**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)**

**REQUEST FOR APPLICATIONS (RFA)**

**Comprehensive Literacy state Development Birth Through age 5 subGrant – CHILD DEVELOPMENT FACILITIES**

**(clsdb5)**

**RFA Release Date**:

Friday, July 30, 2021 (12 p.m. EST)

**Application Submission Deadline**:

Monday, August 30, 2021(3 p.m. EST)

**Pre-Application Webinar**

Wednesday, August 4, 2021

**Requested Notice of Intent to Apply Submission**

Friday, August 13, 2021

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN AWARD**

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**APPLICATION CHECKLIST**

**Comprehensive Literacy State Development BIRTH THROUGH AGE 5 SUBGRANT**

The Office of the State Superintendent of Education (OSSE) will not forward applications to the review panel that do not conform to the following specifications:

* The application is submitted using OSSE’s Enterprise Grants Management System (EGMS), [Grants.Osse.Dc.Gov](file:///C:\Users\celina.ketelsen\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\OV5LYSFX\grants.osse.dc.gov).
* The applicant has answered all components of the RFA and included all required documentation.

Applications received after 3 p.m. EST, on **Monday, Aug. 30, 2021** will not be considered for review. Any additions or deletions to an application will not be accepted after the deadline. Applications must be complete when submitted in EGMS.

**For any questions, please contact:**

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**SECTION I: GENERAL INFORMATION**

## Background Information

The District of Columbia’s Office of the State Superintendent of Education (OSSE) has been awarded a five-year, $16 million federal Comprehensive Literacy State Development (CLSD) grant, of which 95% will be subgranted to child development facilities (CDFs) serving birth through five, local education agencies (LEAs), and non-profit organizations serving students birth through grade 12 to support the implementation of high-quality practices such as high-quality curriculum adoption, aligned job-embedded professional development, intervention systems, family literacy initiatives, and tutoring support for struggling and at-risk readers. The purpose of these funds is to improve the language and literacy development of our state’s children and students to address gaps in critical resources, staff capacity, and opportunity for nearly 25,000 District youth, specifically almost 19,000 students who live in [Qualified Opportunity Zones (QOZs)](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1).

* + 1. **Release of Application**

The release date of the Request for Applications (RFA) is Friday, July 30, 2021, 12 p.m. The RFA is available through the Enterprise Grants Management System (EGMS).

* + 1. **Pre-Application Webinar**

The pre-application webinar will be held on Wednesday, Aug. 4, 2021, 1-2 p.m.  To attend the pre-application webinar, please RSVP on the Pre-Application Webinar form. Interested applicants are encouraged to participate in the pre-application webinar.

* + 1. **Submission of Application**

The application must be submitted using EGMS. A completed application with any required attachments is due upon submission. OSSE Teaching and Learning (OSSE/TAL) will not forward incomplete applications to the review panel.

* + 1. **Application Deadline**

Applications are due no later than Monday, Aug. 30, 2021 (3 p.m.). Applications must be submitted through EGMS. Late applications will not be accepted.

* + 1. **Program Contact**

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

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## Purpose of Funds

* + 1. **Introduction**

As the state agency responsible for both pre-K-12 education and early childhood education programs, OSSE is uniquely positioned to leverage resources and build on existing initiatives through this new CLSD grant to advance literacy skills for all students with a particular focus on accelerating the academic progress of English learners (ELs), students with disabilities (SWDs), and students at risk. The District has several early learning initiatives that have utilized research-based measures to collect data on pre-K children and/or classrooms. The Classroom Assessment Scoring System (CLASS) scores increased across all sectors between the 2016-17 and the 2017-18 school years, however only 44 percent of all District pre-K classrooms met or exceeded thresholds for the CLASS domain of instructional support as compared to 94 percent of all classrooms for the emotional support domain and 83 percent for the classroom organization domain (DC OSSE, 2018).

As of 2018, the District served 72 percent of all 3-year-olds and 86 percent of all 4-year olds who resided in the District in 2018 through either DC Public Schools (DCPS), public charter, or CDF pre-K programs (OSSE Pre-K Report, 2018). The District has several early learning initiatives that have utilized research-based measures to collect data on pre-K children and/or classrooms. The CLASS quality scores increased across all sectors between the 2016-17 and the 2017-18 school years, however only 44 percent of all District pre-K classrooms met or exceeded thresholds for the CLASS domain of instructional support as compared to 94 percent of all classrooms for the emotional support domain and 83 percent for the classroom organization domain (DC OSSE, 2018). These trends are similar across the country and improving the quality of instructional support in pre-K classrooms remains a focus for the District. Leveraging the CLSD grant to provide pre-K teachers with specific professional development, training and other evidence-based resources designed to enhance pre-literacy teaching skills will further support our efforts to increase scores in instructional support and thereby increase the school readiness of our youngest learners.

