

REQUEST FOR APPLICATIONS (RFA)

**District of Columbia
Office of the Deputy Mayor for Education**



2014 Public Charter School Classical Education Facility Grant

RFA Release Date

October 17, 2014

Application Submission Deadline

October 31, 2014

**CHECKLIST FOR APPLICATION
2014 CLASSICAL EDUCATION SCHOOL FACILITY GRANT**

- The applicant is submitting one (1) original hard copy application (3-ring bound) and one (1) electronic copy emailed to althea.holford@dc.gov (PDF). If the applicant fails to submit one (1) original and one (1) electronic copy, the application **will not** be reviewed.
- The applicant is submitting the electronic application in PDF Format (one file or multiple files – being sure to name the files accordingly – [School Name Classical Education RFA14 1.pdf](#) and so on). The applicant has responded to all sections of the Request for Applications (“RFA”) and the application contains all the information and attachments requested.
- The Applicant has completed and included the Application Cover Sheet.
- The Applicant has made certain that the application adheres to the directions, criteria and limitations of each section of this RFA. The ***Application Sections*** of this ***RFA*** have **not been modified** – the text is Times New Roman, 12 point and is single spaced. ***Applications that do not conform to these requirements will not be reviewed.***
- The Three-Ring-Bound Hard Copy** must contain the following Tabs. For detail on each Tab, please refer to the Application Content Section beginning on Page 5 of this document.
 - **Page One: Application Cover Sheet**
 - **Tab One: Executive Summary**
 - **Tab Two: Table of Contents**
 - **Tab Three: Location Identification**
 - **Tab Four: Board Governance & Key Staff**
 - **Tab Five: Project Description & Feasibility Plan**
 - **Tab Six: Proven Educational Excellence**
 - **Tab Seven: Required Appendices (each section should be clearly marked and separated)**
 - **Tab Eight: Additional Appendices (as determined by applicant)**
- The applicant has responded to all sections of the RFA and the application contains all the information and attachments requested.
- Evidence of Community Support** – The Applicant has submitted evidence of support from a community organization(s).
- The hard copy of the Application has been delivered to: Althea Holford, Office of the Deputy Mayor for Education, 1350 Pennsylvania Ave. NW, Suite 307, Washington, DC 20001.
 - Applications received at or after 5:01 p.m. EST, on October 31, 2014, will not be reviewed. Applicants will not be allowed to assemble application materials on the premises of the Office of the Deputy Mayor for Education (“DME”). Applications must be ready for receipt by the DME.

Table of Contents

1. General Information	4
1.1. Introduction	4
1.2. Grant Award	4
1.3. Eligibility	4
1.4. Permissible use of grant funds	4
2. Schedule.....	4
2.1. RFA Release	4
2.2. Contact Person	4
2.3. Applications due.....	5
2.4. Updates	5
3. Scope of Program	5
3.1. Program Scope	5
4. Application Content.....	5
4.1. Description of Application Content.....	5
4.2. Description of Application Sections	5
4.2.1. Executive Summary	5
4.2.2. Table of Contents	5
4.2.3. Location Identification.....	6
4.2.4. Board Governance & Key Staff	6
4.2.5. Project Description & Feasibility Plan.....	6
4.2.6. Proven Educational Excellence	6
4.2.7. Required Appendices.....	6
4.2.8. Additional Appendices.....	7
5. Review Panel and Application Scoring.....	7
5.1. Review Panel	7
5.2. Scoring Rubric.....	7
6. General Provisions	7
6.1. Monitoring and Reporting.....	7
6.2. Nondiscrimination in the Delivery of Services	7
6.3. Additional Information.....	8
6.4. Certificate of Good Standing.....	8
6.5. D.C. Obligations	8
6.6. Document Retention	8
6.7. Audits	8
7. Application Cover Sheet	9
8. Scoring Rubric	11
9. Appendix.....	13

SECTION 1: GENERAL INFORMATION

1.1 Introduction

The Office of the Deputy Mayor for Education (“DME”) is soliciting grant applications from District of Columbia public charter schools for the 2014 Public Charter School Classical Education Facility Grant (“Classical Education Facility Grant”). The grant is a one-time grant of operating funds in the amount of \$2 million. The funds were allocated by the District of Columbia City Council pursuant to the Fiscal Year 2015 Budget Support Act of 2014 to “support the project development and management of an athletic and community meeting space on the grounds of a public charter school that provides a classical education to students in grades 5 through 12.”¹

1.2 Grant Award

A total of \$2 million is available for award through the Classical Education Facility Grant.

