three (3) of the categories outlined above through a primarily social event.
- B. The applicant is responsible for developing an operational plan to address the program activities outlined above.
- C. The applicant is responsible for describing additional resources that will ensure project objectives and goals are maintained (e.g., from school or other sources) to ensure program success.

SECTION VI REVIEW OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique related experiences. The review panel will review, and rank each applicant's application, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The Office of the State Superintendent of Education shall make the final funding determinations.

EVALUATION CRITERIA

Applicants' submissions will be objectively reviewed against the following specific scoring criteria listed below.

- Programming that focuses on providing a warm and welcoming school atmosphere for parents;
- Opportunities for teachers to engage parents to build and strengthen effective school-to-home and home-to-school communications about school programs and student progress;
- Programming that focuses on providing information and ideas to families about how to help students at home with homework and other curriculum-related activities, decisions and planning; and,
- Programming that focuses on recruiting and organizing parents to help and support students throughout the school year.

SECTION VII APPLICATION FORMAT

Application Format

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

- Applicant Profile (**Not counted in page total, See Attachment A**)
- Application Summary
- Organizational Capacity
- Qualifications of Key Personnel
- Project Description
- Budget Narrative
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Original Receipt (**Not counted in page total, See Attachment D**)
- Budget Form (**Not counted in page total, See Attachment E**)
- Intent to Apply (**Not counted in page total, See Attachment F**)
- Appendices (e.g., evidence to show the school is in good standing with its charter school Authorizer, resumes, organization chart, position descriptions) (**Not counted in page total**)

Applicants should feel free to submit fewer pages than recommended. However, the maximum number of pages for the total application **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 Arial type recommended). Pages must be numbered. **The review panel shall not review applications that do not conform to these requirements.**

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 activities. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, mission and the amount of grant funds requested. See Attachment A.

Application Summary

This section of the application should be brief and provide an overview of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Organizational Capacity

This section of the application should describe the applicant's experience with increasing parental involvement as well as its ability to implement and sustain successful parental involvement strategies.

Qualifications of Key Personnel

This section of the application should identify the individuals with primary responsibility for project implementation and oversight and detail their knowledge of parental involvement issues and evidence-based practices regarding parental involvement and its impact on student achievement.

Project Description

This section of the application should contain the project description that justifies and describes the project to be implemented. The project description should include the following:

1. Need for and proposed impact of the project;
2. Target population(s) to be served;
3. Specific service(s)/program(s) to be provided;
4. Detailed work plan for activities;
5. Specific, measurable program objectives for the service area of the application;
6. Quality assurance mechanisms.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application.

Monitoring and Reporting

Applicants will be required to submit a written report outlining lessons learned and strategies for sustaining healthy school to home relationships throughout the school year.

Appendices

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

- Evidence to show that the nonprofit organization is in good standing with and able to do business in the District of Columbia;
- W-9;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Project budget; and
- Resumes of key personnel.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Budget
Attachment F	Intent to Apply

ATTACHMENT A

**Applicant Profile/Cover Page
Office of the State Superintendent of Education
FY 2008 First Day Parental Involvement Activities
RFA #GD0-FDPIA-08**

Applicant Organization: _____

Applicant Tax ID #: _____

Name of Project: _____

Contact Person Name: _____

Contact Person Title _____

Office Address: _____

Phone: _____

Fax: _____

Cell Phone: _____

Email Address: _____

Total Funds Requested: _____

Project Description: _____

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

ATTACHMENT B (cont.)

- A The applicant certifies that it and its principals:
- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
 - (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620;

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (2) Establishing an on-going drug-free awareness program to inform employee's about --
 - a) The dangers of drug abuse in the workplace;
 - b) The applicant's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

ATTACHMENT B (cont.)

- (3). Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
 - (4). Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: The Office of the Senior Deputy Director for Health Promotion, 825 N. Capitol St., NE, Room 3115, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;
 - (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:
Place of Performance (Street address, city, county, state, zip code)

4 DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
Office of the State Superintendent of Education, 441 4th Street NW, Suite 350 North, Washington, DC 20001.

ATTACHMENT B (cont.)

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

Grantee Name

Grantee Address

Application Number and/or Project Name

Grantee IRS/Vendor Number

Typed Name and Title of Authorized Representative

Signature

Date

ATTACHMENT C

ASSURANCES

The applicant hereby assures and certifies compliance with the following as well as record-keeping consistent with U.S. GAAP accounting rules and are audited annually by an external accounting firm:

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the OSSE, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the OSSE concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes and regulations.

Signature, Authorized Representative

Date

Signature, Board of Trustees Member

Date

Attachment D

**Original Receipt
FY 2008 First Day Parental Involvement Activities Grant
RFA #GD0-FDPIA-08**

The Office of the State Superintendent of Education is in receipt of application from:

Contact Name: _____

Applicant Organization: _____

Address (City, State, Zip): _____

Phone: _____

Fax: _____

Email Address: _____

Name of Project: _____

Amount Requested: _____

Project Description: _____

OSSE USE ONLY:

Received on this date _____ / _____ / _____

Received at this time:

Received by:

_____ Applications with original submitted

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

ATTACHMENT E

**BUDGET
RFA # GD0-FDPIA-08**

A.	Personnel	\$ _____
B.	Fringe Benefits	\$ _____
C.	Supplies	\$ _____
D.	Equipment	\$ _____
E.	Refreshments	\$ _____
F.	Entertainment	\$ _____
G.	Operating Expenses	\$ _____
H.	Other Expenses	\$ _____
	PROJECT TOTAL	\$ _____

ATTACH LINE ITEM BUDGET NARRATIVE

ATTACHMENT F

Official Intent to Apply Notification

TO: Ms. Maria Ibañez
Office of the State Superintendent of Education
441 4th Street NW
Suite 350 North
Washington, DC 20001
Telephone: (202) 727-6436
FAX: (202) 727-2019
E-mail: maria.ibanez@dc.gov

RE: Please accept this notification that the following *eligible* organization intends to apply for consideration of funding under the Parental Involvement Back to School Night RFA.

Applicant Organization Name

Applicant Organization Address

Applicant Contact Person

Collaborating Organization(s)

Telephone

Fax

Authorized Representative Name and Title

Signature

Date