



**Request for Applications (RFA)**

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

**SY21-22 COLLEGE RISING MENTORSHIP GRANT (FY22)**

**THIS DOCUMENT IS INTENDED FOR REVIEW ONLY.  
APPLICATIONS MUST BE SUBMITTED THROUGH EGMS**

**<http://grants.osse.dc.gov>**

Announcement Date: August 27, 2021

RFA Release Date: September 10, 2021

Pre-Application Information Session: September 14, 2021

Application Submission Deadline: October 22, 2021

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED**

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## Section I: Overview and Program Goals

### *Background*

The Office of the State Superintendent of Education (OSSE) envisions that DC will close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life.<sup>1</sup> To this end, the Division of Postsecondary and Career Education (PCE) provides programs, services, and support for college and career access and readiness in Washington, D.C. A number of these programs focus on increasing college persistence and completion rates for students attending public schools in the District by providing students with the skills and experiences needed to successfully complete college and excel in the workforce.

### *Program Purpose and Goals*

OSSE is excited to announce the College Rising Mentorship Grant 2022 (as authorized by Sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (Mar. 11, 2021)), which will provide local entities with the funding necessary to implement mentoring services grounded in a research based approach with a focus on serving high school students who may be interested in postsecondary education. The grant is supported through federal funds as part of an effort to ensure all District students have access to college-level course work and experiences that lead to a successful transition “to and through” postsecondary education.

The goal of the College Rising Mentorship Grant is to support programs that mentor high school students who are enrolled in District of Columbia public or public charter schools and assist them in navigating high school, taking dual enrollment courses, and selecting and applying to college.

### *Funding*

OSSE has available a total of \$695,000 in FY22 to make one to three subgrantee awards for the implementation of research based mentoring programming (starting as of the grant award date).

OSSE anticipates that there will continue to be funds available through this grant program through fiscal year 2025 (SY24-25).

The applicant will be required to complete a continuation application each fiscal year. Funding in future fiscal years is contingent on the following:

- Availability of funds;
- Recipients demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring of the recipient and reporting from the recipient; and
- Compliance with the District and federal laws, regulations and guidance.

### *Application Due Date*

All applications are due to OSSE by October 22, 2021, no later than 3 p.m. EDT. Applications must be submitted through the online [Enterprise Grants Management System](#) (EGMS). No paper or emailed applications are accepted. Late applications will not be considered.

### *Timeline*

Date	Activity
August 27, 2021	Release of Notice of Funding Availability (NOFA)

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<sup>1</sup> See [Office of the State Superintendent of Education Strategic Plan 2019-23](#).

September 10, 2021	Application Open in EGMS
September 14, 2021	Application Information Session
October 22, 2021	Application Closed – all submissions due in EGMS by 3 p.m. EDT
December 3, 2021	Grant Award Notification (GAN)
April 30, 2022	Mid-Program Report due
September 30, 2022	Final Report due

## Section II: Program Design Requirements

Eligible applicants include non-profit organizations that specialize in mentoring and coaching students, especially first-generation students from underserved communities and provide a research based approach to mentoring said students that is equitable, high-quality, measurable and aligned to college and career best practices between December 3, 2021 (or award date) and September 30, 2022 (FY22):

- *Research Based Approach to Mentoring Students:* OSSE will fund mentoring programs that serve students enrolled in DC public and public charter schools, especially those students participating in OSSE sponsored dual enrollment programs. The mentoring services provided should be grounded in a research based approach.
- *Equitable:* OSSE will fund mentoring programs in which supports are tiered and differentiated such that said students receive supports that meet their specific needs.
- *High-quality:* OSSE will fund mentoring programs that rely on well-trained advisers to provide information and assistance to students using resources, curricula, tools and delivery models that have been demonstrated to be effective.
- *Measurable:* OSSE will fund mentoring programs that meaningfully contribute to and accelerate student progress toward measurable postsecondary outcomes.
- *Aligned to College and Career Best Practices:* OSSE will fund mentoring programs that contain supports that enable said students to explore multiple pathways to achieving postsecondary success through a range of college and career options, including dual enrollment programs and opportunities.

