

REQUEST FOR APPLICATIONS (RFA): #0206-04

State Education Office

FY 2004 Teacher Quality Improvement Grant Program



Invites the submission of applications for funding through the U. S. Department of Education to the State Education Office under Part A Title II of ESEA as amended by (Public Law 107-110).

Announcement Date: February 4, 2004

RFA Release Date: February 6, 2004

Application Submission Deadline: March 19, 2004

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

NOTICE

DISTRICT OF COLUMBIA STATE EDUCATION OFFICE

***FY 2004 Teacher Quality Improvement Grant Program
RFA # 0206-04***



PRE-APPLICATION CONFERENCE

Attendance Recommended

WHEN: *February 24, 2004*

WHERE: *The Office on Aging
441 4th Street, NW, Suite 940 North
Washington, DC 20001*

TIME: *10:00 am – 12:00 pm*

CONTACT PERSON: *Deidre M. Hunt
CDH Management and Consulting, LLC
(202) 641-5766*

Checklist for Applications

FY 2004 Teacher Quality Improvement Grant Program

- ❑ The applicant organization/entity has responded to all sections of the Request for Application.
- ❑ The Applicant Profile, found in Attachment A, contains all the information requested.
- ❑ The Program Budget is complete and complies with the Budget form listed in Attachment G of the RFA. The budget narrative is complete and describes the categories of items proposed.
- ❑ The application is printed on **8½ by 11-inch paper, double-spaced, on one side (including bullet items) using 12-point type with a minimum of one inch margins**. **CDH will not forward applications to the review panel that do not conform to this requirement.**
- ❑ The Application Summary section is complete and is within the 5-page limit for this section of the RFA submission.
- ❑ The Project Description section is complete and is within the 25-page limit for this section of the RFA submission.
- ❑ **The applicant is submitting the required six (6) sets of the application, one (1) original and five (5) copies. CDH will not forward the application to the review panel if the applicant fails to submit the required applications.**
- ❑ The application format conforms to the “Application Format” listed in Section VII, page 10 of the RFA. **The review panel will not review applications that do not conform to the application format.**
- ❑ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ❑ The appropriate appendices, including position descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ❑ The application is submitted to CDH no later than 5:00 p.m. on the deadline date of March 19, 2004.
- ❑ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelopes or packages for CDH's approval upon receipt.



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The Standards for DCPS Math and Science can only be picked-up from 803 Florida Ave., NW, WDC 20001. Please contact Ms. Hunt in advance. (Criteria B-1c)



State Education Office

Request for Applications (RFA) #0206-04

FY 2004 Teacher Quality Improvement Grant Program

SECTION I GENERAL INFORMATION

Introduction

The U.S. Department of Education has awarded a formula grant under Title II, Part A – Teacher and Principal Training and Recruiting Fund to the District of Columbia. The purpose of this grant is to:

- Improve skills of teachers;
- Improve the instruction in mathematics and science; and
- Increase the access of all students to that instruction.

Target Population

The target population for the grant is the elementary and secondary public and private school students. It is expected that all programs take into account the need for greater access to and participation in mathematics and science for students from historically underrepresented and under-served groups and gifted and talented students.

The program serves public and private elementary and secondary school students, teachers and related education personnel, through grants to local education agencies, institutions of higher education and public and private nonprofit organizations.

Eligible Organizations/Entities

Public or private institutions of higher education with their main campus located in the District of Columbia and certified by the US Department of Education are eligible to apply. Non-profit organizations are also eligible to apply.

The State Agency for Higher Education has established the following priorities for funding under the grant:

- Institutes in mathematics for middle grade teachers (grades 5-8) in problem solving techniques and use of state-of-the-art technologies;
 - Institutes for middle grade teachers with an emphasis on integrating mathematics, science and language arts; and
-



- Opportunities for secondary teachers to improve their instructional strategies in algebra.

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

Source of Grant Funding

The grants are made available through the US Department of Education to the State Education Office.

Award Period

The grant awards will be from the date of award until September 30, 2004.

Grant Award and Amount

A total of \$325,000 is available in federal grant funds. Historical information (range of grants from \$75,000 to \$100,000)

Contact Person

For further information, please contact:

Deidre M. Hunt, President
CDH Management and Consulting, LLC (CDH)
803 Florida Avenue, NW
Washington, DC 20001
Phone (202) 641-5766 Fax #1 (202) 399-2751 Fax #2 (202) 408-0741

Hours of RFA Pick-up and Delivery

Applicants can pick up the RFA from 803 Florida Avenue, NW, Washington, DC 20001 on Monday, Wednesday and Thursday **ONLY** between 10:00 a.m. - 3:00 p.m.

