



Request for Applications (RFA)

**Office of the State Superintendent of Education (OSSE)
Division of Postsecondary & Career Education**

College, Credential, and Career Ready Summer Initiative

Announcement Date: February 23, 2015

RFA Release Date: March 9, 2015

Application Submission Deadline: April 9, 2015 by 4PM

Table of Contents

Section	Page
Section I: General Information <ul style="list-style-type: none"> • Background • OSSE Program Contact Information • Due Date 	3
Section II: Initiative Goals & Program Requirements <ul style="list-style-type: none"> • C3 Ready Summer Goals • Focus on Priority Career Sectors • C3 Ready Program Requirements • Additional Priority Areas • Recruiting & Enrolling Students 	4
Section III: Eligibility Information <ul style="list-style-type: none"> • Partnership Applications • Pre-Application Matching Workshop • Additional Applicant Qualifications • Vendor Registration 	6
Section IV: Evaluation	7
Section V: Funding Available <ul style="list-style-type: none"> • Grant Awards & Payments • Applicant 1:1 Match • Opportunity for Extended Funding 	7
Section VI: Application Submission Logistics <ul style="list-style-type: none"> • Application Checklist • Submission in EGMS • Pre-Application Question Period & Information Sessions 	8
Section VII: Application Scoring & Review Process <ul style="list-style-type: none"> • Review Process • Description of Scoring 	9
Section VIII: Award Administration <ul style="list-style-type: none"> • Notification of Awards • Monitoring • Reporting • Timeline • Terms & Conditions 	10

Section I: General Information

Background

The Office of the State Superintendent of Education (OSSE) envisions a city where every child leaves the K-12 education system ready to enter college, a career credential program, or a high-skill, high-wage, or high-growth career pathway.¹ The goal of the C3 Ready Summer Initiative is to ensure that more middle grades students have access to college and career readiness programming and are ready to enter high school. Further, OSSE seeks to build evidence of successful early college and career exposure programs operating in the District of Columbia.

The middle grades (grades 6-8) and early high school are key stages in a student's pathway towards high school graduation and postsecondary readiness. Students who achieve a middle school Grade Point Average (GPA) of 3.0 or above are more likely to be successful in high school, including accessing rigorous courses and maintaining high grades strongly linked to college degree completion.² Middle grades and 9th grade students with one or more failing grade, who have one or more suspension, or who miss more than 10% of school are twice as likely to drop out before graduating from high school.³ Students who are "C3 Ready" or ready to enter college, a credential program, or a career pathway have invested in school and begun to build their academic and non-academic skills from the early grades.

The C3 Ready Summer Initiative will fund programs that improve research-supported college and college readiness skills and competencies related to goal setting, time management and organization, and understanding of postsecondary pathways from middle school to college and careers.

The C3 Ready Summer Initiative is supported through local funds as part of a strategic citywide effort to enroll students in high quality college and career education.

OSSE Program Contact Information

Chloe Woodward-Magrane
Manager, Early College & Career Awareness
Postsecondary & Career Education
Office of the State Superintendent of Education
810 1st Street NE
Washington, DC 20002
Phone: (202) 481-3949
Email: chloe.woodward-magrane@dc.gov

¹ See *Strengthening the Pipeline to College & Careers: A Strategic Plan for Career and Technical Education in the District of Columbia* for definition of high-skill, high-wage, high-demand, and priority career fields.

² Elaine Allensworth et al, *Looking Forward to High School and College: Middle Grade Indicators of Readiness in Chicago Public Schools*, University of Chicago Consortium on Chicago School Research, <http://ccsr.uchicago.edu/sites/default/files/publications/Middle%20Grades%20Report.pdf> (November 2014).

³ Balfanz et al, *On Track for Success: The Use of Early Warning Indicator and Intervention Systems to Create a Grad Nation*, Everyone Graduates Center, http://new.every1graduates.org/wp-content/uploads/2012/03/on_track_for_success.pdf (November 2011).

Application Due Date

All applications are due to OSSE by 4:00PM on Thursday, April 9, 2015. **Applications must be submitted through the online [Enterprise Grants Management System \(EGMS\)](#). No paper applications are accepted.** Late applications will not be considered.