## Section III: Additional Program Requirements

In addition to the above program requirements, applicants **must** provide the following in its application:

- Strong rationale for the type of mentoring services provided. This **must** include:
  - a. Descriptions of successful or failed initiatives and lessons learned from prior programming around college and career readiness;
  - b. Evidence-based research indicating a match between the services selected and the target population to be served.
- Clear information about how the specific mentoring services proposed meet goals around dual enrollment engagement and college access, success and completion.
- Robust description of how the program will be measured and evaluated with attention to how such evaluation may be used for programmatic improvement over time.

### *Intentional Engagement of Subgroups*

In order to serve a diverse array of District high school students, OSSE will request information in the application that demonstrates the strategies an applicant will use to target and serve students with disabilities, English learners, homeless students and justice involved youth.

### *Target and Enroll Students*

Applicants must clearly articulate a plan for how they will successfully target and enroll students in the mentoring program, including information regarding how they will recruit students who currently participate in dual enrollment programs and/or how they will encourage the students they currently serve to participate in OSSE sponsored dual enrollment programs. Projected enrollment numbers must also be articulated.

## **Section IV: Applicant Eligibility**

Eligible applicants include non-profit organizations particularly those working with first generation college students, from underserved communities and provide a research based approach to mentoring said students.

### *Additional Eligibility Criteria*

- Entities must be in good financial standing with the District of Columbia, per the [Clean Hands Law](#).
- Entities must have demonstrated success or experience in urban areas and/or school districts.

## **Section V: Evaluation Requirements**

A primary goal of the College Rising Mentorship Grant is to provide students with the skills and experiences needed to successfully complete dual enrollment courses and enroll in, as well as, complete college. Grantees of the program will be required to measure the impact of their programs. Grantees will also be required to submit information pertaining to the program's strategies, including the frequency of student engagement with the program, by Sept. 30, 2022. Plans for assessment and evaluation by the entity should be described in the submitted application including how the entity will assess student progress updates for students who received services (detailed below), and qualitative program implementation feedback, so that OSSE can fully assess program effectiveness and explore connections between mentorship, student achievement, college readiness, college access and academic success. Subgrantees will report their outcomes securely via Box, OSSE's secure file transfer tool, using provided templates.

## **Section VI: Budget**

The total funding available for the FY22 award period is \$695,000 to be divided amongst one to three subgrantees. Eligible applicants may apply for any amount up to the full amount but may be awarded amounts less than requested. Grant funds shall only be used to support activities authorized as relevant statutes and included in the applicant's submission.

OSSE anticipates that there will continue to be funds available through this grant program through fiscal year 2025 (SY24-25).

The applicant will be required to complete a continuation application each fiscal year. Funding in future fiscal years is contingent on the following:

- Availability of funds;
- Recipients demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring of the recipient and reporting from the recipient; and
- Compliance with the District and federal laws, regulations and guidance.

### *Acceptable Use of Funds*

Funding provided by the grant may cover one or more of these expenses:

- Cost of supplies and materials for students;
- Cost of professional development for staff and mentors;
- Cost of staff/mentor salaries, wages and/or stipends.

Applications must provide rationale for expenses that do not fall under these categories, and will be considered on a case-by-case basis.

## **Section VII: Application Submission Logistics**

### *Application Checklist*

Complete applications will include the following:

- ✓ Contact information for the entity applying for the funds.
- ✓ Detailed project narratives that demonstrate a strong coordinated plan and structure for implementing the program(s).
- ✓ Detailed budget narratives and detailed budgets. Line item budget information must be entered into EGMS.
- ✓ Detailed evaluation plan.
- ✓ Mentor/staff qualification information.
- ✓ Assurances.

### *Submission in EGMS*

As stated above, all applications are due to OSSE by October 22, 2021, no later than 3 p.m. EDT. Applications must be submitted through the online [Enterprise Grants Management System](#) (EGMS). No paper or emailed applications are accepted. Late applications will not be considered.

As applicants for the College Rising Mentorship Grant, entities 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 entity's [Employer Identification Number \(EIN\)](#), [System for Award Management \(SAM\)](#) expiration date, copy of SAM registration, [Data Universal Number System \(DUNS\) number](#) and organizational contact information.