The program objectives of the grant are for OSSE, in partnership with stakeholders, to:

1. Develop a State Comprehensive Literacy Plan, birth through grade 12
2. Implement a request for application (RFA) process to award competitive subgrants to LEAs, CDFs, and nonprofit organizations which serve the highest need and most underserved populations
3. Create and launch a coaching system to build capacity to address foundational reading and support for beginning and older struggling readers
4. Improve licensure and certification standards and teacher preparation programs
5. Leverage ecosystem capacity to bring educators in the District together to share best practices in a community of learning
   * 1. **Purpose of Funds**

The purpose of this grant is to implement evidence-based literacy interventions to increase proficiency of District children in CDFs and LEAs. The overall goal of the CLSD grant is to improve the pre-literacy skills of children under the age of five and to significantly increase the percentage of K-12 students scoring proficient or advanced on state standardized ELA assessments. Specifically, the project services and implementation plan outlined in this grant proposal are designed to (a) support early language and literacy skills for children birth to age five, (b) increase the number of children reading on grade level in grade 3 through high school, and (c) and improve literacy outcomes for disadvantaged and traditionally underserved children and students across the birth through grade 12 education landscape.

OSSE received a competitive, five-year Comprehensive Literacy State Development Grant (CLSD) from the U.S. Department of Education in September 2020, which continues through September 30, 2025. OSSE is required to subgrant no less that 95 percent of the award to eligible subgrantees in which 15 percent of the grant funds must serve children from birth though age 5; 40 percent must serve students in kindergarten through grade 5; and 40 percent must serve students in grades 6-12. The purpose of the CLSD is to award subgrants that advance literacy skills and development. These skills include preliteracy skills, reading and writing for all children from birth through grade 12.

The four-year subgrant will specifically support early language and literacy skills for children birth to age 5, increase the number of children reading on grade level by the end of third grade, and boost reading proficiencies for students grade 3-high school.  Subgrantees must improve early literacy and literacy outcomes for all students across the birth through grade 12 educational continuum; support the continuum of language, emergent literacy, and literacy skills for children from birth through grade 12 using interventions with solid evidence of effectiveness, and improve educator capacity to provide high-quality literacy instruction.

* + 1. **Eligibility**

To apply for this grant, an eligible entity must be a CDF, LEA, or non-profit organization (leading a consortium of CDFs) serving the highest need and most underserved population of children ranging from birth to age 5. A consortium of CDFs may apply for the grant; however, a CDF may not apply as part of a consortium and individually. Priority will be given to entities applying to support schools in [QOZs](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1) and the implementation of evidence-based practices.

For the purpose of this grant, ***high need*** means an entity serving children from birth through age 5 who are from families with income levels at or below 200 percent of the Federal poverty line.

* + 1. **Source of Funds**

The source of funds for the CLSDB5 subgrant is the U.S. Department of Education Comprehensive Literacy State Development grant, authorized by Title I, Part E of the Elementary and Secondary Education Act of 1965, as amended.

* + 1. **Award Period**

This is a four-year grant, subject to continued availability of funding. The initial grant period will begin on October 1, 2021 and end on September 30, 2025.

Continuation of awards in year two is contingent upon:

* Availability of funds;
* Recipient’s demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring and review of the recipient;
* Compliance with the District and federal laws, regulations, and guidance;
* Operation of the grant program as submitted in the application; and
* Appropriate expenditure of funds throughout each grant award period.
  + 1. **Funds Available**

The total funding available for this award is $2,280,000 over four years, subject to continued availability of funding. OSSE will award up to 4 subgrants to eligible entities based on CFD sizes as described below.

| **Entity Size** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** |
| --- | --- | --- | --- | --- | --- |
| **Tier 1:** CFDs, LEAs, or consortia serving up to 100 children B-5  **# of awards:** 1 – 3 | $120,000 | $120,000 | $120,000 | $120,000 | $480,000 |
| Tier 2: CFDs, LEAs, or consortia serving 100-400 children B-5:  **# of awards:** 0 – 2 | $225,000 | $225,000 | $225,000 | $225,000 | $900,000 |
| **Tier 3:** CFDs, LEAs or consortia serving 400+ children B-5:  **# of awards:** 0-1 | $450,000 | $450,000 | $450,000 | $450,000 | $1,800,000 |

* + 1. **Permissible Use of Grant Funds**

Grant funds may only be used for allowable grant project expenditures. The grant is strictly limited to provide direct services and build capacity in literacy, as described in the grant award requirement section of this RFA. Funding may not be used for travel expenses for grantee personnel. Funding may be used to cover costs of salaries and benefits of grantee personnel, materials, and training.