Section II: Initiative Goals & Program Requirements

C3 Ready Summer Goals

Through the C3 Ready Summer Initiative, OSSE will build partnerships between schools, community-based partners, and postsecondary institutions that improve key college and career readiness skills and competencies for middle grades youth. OSSE requests proposals for summer 2015 programming that addresses the following competencies and knowledge for middle grades students (entering grades 6-8):

1. Effectively manage time and use organization strategies;
2. Set long and short term academic and non-academic goals;
3. Understand high school systems and structures, including but not limited to GPA calculation, Carnegie Unit or other credit accrual, and DC graduation requirements;
4. Understand and evaluate available high schools and college and career preparatory program options in Washington, DC;
5. Understand the DC high school application process; and
6. Understand how middle and high school academic performance connects to high-growth college and career pathways and Priority Career Sectors.

Focus on Priority Career Sectors

The December 2012 strategic plan by the District Career and Technical Education Taskforce identifies Priority Career Sectors in the District of Columbia. These 12 Career Sectors were chosen by representatives of the Workforce Investment Council, Department of Employment Services (DOES), Public Charter School Board (PCSB), DC Public Schools, the University of the District of Columbia, and OSSE based on both high wage and high demand criteria and the District’s economic development priorities. The Priority Career Sectors are as follows:

Science, Technology, Engineering & Math	Information Technology	Business Management & Administration
Architecture & Construction	Law, Public Safety, Corrections & Human Services	Marketing
Transportation, Distribution & Logistics	Finance	Education & Training
Health Science	Arts, AV Technology & Communications	Hospitality & Tourism

All career-focused portions of programming supported by the C3 Ready Summer Initiative must align with these 12 Priority Career Sectors.

C3 Ready Summer Program Requirements

Proposed programs must further meet the following requirements in order to be considered eligible for funding:

- Program will occur between June and August 2015 and will not overlap with the academic school year at the site(s) served.

- Program will occur during daytime hours for at least six (6) hours per day (i.e. 9:00am to 4:00pm).
- Program must last between three (3) and six (6) weeks.
- Program will spend at least 85% percent of time focusing on high school transition, college and career exposure, awareness, and readiness.
- Program will spend at least 50% of time on hands-on activities for students, such as field trips, interactive guest speakers, or inquiry and project-based learning.
- Funding will be used to create new programming or greatly expand the proportion of programming given by an applicant organization focused on high school transition and/or college and career readiness. Applicants cannot apply for funding to support pre-existing college and career readiness programming at a school site that they currently serve. Applicants, however, may request funds to expand a pre-existing program to new school sites or locations.
- Applicants must demonstrate prior experience working with middle grades students (students in grades 6 through 8).

Additional Priority Areas

OSSE will prioritize applications from applicants who propose to:

1. Enroll 70% or more of their program with students who qualify for Free or Reduced Price Meals (FARMs), Temporary Assistance for Needy Families (TANF), or Supplemental Nutrition Assistance Program (SNAP) benefits; **and/or**
2. Enroll 70% or more of their program with students who attend schools that receive Title 1 funding. LEAs submitting applications for school sites that receive Title 1 funding also meet this requirement.
3. Connect summer programming to college and career readiness activities during the 2015-2016 school year.

Recruiting & Enrolling Students

Applicants may propose to enroll a targeted group of students (i.e. from a certain school or neighborhood) in the proposed program, or they may propose a site open to all DC middle grades students. For applicants proposing to target a certain group of students, programs must be at least 80% enrolled two weeks before beginning date of the program. If the program is not 80% enrolled two weeks before the beginning date, the applicant(s) are required to reach out to other middle grades students and families to meet full enrollment.

In order to ensure efficient use of funds, OSSE staff will conduct enrollment verification visits to each site receiving funding through this grant initiative midway through the program duration as specified by the applicant (for example, if the program is 4 week long, OSSE will visit the site during the second week of the program). If the program enrollment does not meet expectations, OSSE retains the right to adjust the amount of funding to reflect the students being served. OSSE and the applicant organizations will agree upon a date for the enrollment verification visit. OSSE agrees not to conduct enrollment verification without advance notice of the recipient organization(s).