## **Section VIII: Application Scoring and 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 are based on how well applicants address the goals and meet the requirements and/or priority areas of this Request for Applications as specified in Appendix B. **Any application that requests more than the listed available funding (\$695,000) will be automatically disqualified from this competitive process.**

## **Section IX: Award Administration**

### *Grant Award Notice and Payments*

Applicants must establish eligibility by submitting an application through the Enterprise Grants Management System (EGMS). Once OSSE has fully approved the application and issued an official Grant Award Notification, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly basis.

Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit the applicable reimbursement requests electronically.

#### *Audits*

At any time or times before final payment and during the required retention period, the District may audit the recipient's expenditure statements and source documentation.

#### *Monitoring and Reporting*

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. Such an evaluation includes, but may not be limited to, enrollment verification visits and visits to program sites supported by this grant. These visits may occur up to three times during the program duration, and may or may not be scheduled in advance. If the program enrollment does not meet expectations, OSSE retains the right to adjust the funding to reflect actual number of students being served.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. Specifically, entities receiving funds must comply with the following reporting requirements:

1. Annual Program Evaluation Report. A report is due to OSSE by Sept. 30 of each fiscal year in which funds are awarded, with an overview of activities that took place during the funded period, highlighting any proposed changes in logistics or budget of the current fiscal year and any proposed changes in logistics or budget for the next fiscal year (if receiving grant funds). Reports should also include information on the program's strategies, as well as the frequency of student engagement with the program. Template will be provided.
2. Bimonthly (every two months) check-ins and reporting of program implementation. Template will be provided.
3. Mid-Program Report. An evaluation report is due to OSSE midway through the duration of the program each fiscal year. At a minimum the report should detail a list of planned programming dates for the remaining fiscal year, student enrollment to-date, and an overview of program activities to-date. Template will be provided.
4. Final Evaluation Report. If the applicant receives grant funds for more than one fiscal year, the applicant will be required to submit a final report after its last year of receiving College Rising Mentorship Grant funds. The final evaluation report is due within 30 days of the program end date. At a minimum the final report should detail student enrollment, attendance, an overview of program activities year over year, and student progress updates. Additionally, this report should include qualitative feedback from the entity's mentors, mentees and other staff (as appropriate). Template will be provided.

Additionally, OSSE will ask for qualitative feedback from program contacts up to three times throughout the program duration via phone call or in person meetings. **With the exception of these qualitative conversations, the subgrantee will be responsible for submitting the reporting requirements to OSSE.**

#### *Nondiscrimination in the Delivery of Services*

The grant recipient shall comply with the District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 *et seq.*) which prohibits discrimination based on classifications including but not limited to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense, place of residence or business, or status as a victim or family member of a victim of domestic violence, sexual offense, or stalking.

### *Confidentiality*

Except as otherwise provided by local or federal law, no recipient of this grant shall use or reveal any research, statistical information, or personally identifiable information furnished by OSSE for any purpose other than that for which such information was obtained in accordance with this grant program. Any identifiable personal information, and any copy of such information, shall be immune from legal process and shall not, without the written consent of the person identified in the information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

The applicant is prohibited from including any individual's personally identifiable information, including but not limited to any data protected under the Family Educational Rights and Privacy Act, without also providing that individual's written consent for the release of that information. Personally identifiable information is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

### *Appearance of a Conflict of Interest*

All grant recipients shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award, or an activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner, or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

### *Terms & Conditions*

- Funding for this award is contingent on available funds. 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 OSSE to do so. OSSE shall notify the applicant if it rejects the applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rules(s) or any applicable federal regulation or requirement.
- OSSE reserves the right to issue addenda and/or amendments subsequent 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.
- OSSE may conduct pre-award on-site visits to verify information submitted in the application and determine if the applicant's facilities are appropriate for the services intended.
- OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- OSSE shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereof, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Section X: Pre-Application Information Session**

Applicants are highly encouraged to participate in the information session below.

### *Application Information Session*



- Tuesday, September 14, 2021 9:30 - 10:30 a.m. via a virtual platform.
  - a. To RSVP, please contact [Christina.Beal@dc.gov](mailto:Christina.Beal@dc.gov) no later than Monday, September 13, 2021.