Subgrantees must use funds to supplement, and not supplant, non-federal funds that would otherwise be used for activities authorized under this grant. The grant funds are subject to the regulations and guidance under Sections 2221–2225 of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (Pub. L. 115–224). Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474. (d) [The Supplemental Priorities](https://www.govinfo.gov/app/details/FR-2018-03-02/2018-04291/summary). (e) The Administrative Priorities. (f) [The Opportunity Zones NFP](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1).

Eligible entities that receive a subgrant pertaining to children in kindergarten through grade 5 may use funds to carry out the following activities:

* Carry out high-quality professional development opportunities for early childhood educators, teachers, principals, other school leaders (as defined in this notice), paraprofessionals, specialized instructional support personnel, and instructional leaders;
* Train providers and personnel to develop and administer evidence-based early childhood education literacy initiatives; and
* Coordinate the involvement of families, early childhood education program staff, principals, other school leaders, specialized instructional support personnel (as appropriate), and teachers in literacy development of children served under the CLSD grant.
  + 1. **Grant Award Requirements**

OSSE will make the funds available through a competitive process for eligible entities that propose comprehensive, developmentally appropriate, evidence-based approaches to increase literacy skills of children birth through age 5. Each grantee must demonstrate its ability to provide specific activities to achieve stated outcomes. For purposes of the Comprehensive Literacy State Development grant, CLSDB5 subgrantees are required to:

* Develop and implement a CDF or LEA literacy plan (also known as a “local literacy plan”),
* Provide a full continuum of school/center-based literacy intervention services with developmentally appropriate components for each age,
* Select and implement evidence-based interventions with at least one empirical study that demonstrates reading success,
* Collect data on student progress before and after interventions and conduct progress monitoring,
* Submit mid-year and end of year programmatic and fiscal reports.

Priority will be given to applicants who:

* Serve students attending CDFs and schools located in [Qualified Opportunity Zones](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1)
* Implement evidence-based practices and strategies
  1. **Program Scope**
     1. **General Grantee Responsibilities**

Grantee(s) will also be required to:

* Work with the OSSE/TAL grant manager, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed and upon request;
* Share best practices on processes and implementation efforts as part of citywide professional learning convenings on literacy;
* Complete questionnaires regarding grant programming;
* Based on the need and population to be served, provide assurance to OSSE/TAL that culturally sensitive activities will be utilized and that competent staff will be part of the proposed program; and
* Adhere to reporting requirements outlined in Section 1.3.3.
  + 1. **OSSE/TAL Responsibilities**

OSSE/TAL will utilize several monitoring strategies including, but not limited to, collection of implementation, process and performance data and review of financial reports. All information in monitoring reports will be subject to verification, and OSSE/TAL may require additional information from the grantee(s). Additionally, OSSE/TAL reserves the right to request, and be provided with additional information, such as financial records, supporting documents, data and statistical records, and all records pertinent to this award at any time during the grant award life.

* + 1. **Performance Standards and Quality Assurance**

OSSE/TAL expects that the subgrantee(s)’s performance will result in measurable, quality improvements in literacy instruction and outcomes, which will be reported in the mid-year and annual program performance reports. The grantee(s) will be expected to meet at least mid-yearly with OSSE/TAL to share information and review reports related to the status of grant activities. In addition, the grantee(s) will be required to meet performance standards and acceptable quality level to be determined by OSSE/TAL and the grantee(s).

As part of the federal Government Performance and Results Act (GPRA) requirements, the following performance measures will be collected by OSSE for all subgrantees, and shared in aggregate form with the U.S. Department of Education:

1. The percentage of participating four-year-old children who achieve significant gains in oral language skills, as determined by a State-approved measure.
2. The percentage of evidence-based activities implemented by subgrantees that meet the requirements of strong or moderate evidence in the definition of ‘‘evidence-based’’ in the NIA.

**SECTION II: SUBMISSION OF APPLICATION**

* 1. **Release of Application**

## The release date of the RFA is Friday, July 30, 2021, 12 p.m. The RFA is accessible in EGMS <http://egmsfe.osse.dc.gov/> and online [at](http://www.osse.dc.gov) [OSSE Grants and Funding](https://osse.dc.gov/page/grants-and-funding-0).

* 1. **Application Deadline**

Applications are due no later than **Monday, Aug. 30, 2021** (3:00 p.m. EST). Applications must be submitted via EGMS. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

* 1. **Award Announcement**

OSSE expects to notify applicants of their award status by **Friday, Sept. 24, 2021.**

* 1. **OSSE Contact Information**

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

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* 1. **W-9**

The applicant shall submit a completed W-9 form as an attachment within EGMS. If the applicant has submitted an updated W-9 to OSSE within the past year, the applicant shall provide the date of this submission.

