



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

**Request for Applications (RFA)**

**Office of the State Superintendent of Education (OSSE)  
Division of Systems and Supports, K-12**

**FY2023 ARP-Homeless II CBO Grant  
RFA# GD0-ARP-CBO-FY2023**

**THIS DOCUMENT IS INTENDED FOR REVIEW ONLY.  
APPLICATIONS MUST BE SUBMITTED THROUGH THE OSSE ELECTRONIC GRANT  
MANAGEMENT SYSTEM (EGMS) ACCESSIBLE AT: <http://grants.osse.dc.gov>**

RFA Release Date: July 8, 2022

Pre-Application Conferences: July 22, 2022 & August 3, 2022

Intent to Apply Notification Due: August 3, 2022 by 3 p.m. EST

Application Submission Deadline: August 19, 2022 by 3 p.m. EST

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

More information is available on the FY2023 ARP-Homeless II  
CBO Grant on OSSE's website here:

<https://osse.dc.gov/publication/american-rescue-plan-homeless-fund-arp-homeless-fund>

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**Checklist for Application**  
**FY2023 ARP-Homeless II CBO Grant**

- The applicant submitted the Intent to Apply Notification form **by 3 p.m. Eastern Standard Time (EST) on August 3, 2022**. This form can be found in [Appendix A](#) and on the Office of the State Superintendent of Education (OSSE) website at <https://osse.dc.gov/publication/american-rescue-plan-homeless-fund-arp-homeless-fund> and should be submitted via email to [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov).
- The applicant attended one of the suggested two pre-application conferences (not mandatory). Please see [Section II: Schedule](#) in the Request for Application (RFA) for webinar dates, times, and registration.
- The applicant completed all steps required by the RFA and submitted a complete application, through OSSE’s [Enterprise Grants Management System \(EGMS\)](#), that contains all the required information and appendices. Please see [RFA Section III](#) for an overview of the application components.
- The application adheres to directions and criteria of each section of this RFA.
- The applicant is incorporated and registered to operate in the District of Columbia (the District), including:
  - Registered with the District’s Department of Consumer and Regulatory Affairs (DCRA) and is able to produce a “Certificate of Good Standing” as a condition of receiving funding. Please see this link for details: <https://dcra.dc.gov/service/corporate-registration-details>
  - Is able to produce a “Certificate of Clean Hands” from the District’s Office of Tax and Revenue (OTR) as a condition of receiving funding. Please see this link for details: <https://otr.cfo.dc.gov/page/certificate-clean-hands>.
- The application was submitted **by 3 p.m. Eastern Standard Time (EST) on August 19, 2022**, through [EGMS](#).

**PLEASE NOTE**

**Applications are due by 3 p.m. EST on August 19, 2022.**

**Applications submitted at or after 3:01 p.m. EST on August 19, 2022, will not be reviewed.**

All applications must be submitted through the Enterprise Grants Management System ([EGMS](#)).

For more information about [EGMS](#), please visit <http://grants.osse.dc.gov/>. Please avoid last minute technical submission issues by submitting early. OSSE strongly recommends submitting your application at least one business day early to ensure a smooth submission.

## Section I: General Information

### Introduction

The American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth Fund (ARP-HCY) authorized by the U.S. Department of Education (USED) under section 2001(b)(1) of the American Rescue Plan Act of 2021, Public Law 117-2 aims to support the specific and urgent needs of children and youth experiencing homelessness in recognition of the extraordinary impact of the COVID-19 pandemic on students experiencing homelessness.

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (MKV) authorizes the federal [Education for Homeless Children and Youth \(EHCY\) Program](#). MKV defines children and youth experiencing homelessness and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, of the [Every Student Succeeds Act \(ESSA\)](#). ARP-HCY funding was released by USED’s EHCY Program to state education agencies (SEAs) as a supplement to EHCY grants. Accordingly, the federal guidelines of MKV apply to ARP-HCY funding as well.

OSSE recognizes the importance of awarding state-level set aside funds received through the second phase of ARP-HCY funding, known as ARP-Homeless II, to community-based, faith-based and nonprofit organizations that are well-positioned to identify historically underserved populations of children and youth experiencing homelessness (i.e., students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant, parenting, or caregiving students). Such organizations are ideal for providing supports and wraparound services to those in need of educational services as well as programming that supports academic achievement and mitigates learning loss as a result of the COVID-19 pandemic.

### Purpose of Funds

Through this RFA, OSSE is soliciting proposals from eligible applicants for the FY23 ARP-Homeless II CBO Grant. The purpose of this grant is to increase the capacity of OSSE and local education agencies (LEAs) by utilizing experienced District-based organizations with a demonstrated history of success working with children, youth and families experiencing homelessness to: 1) identify children and youth experiencing homelessness who have been impacted by COVID-19; 2) support them in accessing educational and/or wraparound services to meet their needs; and 3) deliver training, technical assistance, and capacity building to strengthen the provision and coordination of services for this population of children, youth and families within their organizations and in LEAs/schools.

Funding is available for activities in each of the following focus areas:

- **REENGAGE: Reengage students and families in school**
  - Activities must include the identification of underserved populations of children and youth experiencing homelessness (i.e., students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant, parenting, or caregiving students) who have been disconnected from school due to the COVID-19 pandemic.