Applications must be returned by Friday, March 19, 2004, between 9 a. m. and 5 p. m.

Internet

Applicants who obtained this RFA through the Internet shall provide the CDH Management and Consulting, LLC (CDH) with the following:

- Name of organization;
- Key contact;



- Mailing address;
- Telephone number;
- Fax number; and
- Email address.

This information shall be provided so that the applicant will receive updates and/or addenda to the FY 2004 Teacher Quality Improvement Grant Program RFA.

Pre-Application Conference

A Pre-Application Conference will be held on February 24, 2004 from 10:00 a.m. to 12:00 p.m., at The Office on Aging, 441 4th Street, NW, Suite 940 North, Washington, DC 20001

Explanations to Prospective Applicants

Applicants are encouraged to mail or fax questions to the contact person listed above **before March 12, 2004.** Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

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. **Two Attachment D's** should be affixed to the outside of one envelope or package. **CDH will not forward the application to the review panel if the applicant fails to submit the required six sets of the application.** Telephonic, telegraphic, email and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on March 19, 2004. All applications will be recorded upon receipt. **Applications received at or after 5:01 p.m., March 19, 2004, will not be forwarded to the review panel for funding consideration.** Any additions or deletions to an application will not be received after the deadline of 5:00 p.m., March 19, 2004. Applications must be ready for receipt by CDH.

An original and five (5) copies of the application **must be** hand delivered to the following location:

CDH Management and Consulting, LLC
803 Florida Avenue, NW
Washington, DC 20001
Attention: Ms. Deidre M. Hunt



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, March 19, 2004, at the above location. Applications arriving via messenger/ courier services after the posted deadline of **5:00 p.m., March 19, 2004, will not be forwarded to the review panel by CDH.**

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants shall only use funds for projects designed to provide teachers with skills needed to improve the quality of instruction in mathematics and science.

Administrative/Indirect Costs

Applicants' budget submissions must adhere to a seven-percent (7%) maximum for administrative costs and coordination and one-percent (1%) for audit purposes. All proposed costs must reflect either a direct charge to specific budget line items or an indirect cost.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions.

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 prior to receiving funds.

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 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 2004 Teacher Quality Improvement Grant Program funds.



SECTION V PROGRAM SCOPE

The District of Columbia's State Education Office announces that \$325,000 in federal grant funds is available to fund applicants whose programs are designed to provide teachers with skills needed to improve the quality of instruction in mathematics and science.

Applicants shall develop training, retraining or in-service programs for elementary or secondary public and private schools teachers in the fields of mathematics and science and encourage:

- Teachers to participate in intensive, ongoing professional development programs, both academic and pedagogical, at institutions of higher education; and
- Students at institutions of higher education studying to become teachers to have direct, practical experience at the schools.

Applicant Responsibilities

Applications submitted for funding must address how it will accomplish the following:

- A. The applicant is responsible for demonstrating knowledge of assessments of local needs for professional development as identified by the educational institution and school staff.
- B. The applicant is responsible for developing a professional development plan to address the following:
 1. Focus on teaching and learning in the core academic subjects of mathematics and science;
 2. Provide information on the number of persons who will directly benefit from the project. Specify grade levels of teachers and children involved;
 3. Describe the extent to which the project adds to current educational information and knowledge on instruction in mathematics and science;
 4. Describe the extent to which the project will provide a model or other information that could be used by others to improve instruction;
 5. Describe the extent to which the project involves techniques that are innovative;
 6. Describe how the activities funded will address the needs of teachers in schools receiving assistance;



7. Describe how the plan is of sufficient intensity and duration to have a positive and lasting impact on the student's performance in the classroom;
 8. Describe how programs in core academic subjects of mathematics and science, will take into account the need for greater access to, and participation in, such disciplines by students from historically under-represented groups, including girls and women, minorities, individuals with limited English proficiency, the economically disadvantaged, and individuals with disabilities, by incorporating pedagogical strategies and techniques which meet such individuals' educational need;
 9. Describe the professional development strategies to be employed to involve parents in the education of their child; and
 10. Assist Teacher Quality Program Administrators in performing follow-up evaluations to determine the success of the program in improving results, including test scores. Provide SEO with a list of the DCPS teachers or staff participating in the program including name, address, phone numbers and the name of the school where the teacher or staff person works.
- C. The applicant is responsible for outlining a plan of operation that includes the following:
1. A clear description of how the objectives of the project relate to the purposes of the Title II Teacher Quality program;
 2. Describe how the objectives of the project will be accomplished;
 3. Describe how the project will cooperate with the DC Public Schools to provide the training and retraining programs in mathematics and science;
 4. Describe the ways in which resources and personnel will be used to achieve each objective, including a description of the duties of all key personnel;
 5. Describe how the project will provide greater access to and participation in mathematics and science, for students from historically under-represented and under-served groups and gifted and talented students; and
 6. Describe how the project will assure equitable participation, to the extent possible, of private school children and teachers.
- D. The applicant is responsible for describing additional teaching resources that will ensure project objectives and goals are maintained i.e., information showing