**Section III: APPLICATION CONTENT**

* 1. **Format and Scoring**

The application must be submitted via EGMS (<http://egmsfe.osse.dc.gov/>). OSSE will not forward applications to the review panel that do not conform to these specifications.

The scoring of the application is based on a 100 point scale. For details on the FY22 Comprehensive State Literacy Development Birth through Age 5 Subgrant Scoring Rubric, please refer to **ATTACHMENT E- SCORING RUBRIC.**

* 1. **Description of Application Sections**

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

**Executive Summary**

* **Overview*:***Briefly describe how the organization plans to use the grant funds to implement literacy interventions that will improve literacy outcomes for birth through age 5 students in the District. Give the reader a vision of the project and the alignment to the applicant’s local literacy plan. Summarize the amount of funding requested, introduce grant project goals and activities, and begin to explain how those activities will support advancing the language and literacy development of children served.

1. **Program Features (Maximum 40 points)**

* **Grant Requirements:** This grant requires that the grantee demonstrate an ability to establish and sustain the following components:
  + **Local literacy plan (LLP).** Applying entities must submit an approved literacy plan that they will implement for all child development facilities (includes LEAs serving 3 to 5 year olds) participating in grant activities that includes (a) a needs assessment to identify gaps in birth to age 5 literacy for at-risk students, English learners, and children with disabilities; (b) stakeholder input to create guiding principles for literacy interventions; (c) evidence-based strategies for improving literacy outcomes for at-risk students and special populations; and (d) a timeline for implementation. Provide an explanation of how entities will implement and monitor progress of selected schools using the LLP.
  + **School/Facility selection.** Demonstrate an equitable selection process for schools based on literacy needs and include a description of the steps taken to ensure equitable access to, and participation in, the literacy program for students, teachers, and other program beneficiaries with special needs. Considerations can include the school or center’s diagnostic assessments, and other assessments. Grantees will provide documentation on how the data informed selection.
  + **Understanding of the school or CDF needs and students’ needs.** Describe the needs assessment data that was conducted to identify how funds will be used to inform comprehensive literacy instruction aligned to the science of reading (e.g., benchmark data, community surveys) and how children in need of literacy interventions or other support services are identified. Provide an explanation of the extent to which your program serves students with disabilities, English learners, and other students in need of literacy interventions or support services.
  + **Coordinated efforts with DC public K through 12 entities:** Describe how the selected literacy activities and interventions are aligned with comprehensive literacy instruction at the Kindergarten through grade 12 levels.
* **Program Goals:**List the program’s three (3) overarching goals. In defining the goals, include student-level performance goals as well as program-level performance goals. Describe how the goals will be used as a basis to measure the effectiveness of the literacy interventions.

1. **Program Implementation and Monitoring (Maximum 50 points)**

* **Implementation of Literacy Interventions:** Applicant identifies and describes how their intervention(s) address the needs identified in the needs assessment. Specifically, selected interventions to be implemented should be designed to enhance the language and literacy development and school readiness of children, from birth through kindergarten entry. The description includes the methods, frequency, duration, and checks for fidelity of implementation.
* **Development of Program Staff:** Applicant describes how they will provide initial and ongoing support to prepare staff in implementing selected literacy programs with fidelity, through high-quality professional development that includes observations and feedback of program implementation.
* **Data Collection:** Describe how data will be collected to assess and evaluate the program on a regular basis (include: data collection methodology and frequency) and the alignment between programmatic data and school performance data.
* **Evaluation of Program:** Describe the evaluation plan to regularly assess the outcomes and success of the literacy interventions provided and the tools that will be utilized to measure growth in early language and literacy development of children birth through kindergarten entry (may be included as an attachment and will not be counted towards the [10] page limit).

1. **Financial Management and Sustainability (Maximum 10 points)**

* **Financial Management:** Please describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls put in place to ensure accountability. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).
* **Proposed Budget:** Please provide a proposed budget and narrative description of the proposed use of grant funds, which shall reflect a core concept of service coordination and integration. The narrative shall include the cost of all deliverables, including personnel, using the budget categories identified in the grant application. The proposed budget will not be scored strictly on dollars per student, but will also consider number of students being served as well as the intensity and expected impact of the intervention.
* **Program Sustainability:** With an emphasis on increasing the proficiency and advanced rate for students ranging from birth through age 5, please describe how the LEA will build capacity in literacy beyond the term of this grant. There is a clear sustainability plan for how activities funded by the grant will continue after the grant ends. If applicable, applicant clearly explains their specific plan to scale up effective practices, including a proposed timeline and number of schools, educators, or students to serve each year after the grant ends.