### Section XI: Next Steps

Interested applicants should use the following check list to navigate the next steps:

- ✓ Attend upcoming information session about the RFA and application process.
- ✓ If applicant is new to the EGMS system create a new user account (test preparation companies);
  - A new user account will require an organization's [Employer Identification Number \(EIN\)](#), [System for Award Management \(SAM\)](#) expiration date, [Data Universal Number System \(DUNS\) number](#) and organizational contact information;
  - ***This must be completed before an applicant can submit their application. If applicant does not already have this information readily available, it may take several days to obtain.***
- ✓ Review College Rising Mentorship Grant 2022 application in EGMS.
  - Review application questions online: <https://osse.dc.gov/service/college-and-career-readiness>
- ✓ Prepare program proposal narrative, budget, and supporting documents outside of EGMS (i.e. in a Word document); only enter information and upload documents when ready to submit the application.
- ✓ Before beginning the application, complete "Central Data" steps within EGMS.
  - ***This must be completed before an applicant can submit their application. Completion of Central Data Assurances requires the submission of documentation, such as a Clean Hands Certificate from the D.C. Office of Tax and Revenue. Consequently, it is advisable that the completion of Central Data Assurances is performed well in advance of the application deadline.***
- ✓ Complete application in EGMS; upload appropriate documents as necessary; complete budget section; run "consistency check," and submit the application.

**Please note:** Each step of this process (including completing the application and selecting "submit"), may take several days to complete. It is strongly encouraged to begin the application process well before the deadline to avoid any technical issues.

### Section XII: Questions

To ensure equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically via email to [Christina.Beal@dc.gov](mailto:Christina.Beal@dc.gov) by Monday, September 20, 2021. All responses to questions will be posted to the [Office of College and Career Readiness website](#).

#### Contact Information

Christina Beal  
 Postsecondary and Career Education  
 Email: [Christina.Beal@dc.gov](mailto:Christina.Beal@dc.gov)

## Appendix A: Assurances

### *Central Data Assurances*

In order to apply for this grant, applicants will be required to attest to the following specific assurances in the Enterprise Grants Management System:

1. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
2. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the LEA Data Management Policy, as applicable, or other OSSE data collection directive or policy, any records or data for the purposes of compliance with the federal or state data collection and reporting requirements, including ED Facts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.
3. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
4. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.
5. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
6. If required by the grant making agency, we are able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
7. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
8. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
9. We have a satisfactory record of integrity and business ethics;
10. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
11. We are in compliance with the applicable District licensing and tax laws and regulations;
12. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
13. Recipient agrees to indemnify and hold harmless OSSE, its officers, agents, employees and contractors (collectively the "Grantor") from and against all claims, losses, liabilities, penalties, fines, forfeitures, demands, causes of action, suits, costs and expenses incidental thereto (including cost of defense and attorney's fees), resulting from, arising out of, or in any way connected to activities to be performed by Recipient, Recipient's officers, employees, agents, servants, subgrantees, subcontractors, or any other person acting on for or by permission of the Recipient in performance of this grant agreement. Recipient assumes all risks for direct and indirect damage or injury to the property or persons used or employed in performance of this grant agreement. Recipient shall also repair or replace any Grantor property that is damaged by the Recipient, Recipient's officers, employees, agents, servants, subgrantees, subcontractors, or any other person acting for or by permission of the Recipient while performing services hereunder. The duty to indemnify covers any claim against the Grantor for its alleged failure to monitor or manage the Recipient where the underlying claim arises from the conduct, action, or omission of the Recipient, the Recipient's officers, employees, agents, servants, subgrantees, subgrantors, or any other person acting for or by permission of the Recipient in performance of the services under the grant agreement.