Section III: Applicant Eligibility Information

Partnership Applications

OSSE accepts applications from consortia of Local Education Agencies (LEAs), qualified Community-Based Organizations (CBOs) with 501c3 status, and qualified Institutions of Higher Education (IHEs). OSSE believes that out of school time programs are strengthened when multiple partners invest their resources towards a common goal, therefore, OSSE requires Partnership Applications for this grant initiative. A Partnership is defined as the following:

- A single LEA lead applicant with one or more qualified CBO or IHE partners OR
- A single CBO or IHE lead applicant with multiple LEA partners.

All Partners must submit signed Letters of Partnership and a Memorandum of Understanding (MOU) between Partners that describes their programmatic and fiscal responsibilities and confirms their shared commitment to the project.

When writing an MOU, ensure that the document formalizes a working relationship between the applicant and partnering organization(s). The document will describe how the two (or more) organizations will work together when opportunities to do so occur. This document is needed to demonstrate:

- Which partner will act as the fiscal agent and applicant for grant purposes;
- Trusts exists between the partner and the community organization;
- The partner and the community organization can identify specific beneficial ways to work together;
- The exchange of assistance is equitable and balanced;
- Expectations can be stated in simple, straightforward terms;
- An exchange of money may or may not part of the understanding;
- There is no formal benchmark for measuring performance or penalty for failure to perform; and
- The arrangement is for a specified period of time.

These additional documents should be submitted through EGMS along with the application for grant funding. Applications without attached Letters of Partnership or MOUs from all partner organizations will not be accepted.

Pre-Matching of Interested Applicants

Independent LEAs, CBOs, or IHEs interested in applying for funding but lacking partners should attend the C3 Ready Summer Initiative Pre-Match Workshop. At the workshop, independent LEAs or organizations will have the opportunity to meet each other and develop partnerships for the purpose of this grant initiative.

C3 Ready Summer Initiative Info Session & Pre-Match Workshop

Friday, March 13, 2015, 2:00-3:30PM

Office of the State Superintendent of Education, 810 1st Street NE, Room 806B, Washington, DC

RSVP for the [Info Session & Pre-Match Workshop](#) by Thursday, March 12, 2015

Additional Qualifications for Applicant Organizations

Local Education Agency Partners

Qualified LEAs are located in the District of Columbia and will serve middle grades students (grades 6-8) in Academic Year 2015-2016. **Individual schools in an LEA are not eligible to apply directly for funds or participate in partnerships.** All applications must be submitted by the LEA on behalf of the school.

Community-Based Organization Partners

CBOs must be located in the District of Columbia and have 501c3 nonprofit status. **No grants will be made to organizations that do not have current 501c3 status.** CBOs must demonstrate experience working with middle grades students and/or college and career preparation and access.

Institutions of Higher Education Partners

IHEs must be member organizations of the Consortium of Universities of the Washington Metropolitan Area; and/or IHEs must have prior experience running successful dual enrollment or dual credit programs for high school students.

Vendor Registration

All approved C3 Ready Summer Initiative recipients must register to become a vendor in DC prior to the commencement of their programs. Applying organizations must have a current Employer Identification Number (EIN). Information about applying for an EIN can be found [here](#).

In order to submit reimbursement requests through OSSE’s online Enterprise Grants Management System (EGMS), lead applicant organizations will also have to register for a System for Award Management (SAM) account prior to the commencement of their programs. Please see [here](#) for information on applying for a SAM account. Organizations will further be required to register for a Data Universal Number System (DUNS) number. Please see [here](#) for information on applying for a DUNS number. Only the lead applicant for this grant initiative needs to register as a DC vendor. Partners not receiving funds directly from OSSE do not need to register.

Section IV: Program Evaluation

A primary goal of the 2015 C3 Ready Summer Initiative is to better learn what strategies and programs improve outcomes for students aligned to the C3 Ready Summer goals. All students participating in programs supporting by this grant will be required to take a pre- and post-program survey related to high school transition and college and career expectations. Additional plans for assessment and evaluation by the organization or partnership should be described in the submitted proposal.