1. **Priority Points (10 points)**

* **Qualified Opportunity Zones:**Priority points will be given to applicants who use subgrant funds to implement selected evidence-based literacy interventions in child development facilities and LEAs located in [QOZs](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1). Please list the facilities or schools located in QOZs that are part of your grant application who will receive identified interventions.
* **Evidence-based Practices:** Applicant describes how their intervention(s) fit within one of the three highest tiers of evidence-based practices as defined by ESEA Sec. 8101(21)(A)(i). The applicant clearly explains in the narrative response how their proposal meets the grant’s evidence requirements, and provides hyperlink(s) to at least one study that meets the required evidence level.  For proposals with multiple interventions, applicants will complete this for each proposed intervention, and will receive the average evidence score for all proposed interventions.

## SECTION IV: Review Panel and Application Scoring

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 external review panel.

* 1. **Review Panel**

The grants described in this RFA will be awarded competitively. A panel or panels of external reviewers will be convened to review, score, and rank each application. The review panel(s) will be composed of neutral, qualified, professional individuals selected for their expertise, knowledge, and/or related experiences. All external reviewers must sign a Conflict of Interest statement. The application will be scored against a rubric and each application will have at least three external reviewers to ensure accurate scoring. The complete rubric can be found in EGMS for review and as attachment E of this RFA. Upon completion of the panels’ review, the panels shall make recommendations for awards based on the scoring rubric(s). The State Superintendent of Education, or his/her designee, will consider those recommendations but are all final award decisions are left to the Superintendent’s, or his/her designee’s, discretion. Winning applicants may be required to make amendments to the Budget or other application sections to meet grant requirements.

## 4.2 Scoring Rubric

For details on the FY2022 Comprehensive Literacy State Development Birth through Age 5 Subgrant Scoring Rubric, please refer to **Attachment E- Scoring Rubric.**

**SECTION V: GENERAL PROVISIONS**

**5.1 Grant Award Notice and Payments**

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA.  Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE’s electronic grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award, and any supplemental information required.  Once OSSE has fully approved the application and issued an official GAN, 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 a reimbursement request electronically using EGMS.

* 1. **Audits**

At any time, or times, before final payment and during the required record retention period, the District and/or the federal government may audit the applicant’s expenditure statements and source documentation.

* 1. **Monitoring and Reporting**

OSSE is required to track specific information as part of the federal Comprehensive Literacy Development Birth through Age Five Grant. Therefore, subgrantees will be required to:

* Provide information requested via surveys and other data collection projects using methods identified by OSSE;
* Submit bi-annual fiscal reports and any other required information in a timely and efficient manner using the methods established by OSSE;
* File an expenditure report within 90 days of the end of each annual budget period. These reports will be submitted through the agency’s grant system, EGMS;
* File final grant activities reports within 90 days of the end of the subgrant period using the agency’s grant system, EGMS. The report will contain, at a minimum:
* Executive summary;
* Report on each subgrant project goals, including disaggregated data and information that support the outcome of each goal;
* Expenditure report detailing percentage of awarded subgrant expenditures; and
* A property inventory of all equipment and non-consumable goods purchased with Comprehensive Literacy State Development subgrant funds (UGG 200.313[d])

Additionally, OSSE may utilize several methods to monitor the project including, but not limited to, site visits, collection of program and performance data, and financial reports. All information in these reports is subject to verification, and OSSE may require additional information from the grantee. The OSSE grant program managers will monitor program services and grant administration pursuant to the terms of the grant agreement and may make onsite visits.  Monitoring efforts are designed to determine the grantee’s level of compliance with federal and/or District requirements and identify specifically whether the grantee’s operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

Subgrantees 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. Subgrantees shall be required to reply and acknowledge OSSE’s information requests within 48 hours and to provide requested information within ten (10) business days. The grant recipient will also be required to submit a mid-term and final report to OSSE, illustrating the use of funds and the progress towards goal attainment. These reports should include all grant required components listed in this RFA. Additionally, sugbrantees are required to attend a bi-annual literacy convening hosted by OSSE.

## Confidentiality

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

## Nondiscrimination in 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 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 credit information.

## Appearance of a Conflict of Interest

The grant recipient 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.