The Classical Education Facility Grant will be for a period of up to one (1) year from the Grant Award Date, provided that the grantee successfully meets its performance objectives, which will be articulated to grantees via a Performance Agreement that will be executed between the grantee, DME and the Office of the State Superintendent of Education (“OSSE”) prior to the disbursements of any grant funds.

The DME at its sole discretion may extend the terms of this grant. However, the total duration of this grant, including any continuations under this provision, shall in no instance exceed two years.

1.3 Eligibility

An Applicant applying for the Classical Education Facility Grant is subject to the following criteria to be eligible to apply under this RFA:

- Applicant is a District of Columbia Public Charter School authorized by the Public Charter School Board (“PCSB”) that provides classical education to students in grades 5 through 12;
- Applicant has not been sanctioned by the PCSB for: 1) regulatory or reporting compliance and/or, 2) unethical conduct in the previous two (2) years.

1.4 Permissible Use of Grant Funds

Each applicant may submit an application for only one site.

Grantees may only use grant funds for allowable grant project expenditures during the grant award period. The Classical Education Facility Grant is strictly limited to assisting a District of Columbia Public Charter School in the development of its educational facility. One hundred percent of funds must be used to support the project development and management of an athletic and community meeting space.

SECTION 2: SCHEDULE

2.1 RFA Release

The release date of the RFA is **October 17, 2104**. The RFA is available on-line at www.dme.dc.gov.

2.2 Contact Person

Applicants are advised that the authorized contact person for all matters concerning this RFA is:

Althea Holford Office of the Deputy Mayor for Education 1350 Pennsylvania Ave. NW, #307 Washington, DC 20001

¹ Fiscal Year 2015 Budget Support Act of 2014, Subtitle K.

Applicants are encouraged to email questions to the contact person listed above.

2.3 Applications Due

Applications are due on **October 31, 2014** by 5:00 pm and must be delivered to Althea Holford at the address provided directly above.

2.4 Updates

Information and updates regarding this RFA will be made available on-line at www.dme.dc.gov or via email.

SECTION 3: SCOPE OF PROGRAM

3.1 Program Scope

As stated above, the purpose of the grant is to support the project development and management of an athletic and community meeting space on the grounds of a public charter school that provides a classical education to students in grades 5 through 12.

SECTION 4: APPLICATION CONTENT

4.1 Description of Application Content

Three-Ring-Bound Hard Copy – The Applicant has responded to all sections of the RFA and the Three-Ring-Bound hard copy contains all the information and attachments requested.

The cover of the Three-Ring-Bound Hard Copy must clearly display the following: 1) **Application in Response to Classical Education Facility Grant RFA** and 2) the **Applicant's Name**. The Three-Ring-Bound Hard Copy must contain all of the following with the requested information.

- **Page One:** **Application Cover Sheet**
- **Tab One:** **Executive Summary**
- **Tab Two:** **Table of Contents**
- **Tab Three:** **Location Identification**
- **Tab Four:** **Board Governance & Key Staff**
- **Tab Five:** **Project Description & Feasibility Plan**
- **Tab Six:** **Proven Educational Excellence**
- **Tab Seven:** **Required Appendices (each section should be clearly marked and separated)**
- **Tab Eight:** **Additional Appendices (as determined by Applicant)**

4.2 Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project.

4.2.1 Tab One – Executive Summary

The Applicant may use this section to: 1) provide a brief background and history of the school, and 2) describe the school's academic program(s) and performance with specific detail on its classical education program.

4.2.2 Tab Two – 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. When a Tab requires multiple submissions, the Applicant should take care to clearly differentiate and/or mark each section being submitted.

4.2.3 Tab Three – Location Identification

In this section, the Applicant should identify a proposed or secured site where the grant funds will be used.

4.2.4 Tab Four – Board Governance & Key Staff

The Applicant must submit Biographies of all Board Members and Key Staff. The submission does not need to include resumes. Please see the note in Section 4.2.7 regarding professional biographical statements.

The governance structure must be clearly defined, to include expectations of board members, skill sets of Directors and Trustees and delineation of roles and responsibilities. The applicant should detail all decisions and/or policies requiring board approval.