Section V: Funding Available

Grant Awards & Payments

A total of \$150,000 is available for the C3 Ready Summer Initiative. Based on prior experience and a survey of local summer program providers, OSSE anticipates that average cost per student will be approximately \$1000 for this grant initiative including both OSSE and applicant matching funds. Funds will be available in a staggered schedule over the length of the program.

Timing	Percentage of Funds Available
Late June (Pre-Program)	20%
Late July (Mid-Program)	30%
August (Post-Program)	50%

Applicant 1:1 Funding Match

In order to receive funding for C3 Ready Summer Initiative, an applicant or partnership must provide a 1:1 match. For example, if an applicant requests \$10,000, they and their partner(s) must provide an additional \$10,000 from other funding sources for a total of \$20,000. Up to 50% of the applicant match may be in-kind funds.

Applicants should be aware that new funds must be used only to supplement, not supplant, any Federal, state, or local dollars available to support summer college and career readiness activities for middle grades students.

In order for a proposal for the C3 Ready Summer Initiative to be complete, applicants must complete the budgeting and applicant match worksheet in the Enterprise Grants Management System (EGMS). All matched funding sources must be documented and available for program use at the time of program implementation. Match funding sources may include Federal, local, or private funds, and may include funding received through other OSSE grants. In order to receive funding, applicants must document a 1:1 funding match.

Opportunity for Extended Funding

While this grant initiative supports summer programming, additional funding may be available for recipients of summer funding to extended high school transition and college and career readiness programs into the school year, either in school or during out of school time programs. Organizations or partnerships that wish to extend summer programming into the academic school year should detail how summer activities align with existing or planned activities for School Year 2015-2016.

Section VI: Application Submission Logistics

Application Checklist

Complete applications will include the following:

- ✓ Contact information for organization Executive Director, Head of School, or other individual with the ability to make binding commitments on behalf of the LEA or organization
- ✓ Summer Program Manager contact information
- ✓ Budget or Business Manager contact information
- ✓ Detailed project narrative clarifying how applicant and partners will target C3 Ready Summer Goals and evaluate success
- ✓ Letters of Partnership for all partner organizations
- ✓ Memorandum of Understanding for all partner organizations
- ✓ Budget and budget narrative documenting 1:1 applicant match and sources
- ✓ Assurances

Submission in EGMS

The C3 Ready Summer Initiative application is available online through OSSE's Enterprise Grants Management System (EGMS): <https://grants.osse.dc.gov> on March 23, 2015. All applications must be submitted through EGMS.

LEAs and organizations that have not done so will need to create a new user account in EGMS in order to apply for funding. The new user account will require an organization's EIN, SAM, and DUNS number and organizational contact information. Independent or partnership applicants will complete their proposals in EGMS and upload any supporting documentation. Hard copy/paper and email submissions

for the C3 Ready Summer Initiative will not be accepted. Only the lead applicant for this grant initiative needs to register in EGMS. Partners not receiving funds directly from OSSE do not need to register.

Applications must be submitted to EGMS by 4:00PM on Thursday, April 9, 2015. Late applications will not be considered.

Pre-Application Question Period & Application Information Sessions

To ensure equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to chloe.woodward-magrane@dc.gov by Thursday, April 2, 2015.

Applicants are further encouraged to participate in one of the information sessions below.

Info Session & Pre-Match Workshop: Friday, March 13, 2015, 2:00PM-3:30PM
Office of the State Superintendent of Education, 810 1st Street NE, Room 806B, Washington DC
Register Here for the [Info Session & Pre-Match Workshop](#)

Webinar Info Session: Tuesday, March 17, 2015, 3:00PM-4:00PM
Register Here for the [C3 Ready Summer Initiative Webinar Info Session](#)

Section VII: Application Scoring & Review Process

Review Process

The review panel for this grant is comprised of neutral qualified individuals with professional experience in college and career readiness program development and administration. Awards based on how well applicants address the goals and meet the requirements and/or priority areas of this Request for Proposals as specified below.