resources to be used to accomplish objectives; teaching/learning facilities, laboratories, or computer assisted instruction facilities; and other relevant equipment and supplies needed.

SECTION VI REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human services, higher education and curriculum development, public health, data analysis, health program planning and evaluation, social services planning and implementation. The review panel will review, score 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. SEO shall make the final funding determinations.

SCORING CRITERIA

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

Criterion A Improvement or Expansion of Instruction (Total 30 Points)

1. The applicant shall show the extent to which the project will contribute to the improvement or expansion of instruction in mathematics or science by the following:
 - a. The objective of the proposed project and how it promotes recent reforms in math and science as they reflect emerging national standards; **(5 points)**
 - b. The manner in which the objectives of the project would further the purpose of improving or expanding instruction in mathematics and/or science; **(5 points)**
 - c. A direct relationship to national mathematics standards and emerging science standards; **(5 points)**
 - d. The extent to which the project involves techniques that are innovative and offer "hands-on" activities such as the use of appropriate technology; **(5 points)**
 - e. The extent to which the project builds upon and adds to current information and research in mathematics and/or science, as well as addresses the specific needs of the DC Public Schools and DC Public Charter Schools; **(5 points)**



- f. The extent to which the project will provide a model or other information that could be used by others to solve educational problems; and **(5 points)**
- g. The extent to which the project will include 8th and 9th grade DC teachers of students involved in the federally funded GEAR UP Project. The applicant should include in its application how it will work with teachers in the GEAR UP program.

List of schools participating in the GEAR UP program:

- > **McFarland**
- > **Johnson**
- > **Ron Brown**
- > **Terrell**
- > **Paul**

Criterion B Plan of Operation (Total 30 Points)

- 1. The applicant shall describe the quality of the plan of operation through the following:
 - a. High quality in the design of the project; **(5 points)**
 - b. An effective plan of management that insures proper and efficient administration of the project; **(5 points)**
 - c. A clear description of how the objectives of the project relate to the purpose of the Teacher Quality program and the DCPS Mathematics/Science/Technology Framework; **(5 points)**
 - d. The plan for which resources and personnel are used to achieve each objective; **(5 points)**
 - e. A clear description of how equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, specifically: **(5 points)**
 - 1. Students from historically underrepresented and under-served groups;
 - 2. Gifted and talented students; and
 - 3. Students enrolled in Special Education Programs.



- f. A clear description of how the applicant will provide the opportunity for equitable participation of private school children and teachers. **(5 points)**

Criterion C Staffing Requirement (Total 10 Points)

- 1. The applicant shall demonstrate how the qualifications of key personnel will be used. The project must describe the following:
 - a. The qualifications of the project director;
 - b. The qualifications of key personnel assigned to the project;
 - c. The time that key personnel will commit to the project; and
 - d. The extent to which applications are encouraged from persons who are members of groups that have been traditionally underrepresented such as:
 - 1. Members of racial or ethnic minority groups;
 - 2. Women; and
 - 3. Handicapped persons.

Criterion D Adequacy of Resources (Total 10 Points)

- 1. The applicant clearly demonstrates that adequate resources will be devoted to the project; and **(5 points)**
- 2. The applicant delineates clear information by: **(5 points)**
 - a. The facilities proposed for use, such as mathematics and science laboratories are adequate; and
 - b. The proposed equipment and supplies to be used are adequate.