4.2.5 Tab Five –Project Description and Feasibility Plan

Applicants must describe the current status and form of site control of the proposed project (lease, own, option to purchase, etc.).

Applicants should provide a development pro forma describing how the grant funds will be used as part of the larger project. This section should **demonstrate the financial need for the requested Classical Education Facility Grant**. The budget section should clearly identify the sources of other funding for construction of the facility.

NOTE: It is important that the Applicant’s proposed project comply with zoning, land use and other applicable District of Columbia and Federal regulations.

4.2.6 Tab Six – Proven Educational Excellence

The applicant must demonstrate proof of the quality of its educational services. Please submit proficiency scores, figures on enrollment growth, graduation rates, and any other evidence of high quality educational services.

4.2.7 Tab Seven – Required Appendices

- Appendix 1 – Executed Lease Agreement, Letter of Intent, or other documented evidence of site control or pending site control.
- Appendix 2 – Site surveys / Appraisals / Proposed architectural plans
- Appendix 3 – Senior Lender and/or Subordinated Lender Commitment Letter or Term Sheet
- Appendix 4 – Project Manager’s background / Bios
- Appendix 5 – Articles of Incorporation
- Appendix 6 – Audited Financial Statements (most current fiscal year)
- Appendix 7 – Charter Agreement
- Appendix 8 – Certificate of Good Standing (from the DC Department of Consumer and Regulatory Affairs and Notarized Statement on D.C. Obligations)
- Appendix 9 – Letters of Endorsement or support from community members
- Appendix 10 – Bank Statements Evidencing Cash Equity (3 months of statements)

- Appendix 11 – Any Other Significant Information Deemed Necessary
- Appendix 12 – Board Bios and Key Management Bios*

* **NOTE:** This section is not intended to solicit resumes. This section is designed to solicit professional Bios of all of the professionals associated with the proposed project – Board Members & Key Management (programmatic and professional management). Further, clear concise Bios are required for all professionals that will be directly responsible for the project design, construction, engineering, legal, finance, etc. Bios should be of professional quality and provide enough detail (**one or two paragraphs**) for the DME to ascertain the project team’s ability to complete a high quality project within the time specified. NOTE: If a related entity provides management support, Bios on key individuals are also required.

The requested appendices are: intended 1) to show evidence of site control, 2) to demonstrate financial capacity to complete the project, and 3) to demonstrate that the applicant has the expertise, experience, resources and management procedures sufficient to implement the proposed project and can provide project accountability.

4.2.8 Tab Eight – Additional Appendices

To be provided as deemed necessary by the applicant.

If the Applicant fails to submit the application as required above, the application will not be reviewed.

SECTION 5: REVIEW PANEL AND APPLICATION SCORING

5.1 Review Panel

The Classical Education Facility Grant is competitive. A Review Panel for the Classical Education Facility Grant will be convened to review, score, and rank each applicant's proposal. The Review Panel for this RFA will be composed of neutral, qualified professional individuals who have been selected for their unique experiences in education, project finance, neighborhood planning, community development, and/or facilities management.

5.2 Scoring Rubric

For details on Classical Education Facility Grant scoring please refer to the “Scoring Rubric” attached at the end of this document.

SECTION 6: GENERAL PROVISIONS

6.1 Monitoring & Reporting

Upon award of the Classical Education Facility Grant by DME, OSSE, through the Office of Public Charter School Finance and Support (“OPCSFS”) will be primarily responsible for monitoring the terms of the Performance Agreement and for reviewing and approving requests for reimbursement (see section 6.8 on payments below). At any time or times before final payment and five (5) years thereafter, the District may have the Grantee's expenditure statements and source documentation reviewed. DME and OPCSFS will monitor the grant recipient 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, including assurances typically required by OSSE for the disbursement of funds pursuant to grant programs for public charter schools. (See Appendix for a list of assurances that will be required.)

6.2 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 Classical Education Facility Grant funds.

6.3 Additional Information

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

6.4 Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs (“DCRA”). The Certificate shall be current to within 60 days of the application submission.

6.5 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.

6.6 Document Retention

Recipients and sub-recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three years from end date of the program period to ensure that such documentation is available to the DME and OSSE and/or other authorized entities for review, upon request.

6.7 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.

6.8 Payments

Funds will be provided on a reimbursement basis. Failure to provide documents to support expenditures and to meet required deliverables under the Performance Agreement may result in withholding of funds.