## 5.7 RFA Terms and Conditions

* Funding for this award is contingent on OSSE’s continued availability of 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 it is its best interest to do so. OSSE shall notify the applicant if it rejects that applicant’s proposal.  OSSE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(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 to 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; 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 thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

**Application Technical Assistance**

Prospective subgrant application are encouraged to attend live presentations or view recorded presentations that provide technical assistance developing local literacy plans aligned with the state plan. Recorded presentations will be available through OSSE’s website. OSSE will provide timely information and assistance to parties who are interested in applying for subgrant funds. Technical assistance may include frequently asked questions, conference or virtual call, or webinars.

**Competitive Preference Priorities**

Competitive preference priority points supplement the total score by increasing the total points possible for the application. This category provides additional points to subgrant applicants whose project proposes to serve students attending schools located in [Qualified Opportunity Zones](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1).

**SECTION VI: ATTACHMENTS**

Attachment A INTENT TO APPLY

Attachment B PRE-APPLICATION WEBINAR REGISTRATION FORM

Attachment C ADMINISTRATIVE APPROVAL FORM

Attachment D ESEA ASSURANCES

Attachment E SCORING RUBRIC

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN AWARD**

**Attachment A**

**Notification of Intent to Apply**

**Deadline: Friday, August 6, 2021 at 5:00 p.m. (EST)**

#### Office of the State Superintendent of Education

**Comprehensive literacy state development Birth through AGE 5 subgrant (CLSDB5)**

**TO:**

La’ Shawndra Scroggins, PhD

Director, Teaching and Learning

Division of Teaching and Learning

Office of the State Superintendent of Education

1050 First St. NE, 5th Floor

Washington, DC 20002

(202) 741-0264

[LaShawndra.Scroggins@dc.gov](mailto:La'Shawndra.Scroggins@dc.gov)

Please accept this notification that the following ***eligible*** organization intends to apply for consideration of funding under FY 2022 COMPREHENSIVE LITERACY STATE DEVELOPMENT birth through AGE 5 subGRANT (CLSDB5)

* **CLSDB5: Comprehensive Literacy State Development Birth through Age 5 Subgrant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Applicant Name (Local Education Agency Official Name) | | | | |
|  | | | | |
| Applicant Address | | | | |
|  | | | | |
| Applicant Contact Person | | | | |
|  |  |  | | |
| Telephone |  | Email | | |
|  | | | | |
| Authorized Representative Name and Title | | | | |
|  | | |  |  |
| Signature | | |  | Date |

**ATTACHMENT B**

**PRE-APPLICATION WEBINAR**

**Submission Deadline: Tuesday, Aug. 3, 2021 at 5 p.m. (EST)**

*Office of the State Superintendent of Education*

**FY 2022 COMPREHENSIVE LITERACY STATE DEVELOPMENT BIRTH THROUGH AGE 5 subgRANT (CLSDB5)**

**TO:** Dr. La’ Shawndra Scroggins

Division of Teaching and Learning

Office of the State Superintendent of Education

1050 First St. NE

Washington, DC 20002

Telephone: (202) 417-1094

E-mail: [Lashawndra.Scroggins@dc.gov](mailto:Lashawndra.Scroggins@dc.gov)

Please accept this notification that the following ***eligible*** organization intends to attend the **Aug. 4, 2021  pre-application webinar 1 – 2 p.m.** for the Comprehensive Literacy Grant.

* **CLSDB5: Comprehensive Literacy State Development Birth through Age 5 Subgrant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Applicant  Name (Local Education Agency Official Name) | | | | |
|  | | | | |
| Applicant Address | | | | |
|  | | | | |
| Applicant Contact Person | | | | |
|  |  |  | | |
| Telephone |  | Email | | |
|  | | | | |
| Authorized Representative Name and Title | | | | |
|  | | |  |  |
| Signature | | |  | Date |

Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT C**

**ADMINISTRATIVE APPROVAL FORM**

**Office of the State Superintendent of Education**

**fy2022 COMPREHENSIVE LITERACY STATE DEVELOPMENT BIRTH THROUGH AGE 5 subgRANT (CLSDB5)**

**Please have each CDF leader and administrator or LEA leader and principal/school administrator** included as partners in your application sign below indicating that they are aware of the application’s grant requirements and are able to support the implementation of the project.