The indemnification obligation under this section shall not be limited by the existence of any insurance policy or by any limitation on the amount or type of damages, compensation or benefits payable by the Recipient or any

subgrantee or subcontractor, and shall survive the termination of this grant agreement. The Grantor agrees to give the Recipient written notice of any claim of indemnity under this section. Additionally, the Recipient shall have the sole authority to control the defense or settlement of such claim, provided that no contribution or action by the Grantor is required in connection with the settlement. Monies due or to become due the Recipient under the Grant Agreement may be retained by the Grantor as necessary to satisfy any outstanding claim which the Grantor may have against the Recipient.;

14. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).
15. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than \$5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding \$5,000 in total aggregate value at the end of the grant period.
16. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.
17. Recipient assures it can comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
18. Recipient assures it complies with applicable Drug and Alcohol Testing provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).
19. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. If the grant is locally funded, the recipient grants OSSE a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license for any copyrightable work to (i) access, reproduce, publicly perform, publicly display, and distribute the copyrightable work; (ii) prepare derivative works and reproduce, publicly perform, publicly display and distribute those derivative works; and (iii) otherwise use the copyrightable work, provided that in all such instances attribution is given to the copyright holder.

#### **Acknowledgement Assurances**

The recipient shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time, including, but not necessarily limited to:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Pub. L. 103-94 (5 U.S. Code § 7321 et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov. 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964

16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351
22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)
24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)
25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.), Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.)

### **Certifications**

The applicant shall be required to provide the following certifications:

#### **1. Lobbying**

If the grant is federally funded and 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, to the best of his or her knowledge and belief, that

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, 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 federal 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 aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The form may be uploaded within the applicant's application in EGMS.
- C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
- D. If awarded a grant, the applicant assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, "New Restrictions on Lobby." See 28 CFR § 69.110(c).

#### **2. Debarment, Suspension, and Other Responsibility Matters**

If the grant is federally funded and as required by applicable federal regulations implementing Office of Management and Budget (OMB) guidelines at 2 CFR Part 180, "Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," for prospective participants in a covered transaction:

- A. The applicant certifies that it and its principals:

- i. Are not presently debarred, suspended, proposed for debarment, excluded, disqualified, 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.
  - ii. 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; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (i) of this certification; and
  - iv. 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.
- B. The applicant certifies that it and its principals are not proposed for debarment or presently debarred because of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.
  - C. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application. The applicant must fully describe any indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances.
  - D. If awarded a grant, the applicant assures that it shall give immediate written notice to OSSE if it failed to disclose information relating to the conditions above or, if due to changed circumstances, the applicant or any of its principals now meet the conditions above.

### 3. Criminal Offenses or Legal Proceedings

The applicant must disclose in a written statement whether the applicant or any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

- A. Been indicted or had charges brought against them (if still pending) and/or been convicted of any crime or offense involving financial misconduct or fraud; or
- B. Been the subject of legal proceedings from the provision of services by the organization.

If the response for 3(A) or 3(B) is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances. If awarded a grant, the applicant assures it shall give immediate written notice to OSSE if it failed to disclose information relating to the conditions above or, if due to changed circumstances, the applicant or any of its officers, partners, principals, members, associates, or key employees now meet the conditions above.

### 4. Political Campaigns and Contributions (for locally funded grants of \$100,000 or more)

If the grant is \$100,000 or more of local funds and in accordance with D.C. Official Code §1-328.15, I certify, under penalty of perjury, that the applicant is eligible to receive this grant award because the applicant and any of its officers, principals, partners, or members has not made a contribution (as that term is defined in D.C. Official Code §1-1161.01) or solicited such a contribution to be made for a District of Columbia general election within the time periods as described below:

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:
  - i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
  - ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or
  - iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after the general election for which the contribution or solicitation for contribution was made to any of the following
  - i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:
    - (1) An elected District official who is or could be involved in influencing or approving this grant; or
    - (2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;
  - ii. A political party; or
  - iii. An entity or organization:
    - (1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or
    - (2) In which a candidate or elected District official described in (a) or (b) of this paragraph has an ownership interest of 10 % or more.

#### 5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. The applicant must obtain a Clean Hands Certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. A Clean Hands Certificate may be obtained from [MyTax.DC.gov](https://mytax.dc.gov). OSSE does not require the submission of a Clean Hands Certificate but reserves the right to obtain the certificate from an entity at any point during the application and/or grant period.