Criterion E Evaluation Plan (Total 10 Points)

- 1. The applicant demonstrates clear information on the quality of the evaluation plan for the project; and **(5 points)**
- 2. The applicant describes the methods of the project evaluation that are appropriate for the objectives and to the extent possible produces data that are quantifiable. **(5 points)**



Criterion F Sound Fiscal Management and Reasonable Budget (Total 10 Points)

1. The applicant demonstrates that the proposed project has an adequate budget and is cost effective; and **(5 points)**
2. The applicant demonstrates that the proposed budget is realistic and is consistent with the level of effort for the project. **(5 points)**

Criterion G Applicant's Commitment and Capacity (Total 10 Points)

1. The applicant demonstrates clear information to the extent of the commitment to the project, its capacity to continue the project and the likelihood that it will build upon the project when Federal assistance ends; and **(5 points)**
2. The applicant shall provide a local financial match:
 - a. 01-20% of federal funds requested **1 Point**
 - b. 21-40% of federal funds requested **2 Points**
 - c. 41-60% of federal funds requested **3 Points**
 - d. 61-80% of federal funds requested **4 Points**
 - e. 81-100% of federal funds requested **5 Points**

Other Federal Grant funds are not permitted to be used as a local financial match. However, other funding may be used for a local financial match.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the State Education Office. The final decision on awards rests solely with SEO. After reviewing the recommendations of the review panel and any other information considered relevant, SEO shall decide which applicants to award funds and the amounts to be funded.

SECTION VII APPLICATION FORMAT

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

- Applicant Profile **(See Attachment A)**
- Table of Contents
- Application Summary **(5 pages)**
- Project Description **(25 pages)**



- Project Work Plan (**Not counted in page total, See Attachment E**)
- Staffing Plan (**Not counted in page total, See Attachment F**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment G**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Appendices (Resumes, Organization Chart, Position Descriptions)
(**Not counted in page total**)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended. However, the maximum number of pages for the total application **cannot exceed 30 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 should 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 services. 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, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone 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.

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

The application must include separate program descriptions for the target population (if more than one target population) and time-specific work plans delineating activities needed to achieve the service objectives. The time specific work plans must be included as an attachment.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment G. 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.

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant application. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.

Non-personnel

These costs generally include expenditures for space---rented or donated--- and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationary, pens, computer diskettes, publications, subscriptions and postage should also be estimated.



All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

Indirect Costs

Indirect costs are cost that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies.

Certifications and Assurances

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

Appendices

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

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipts
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget



Applicant Profile
State Education Office
FY 2004 Teacher Quality Improvement Grant Program
RFA #0206-04

PROJECT APPLICANT NAME: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organizations _____ Other _____

CONTACT PERSON:

Name/Title: _____

Office Address: _____

Phone: _____

Fax: _____

BUDGET:

Funds Requested: \$ _____

Match % _____ \$ _____

TOTAL FUNDS INCLUDING MATCH \$ _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



**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—

A. The applicant certifies that it and its principals:

- (a) 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;**
- (b) 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;**
- (c) 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 (1)(b) of this certification; and**
- (d) 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.

1. 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:

- (a) 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;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**

ATTACHMENT B



- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) 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;**
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: State Education Office 441 4th St., NW, Room 350 North, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) 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**
 - (2) 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;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (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)

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 67.615 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: State Education Office, 441 4th St., NW, Room 350 North, Washington, DC 20001.**



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

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

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 comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
 5. 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 sponsoring agency of the Comptroller General, 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 Federal-sponsoring agency 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 not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA
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9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

ATTACHMENT D



**CDH Management and Consulting, LLC (CDH)
803 Florida Avenue, NW
Washington, DC 20001**

**FY 2004 Teacher Quality Improvement Grant Program
RFA #0206-04**

CDH MANAGEMENT AND CONSULTING, LLC IS IN RECEIPT OF

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Project Title)

Amount Requested)

CDH USE ONLY:

Please Indicate Time:

_____ Applications with Original

RECEIVED ON THIS DATE _____ / _____ / 2004

Received by: _____

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

ATTACHMENT E



Work Plan

FY 2004 Teacher Quality Improvement Grant Program

Name of Organization	Submission Date
Address	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

Please make copies if necessary.

ATTACHMENT F

Staffing Plan



FY 2004 Teacher Quality Improvement Grant Program

Date Submitted: _____

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

Director Signature: _____

Date: _____

ATTACHMENT G



FY 2004 Teacher Quality Improvement Grant Program

	FEDERAL	NON-FEDERAL
A. Personnel	\$ _____	\$ _____
B. Fringe Benefits	\$ _____	\$ _____
C. Travel	\$ _____	\$ _____
D. Consultants/Contracts	\$ _____	\$ _____
E. Supplies	\$ _____	\$ _____
F. Equipment	\$ _____	\$ _____
G. Training	\$ _____	\$ _____
H. Operating Expenses	\$ _____	\$ _____
I. Other Expenses	\$ _____	\$ _____
J. Match	% _____	\$ _____
PROJECT TOTAL	\$ _____	\$ _____