Criteria	Maximum Points
Goals & Objectives 1. Applicant describes in detail how their program design will improve student mastery of the C3 Ready Summer Goals.	15
Project Narrative 1. Applicant describes all Partner organizations and their programmatic and fiscal responsibilities. Signed Letters of Partnership and MOU are included with the application. 2. Applicant documents how at least 85% of time focuses on high school transition, college and career exposure, awareness, and readiness. 3. Applicant documents how at least 50% of time incorporates hands-on activities for students, such as field trips, interactive guest speakers, or project-based learning. 4. Applicant identifies the length of time per day and number of weeks for the program and site location(s). 5. Applicant provides a detailed plan of how they will target and enroll students and ensure attendance in the program.	20
Priority Points 1. Applicant serves students who qualify for Free or Reduced Price Meals (FARMs), Temporary Assistance for Needy Families (TANF),	6

<p>or Supplemental Nutrition Assistance Program (SNAP) benefits; and/or attend schools that receive Title 1 funding.</p> <p>2. Applicant describes how the proposed program will connect to college and career readiness activities during School Year 2015-2016.</p>	
<p>Expansion, Evaluation & Budget</p> <p>1. Applicant describes how the proposed program is an expansion of college and career awareness and readiness activities previously or currently provided by applicant organization(s).</p> <p>2. Applicant describes how they will measure student-level program outcomes over the course of the proposed program.</p> <p>3. Applicant documents the required 1:1 match and provides a clear explanation of source of match funds and value of in-kind funds.</p>	9

Description of Scoring

The criteria above will be scored using the following indicators:

- No Evidence. The category is not addressed.
- Minimal Evidence. The category is addressed, but the applicant is missing a very large portion of the category or fails to provide required information.
- Partial Evidence. The applicant is missing some of the category, provides inaccurate information, or provides information that is not discernible.
- Full Evidence. The applicant provides general but sufficient detail, adequately addresses the category, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Full and Through Evidence. The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses. The program design and description is well-conceived, fully developed, and original.

Section VIII: Award Administration

Notification of Awards

Applicants will be notified of final award decisions by Thursday, April 16 2015. Awards are not final until the applicant has received a Grant Award Notification (GAN) from OSSE.

Monitoring

OSSE will monitor grantees by analyzing and approving budget worksheets prior to and during the duration of the program in summer 2015. OSSE may also conduct announced and unannounced visits on-site to grantees.

As noted above, OSSE will conduct one (1) enrollment verification visit midway through the duration of the program as described by the applicant. OSSE retains the right to adjust the amount of funding to reflect the students being served. OSSE and the applicant organizations will agree upon a date for the enrollment verification visit. OSSE agrees not to conduct enrollment verification without advance notice of the recipient organization(s).

Reporting

Organizations or partnerships receiving funds must comply with the following reporting requirements:

1. Weekly update on participant attendance
2. Mid-Program Report. An evaluation report is due to OSSE midway through the duration of the program. At a minimum the report should detail student enrollment, daily attendance, and an overview of program activities.
3. Final Evaluation Report. A final evaluation report is due within thirty (30) days of the program end date. At a minimum the final report should detail student enrollment, attendance, an overview of program activities, and student progress towards meeting the C3 Ready Goals and objectives of the program.

Timeline

Date	Activity
February 23, 2015	Release of Notice of Funding Availability
March 9, 2015	Release of Request for Applications (RFA)
March 13, 2015	Info Session & Pre-Match Workshop
March 17, 2015	Webinar Info Session
March 23, 2015	Application Open in EGMS
April 9, 2015	Application Closed – all submissions due in EGMS by 4:00PM
April 16, 2015	Grant Award Notification
June 2015	Programs Begin

Terms & Conditions

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE to make an award.

OSSE reserves the right to accept or deny any or all applications if OSSE determines that it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant’s proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rules or any applicable federal regular or requirement.

OSSE reserves the right to issue addenda and/or amendments to the issuance of the RFA, or to rescind the RFA.

OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant’s sole responsibility.