CDF/LEA Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/LEA Leader Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/LEA Leader Role/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/LEA Leader Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDF/School Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT D**

**ESEA Assurances**

The applicant shall:

a. Ensure that this program and title will be administered in accordance with all applicable statutes, regulations, program plans, and applications. (Section 8306(a)(1))

b. Ensure that the control of funds provided under this program and title to property acquired with program funds will be in a public agency or in an eligible private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities. (Section 8306(a)(2)(A))

c. Ensure the public agency, eligible private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes. (Section 8306(a)(2)(B))

d. Ensure the applicant will adopt and use proper methods of administering each such program, including— (A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and (B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation. (Section 8306(a)(3))

e. Ensure the applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials. (Section 8306(a)(4))

f. Ensure the applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program. (Section 8306(a)(5))

g. Ensure the applicant will— (A) submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program. (Section 8306(a)(6)(A))

h. Maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency’s or the Secretary’s duties. (Section 8306(a)(6)(B))

i. Afford a reasonable opportunity for public comment on the application and considered such comment. (Section 8306(a)(7))

j. The LEA is in compliance with D.C. Official Code § 38-231 which requires the expulsion from school for a period of not less than 1 year a student who brings a firearm to school, as determined on a case by case basis and consistent with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.). The LEA further assures that it will provide OSSE with a description of the circumstances surrounding any expulsions required by D.C. Official Code § 38-231, including the name of the school concerned, the number of students expelled from such school, and the type of firearm. (Section 8561(b) & (d))

**Attachment e**

**Scoring Rubric**

**FY 2022 COMPREHENSIVE LITERACY STATE DEVELOPMENT BIRTH THROUGH AGE 5 subgRANT (CLSDB5)**

Applications will be objectively reviewed and scored against the criteria outlined below:

|  |  |  |
| --- | --- | --- |
| **SECTION A- Program Features (Maximum 40 points)** | | |
| **Grant Requirements** | | |
| This grant requires that the grantee demonstrate an ability to establish and sustain the following components:   * + **Local literacy plan.** Applying entities must submit an approved literacy plan that they will implement for all child development facilities (includes LEAs serving 3 to 5 year olds) participating in grant activities that includes (a) a needs assessment to identify gaps in birth to age 5 literacy for at-risk students, English learners, and children with disabilities; (b) stakeholder input to create guiding principles for literacy interventions; (c) evidence-based strategies for improving literacy outcomes for at-risk students and special populations; and (d) a timeline for implementation. Provide an explanation of how entities will implement and monitor progress of selected schools using the LLP.   + **School/Center selection.** Demonstrate an equitable selection process for schools based on literacy needs and include a description of the steps taken to ensure equitable access to, and participation in, the literacy program for students, teachers, and other program beneficiaries with special needs.Considerations can include the school or center’s diagnostic assessments, and other assessments. Grantees will provide documentation on how the data informed selection.   + **Understanding of the school and student’s needs.** Describe the needs assessment data that was conducted to identify how funds will be used to inform comprehensive literacy instruction aligned to the science of reading (e.g., benchmark data, community surveys) and how children in need of literacy interventions or other support services are identified. Provide an explanation of the extent to which your program serves students with disabilities, English learners, and other students in need of literacy interventions or support services.   + **Coordinated efforts with DC Public K through 12 entities:** Describe how the selected literacy activities and interventions are aligned with comprehensive literacy instruction at the Kindergarten through grade 12 levels. | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response provided, but answers do not demonstrate sufficient evidence of clear understanding of the responsibilities as outlined in this section.** | **Substantially meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.** |
| **8** | **16** | **20** |
| *Strengths:* | | |
| *Weaknesses:* | | |
| **Program Goals** | | |
| List the program’s three (3) overarching goals. In defining the goals, include student-level performance goals as well as program-level performance goals. Describe how the goals will be used as a basis to measure the effectiveness of the literacy interventions. | | |
| **Fails to meet criterion- Response did not provide three goals.** | **Minimally meets criterion- Response provides three required goals but goals are not aligned to measurement of student level performance.** | **Substantially meets criterion-**  **Response provides three required goals and clearly describes alignment to student-level performance and program level performance.** |
| **8** | **16** | **20** |
| *Strengths:* | | |
| *Weaknesses:* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION B - Program Implementation and Monitoring (Maximum 50 points)** | | | |
| ***Implementation of Literacy Interventions*** | | | |
| Applicant identifies and describes how their intervention(s) address the needs identified in the needs assessment.  Specifically, selected interventions to be implemented should be designed to enhance the language and literacy development and school readiness of children, from birth through kindergarten entry. The description includes the methods, frequency, duration, and checks for fidelity of implementation. | | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response provided, but answers do not demonstrate sufficient evidence of clear understanding of the responsibilities as outlined in this section.** | | **Substantially meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.** |
| **4** | **10** | | **15** |
| *Strengths:* | | | |
| *Weaknesses:* | | | |
| ***Development of Program Staff*** | | | |
| Applicant describes how they will provide initial and ongoing support to prepare staff in implementing selected literacy programs with fidelity, through high-quality professional development that includes observations and feedback of program implementation. | | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.** | **Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.** | |
| 4 | **10** | **15** | |
| *Strengths:* | | | |
| *Weaknesses:* | | | |
| ***Data Collection and Analysis*** | | | |
| Describe how data will be collected to assess and evaluate the program on a regular basis (include: data collection methodology and frequency) and the alignment between programmatic data and school performance data. | | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.** | **Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.** | |
| **0** | **5** | **10** | |
| *Strengths:* | | | |
| *Weaknesses:* | | | |
| ***Evaluation of Program*** | | | |
| Describe the evaluation plan to regularly assess the outcomes and success of the literacy interventions provided and the tools that will be utilized to measure growth in early language and literacy development of children birth through kindergarten entry (may be included as an attachment and will not be counted towards the [10] page limit). | | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.** | **Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.** | |
| **0** | **5** | **10** | |
| *Strengths:* | | | |
| *Weaknesses:* | | | |
| **Total Points**  **Section B: \_\_\_\_\_\_/50points** | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION C – Financial Management and Sustainability (Maximum 10 points)** | | |
| ***Financial Management*** | | |
| Please describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls put in place to ensure accountability. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants). | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.** | **Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.** |
| **0** | **2** | **4** |
| *Strengths:* | | |
| *Weaknesses:* | | |
| ***Proposed Budget*** | | |
| Please provide a proposed budget and narrative description of the proposed use of grant funds, which shall reflect a core concept of service coordination and integration. The narrative shall include the cost of all deliverables, including personnel, using the budget categories identified in the grant application. The proposed budget will not be scored strictly on dollars per student, but will also consider number of students being served as well as the intensity and expected impact of the intervention. | | |
| **Fails to meet criterion- No proposed budget was included.** | **Minimally meets criterion- Proposed budget was submitted; however, the proposed budget does not reflect a core concept of service coordination and integration.** | **Substantially meets criterion- Proposed budget was submitted and reflects a clear alignment the purpose of the grant, including the core concept of the service coordination and integration.** |
| **0** | **2** | **4** |
| *Strengths:* | | |
| *Weaknesses:* | | |
| ***Program Sustainability*** | | |
| With an emphasis on increasing the proficiency and advanced rate for students ranging from birth through age 5, please describe how the LEA will build capacity in literacy beyond the term of this grant. There is a clear sustainability plan for how activities funded by the grant will continue after the grant ends. If applicable, applicant clearly explains their specific plan to scale up effective practices, including a proposed timeline and number of schools, educators, or students to serve each year after the grant ends. | | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Minimally meets criterion- Response provided, but does not sufficiently describe how additional funding will be obtained to ensure program sustainability.** | **Substantially meets criterion- Response provided and clearly describes how additional funding will be obtained to ensure program sustainability.** |
| **0** | **2** | **3** |
| *Strengths:* | | |
| *Weaknesses:* | | |
| **Total Points**  **Section C: \_\_\_\_\_\_/10 points** | | |