7.0 Application Cover Sheet

Applicant Name:

Contact Name:

Title:

Phone:

Address:

Fax:

City:

State:

ZIP Code:

Grant Coordinator *if other than contact*:

Title:

Email Address:

Phone:

Funding to cover:

- New Construction
- Facility Expansion
- Renovation

Total Funds Requested:
\$

Certification/Signatures

I certify to the best of my knowledge, the information contained in this application is correct and complete and that the LEA and its representatives will carry out all program or activity related to the 2014 Facility Grant.

Printed Name and Title of Authorized Person:

Signature:

Date:

**2014 Public Charter School Classical Education Facility Grant
Request for Applications**

**District of Columbia
Office of the Deputy Mayor for Education**



**The following page contains the Scoring Rubric for the Classical
Education Facility Grant Application.**

2014 Facility Grant Evaluation Criteria
REQUIREMENTS
Authorized Public Charter School in DC
Classical Education Program for Grades 5 through 12
Clean Hands Certified
COMPETITIVE CRITERIA
Need and Capacity
<i>This category is scored on a scale of 0 – 30 points. A maximum of 30 points will be awarded.</i>
Applicant has demonstrated a record of strong educational performance in the District of Columbia.
Governance structure is clearly defined. The Board of Trustees complies with the requirements of the School Reform Act §38-1802.05, and members have the necessary skills to oversee the proposed project.
Respondent’s project team has a demonstrated track record of successfully completing charter school projects such as the one offered.
Financial Feasibility
<i>This category is scored on a scale of 0 – 30 points. A maximum of 30 points will be awarded.</i>
Applicant has demonstrated site control or a clear and timely plan for gaining site control.
Applicant has clearly described the need for facility improvements and the feasibility of its proposed project.
Applicant has demonstrated a clear financial need for the requested grant funds.
Applicant’s proposed capital improvements are financially feasible and the Applicant’s development pro forma identifies sufficient funds from other sources to complete the project.
Community Involvement
<i>This category is scored on a scale of 0 – 10 points. A maximum of 10 points will be awarded.</i>
Applicant demonstrates community support with letters of endorsement or support.

**2014 Public Charter School Classical Education Facility Grant
Request for Applications**

**District of Columbia
Office of the Deputy Mayor for Education**



**The following page contains the Appendix for the Classical Education
Facility Grant Application.**

Public Charter Schools that are awarded grant funds pursuant to this grant opportunity will be required to make the following assurances in the Performance Agreement with DME and OSSE:

- The applicant will administer the funds covered by this application in accordance with all applicable statutes, regulations, program plans, and applications.
- The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds allocated to the applicant, as set forth in all applicable laws and regulations.
- The applicant will expend all funds by two years from the award date. The applicant assures timely (at least quarterly) submissions of reimbursement workbooks.
- The applicant must receive prior written approval from the Office of the Deputy Mayor for Education (DME) and Office of the State Superintendent of Education (OSSE) before implementing any project changes with respect to the purposes for which the proposed funds are awarded.
- The applicant will retain all records of the financial transactions and accounts relating to the proposed project for a period of five years after the termination of the grant agreement and shall make such records available for inspection and audit as necessary.
- The applicant will submit to OSSE any applicant information that DME or OSSE may request for reporting and evaluation purposes in a timely and accurate manner.
- The applicant acknowledges and agrees that the completion of this application, or the approval to fund an application, will not be deemed to be a binding obligation of DME or OSSE until such time as the Grant Award Notification (GAN) is delivered to the applicant.
- As applicable, the applicant will comply with all applicable Office of Management and Budget (OMB) Circulars, including, but not limited to: OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments; OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- The applicant recognizes that approval of an application by DME does not relieve the applicant of its responsibility to comply with all applicable requirements.
- The applicant will have financial management systems, procurement systems, and equipment and inventory management systems that enable the LEA to demonstrate compliance with OSSE's grants management requirements.
- The applicant will comply with all local and federal civil rights laws that prohibit discrimination based on race, color, national origin, religion, sex, disability, and age (available at: <http://www.ed.gov/policy/gen/leg/recovery/notices/civil-rights.html>).
- The applicant certifies that a collaborative agreement has been established with an eligible partner (as applicable).
- The applicant certifies that they are in good standing with the District of Columbia.
- The applicant certifies they are not listed on the District of Columbia "Excluded Parties List."