#### 6. Certificate of Good Standing

Any registered domestic entity or registered foreign entity must obtain a Certificate of Good Standing from the D.C. Department of Consumer Affairs (DCRA). The Certificate of Good Standing verifies that an entity meets the regulatory requirements of the DCRA's Corporations Division. A Certificate of Good Standing may be obtained from <https://corponline.dcr.dc.gov/>. OSSE does not require the submission of a Certificate of Good Standing but reserves the right to obtain the certificate from an entity at any point during the application and/or grant period.

#### 7. Acknowledgment of Accuracy

I certify that, to the best of my knowledge and belief, the information contained in this application is correct. I understand that to falsify information is grounds for denial or termination of any grant award.

## Appendix B: Application Scoring and Review Process

### Review Process

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel. OSSE will use external peer reviewers to review and score the applications received for this RFA. An external peer reviewer is an expert in the field or the matter. Scoring and recommendations of the review panel are advisory only. The final decision to award a grant rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund, as well as the funding amount. Maximum points awarded are 100, and will be scored against the rubric below.

Criteria 1: Program Overview (Maximum 40 points)				
<p>Applicant describes in detail an overview of their program including:</p> <ul style="list-style-type: none"> <li>Applicant describes organization's mentoring program including (a) the students served; (b) the approach to mentorship and why – demonstrating the capability for managing the proposed project (c) how requirements around serving students participating in OSSE sponsored dual enrollment opportunities will fit into the program model; and (d) research indicating a match between the services provided and the population served (10 points).</li> <li>Applicant provides an overview of how they will target and enroll students into the mentoring program, including (a) projected enrollment numbers; (b) information on how students who currently participate in dual enrollment programs will be recruited into the program; and (c) how they will ensure that currently served students have the option to participate in OSSE sponsored dual enrollment programs (10 points).</li> <li>Applicant describes how many students will be served; total program contact hours; length per day/week; duration of the program; and how the program fits into the students' schedules (10 points).</li> <li>Applicant describes how the program will serve and support a diverse array of students, including students with disabilities, English learners, homeless students and justice involved youth (10 points).</li> </ul>				
No evidence – the category is not addressed	Minimal evidence – the category is addressed, but the applicant is missing a large portion of the required information	Partial evidence – the applicant is missing some of the category	Full evidence – the applicant provides general but sufficient detail, however some areas are not fully explained	Full and thorough evidence – the applicant provides specific and comprehensive information
0	12	20	28	40
Strengths:				
Weaknesses:				
Criteria 2: Program Implementation Approach (Maximum 50 points)				

Applicant describes in detail their approach to program implementation including how the applicant will meet the needs of the students to be served and with programming that is based in research, equitable, high quality, measurable and aligned to college and career best practices.

- *Equitable*: the program supports are tiered and differentiated such that the specific needs of high school students are met, especially those participating in dual enrollment programs (12 points).
- *High-quality*: the program relies on well-trained advisers to provide information and assistance to students using resources, curricula, tools and delivery models that have been demonstrated to be effective (14 points).
- *Measurable*: the program will be measured and evaluated with attention to how such evaluation may be used for programmatic improvement over time and the program meaningfully contributes to and accelerates student progress toward measurable postsecondary outcomes (12 points).
- *Aligned to College and Career Best Practices*: the program contains supports that enable said students to explore multiple pathways to achieving postsecondary success, specifically dual enrollment programs and opportunities (12 points).

No evidence – the category is not addressed	Minimal evidence – the category is addressed, but the applicant is missing a large portion of the required information	Partial evidence – the applicant is missing some of the category	Full evidence – the applicant provides general but sufficient detail, however some areas are not fully explained	Full and thorough evidence – the applicant provides specific and comprehensive information
0	15	25	40	50

*Strengths:*

*Weaknesses:*

### Criteria 3: Budget Details & Narrative (Maximum 10 points)

- Applicant provides a clearly stated budget and budget narrative, including line item costs and rationale for expenses (10 points).

No evidence – the category is not addressed	Minimal evidence – the category is addressed, but the applicant is missing a large portion of the required information	Partial evidence – the applicant is missing some of the category	Full evidence – the applicant provides general but sufficient detail, however some areas are not fully explained	Full and thorough evidence – the applicant provides specific and comprehensive information
0	3	5	7	10

*Strengths:*

*Weaknesses:*



### *Description of Scoring*

The criteria in the following tabs 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 Thorough 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.