|  |  |
| --- | --- |
| **SECTION D – Priority Points (Maximum 10 points)** | |
| ***Qualified Opportunity Zones (QOZs)*** | |
| Priority points will be given to applicants who use subgrant funds to implement selected evidence-based literacy interventions in child development facilities and LEAs located in [QOZs](https://docs.google.com/document/d/1d7D1O-OmuNdeZXr5BncD9tQgUfHcKVt4K-1FvTbRVTY/edit?pli=1). Please list the facilities or schools located in QOZs that are part of your grant application who will receive identified interventions. | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Meets criterion- Response includes a list of schools receiving interventions located in QOZs.** |
| **0** | **5** |
| *Strengths:* | |
| *Weaknesses:* | |
| ***Evidence-based Literacy Interventions*** | |
| Applicant describes how their intervention(s) fit within one of the three highest tiers of evidence-based practices as defined by ESEA Sec. 8101(21). The applicant clearly explains in the narrative response how their proposal meets the grant’s evidence requirements, and provides hyperlink(s) to at least one study that meets the required evidence level.  For proposals with multiple interventions, applicants will complete this for each proposed intervention, and will receive the average evidence score for all proposed interventions. | |
| **Fails to meet criterion- Response does not address all required elements outlined in this section.** | **Meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.** |
| **0** | **5** |
| *Strengths:* | |
| *Weaknesses:* | |
| **Total Points**  **Section D: \_\_\_\_\_\_/10 points** | |

|  |  |
| --- | --- |
| **Total Points for Section A (out of 40 points)** |  |
| **Total Points for Section B (out of 50 points)** |  |
| **Total Points for Section C (out of 10 points)** |  |
| **SUBTOTAL (out of 100 points)** |  |
| **Additional Priority Points for Section D (up to 10 priority points)** |  |
| **GRAND Total (out of 110 points)** |  |