- Such activities may include:
  - community/street outreach;
  - translation of printed materials highlighting educational rights and resources for students and families experiencing homelessness; and
  - supports for disconnected youth experiencing homelessness.
- **RESOURCES: Connect students and families to homeless education supports**
  - Activities must include providing or connecting students experiencing homelessness to resources that mitigate the impacts of COVID-19 and support student academic achievement.
  - Such activities may include:
    - wraparound services for expectant/parenting youth, LGBTQ+ youth, students with disabilities, EL students and other disadvantaged populations of children and youth experiencing homelessness;
    - expansion of youth emergency shelter & existing youth transitional living program (TLP) beds (for youth ages 15+); and,
    - mental health, dental or medical services.
- **RECOVER: Support students to recover unfinished learning**
  - Activities must address learning loss and achievement gaps of students experiencing homelessness.
  - Activities must include training, technical assistance, and capacity building provided by the applicant to improve the provision and coordination of services for children, youth, and families experiencing homelessness within an applicant’s organization and/or LEAs/schools.
  - Such activities may include:
    - trainings and technical assistance for LEAs/schools focusing on the impact of COVID-19 on students and families, trauma-informed care, racial equity and various best practices for supporting underserved populations of children, youth and families experiencing homelessness; and,
    - community outreach materials and/or public service announcements (in various languages in accordance with the District’s Language Access Act) highlighting the educational rights of students and families experiencing homelessness.

### Source of Funding

Funding for the FY23 ARP-Homeless II CBO Grant is provided by the U.S. Department of Education under section 2001(b)(1) of the American Rescue Plan Act of 2021.

### Funds Available

The total amount available for awards is \$274,633.50. OSSE anticipates awarding at least six eligible community-based organizations. No more than ten eligible community-based organizations will be awarded for this grant competition.

## Funding Period

The grant award period begins on October 1, 2022, and ends on September 30, 2023.

OSSE also anticipates that grant funds for this program will be available through fiscal year 2024 (FY24). Applicants will be required to complete a continuation application for the additional fiscal year (FY24). Continuation of awards through funding for the fiscal year 2024 is contingent upon:

- Availability of funds;
- Recipient's implementation operation of the grant as submitted in the application;
- Recipient's 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; and,
- Appropriate expenditure of funds throughout each grant award period.

## Eligibility

Eligible applicants include established community-based organizations (CBOs), faith-based organizations and nonprofit organizations who meet the following criteria:

- Must have demonstrated success or experience serving students experiencing homelessness in pre-kindergarten through the twelfth grade within the District of Columbia;
- Must have demonstrated success or experience in urban areas and/or with local education agencies (LEAs)/school districts.
- Must be in good financial standing with the District of Columbia, per the [Clean Hands Law D.C. Code § 47-2862](#).

## Permissible Use of Funds

Uses of funds may include, when responding to the impact of the COVID-19 pandemic, expenses that are reasonable and necessary to facilitate the identification, enrollment, retention, and educational success of children and youth experiencing homelessness. Funds must be used to complete deliverables as described in the program requirements of this RFA.

The funds associated with this RFA are available strictly on a reimbursement basis and may only be used for allowable grant project expenditures during the grant period and costs must:

- Meet requirements of permissible use of federal funds within EDGAR 34 CFR Part 75, 2 CFR Part 200 as adopted in 2 CFR Part 3474, 2 CFR Part 180 as adopted in 2 CFR 3485; and
- Align with and support the project(s) described in the organization's application.

Payment of grant funds shall be made through the OSSE Cost Reimbursement Process in the Enterprise Grants Management System in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 CFR Section 200.305. Once a grantee has an approved application, they can claim reimbursement for any allowable expenditures incurred in the approved award period to date. Grantees must submit at least one reimbursement per quarter in which they expended funds. The reimbursement request must include all funds expended, but not yet claimed for reimbursement.

All grant project budgets will be reviewed by a review panel, as well as K-12 Systems and Supports (K12SS) staff, to ensure that planned expenditures are allowable and are appropriate, reasonable, and necessary to support the grant objectives.

## Section II: Schedule

### RFA Release

The release date of the RFA is **July 8, 2022**. The RFA is available online on OSSE’s [American Rescue Plan Homeless Fund](https://osse.dc.gov/publication/american-rescue-plan-homeless-fund-arp-homeless-fund) website at: <https://osse.dc.gov/publication/american-rescue-plan-homeless-fund-arp-homeless-fund>. The deadline for application submission is **August 19, 2022, by 3:00 p.m EST**.

### Pre-Application Conference & Question Period

Applicants are highly encouraged to attend one of the optional live virtual pre-application conferences listed below. These conferences will provide the opportunity to meet other interested organizations and identify potential partners. All conferences will present identical content. A recording of each conference will be available on [OSSE’s website](#) two business days after the dates listed.

Date	Time	How to Access the Meeting	
July 22, 2022	10 a.m. - 12 p.m. EST	<p>To join by computer or tablet, please register using the following link:  <a href="https://attendee.gotowebinar.com/register/437944698566685710">https://attendee.gotowebinar.com/register/437944698566685710</a></p> <p>After registering, you will receive a confirmation email containing information about joining the webinar.</p>	<p>To join by phone, please register using the following link:  <a href="https://attendee.gotowebinar.com/register/437944698566685710">https://attendee.gotowebinar.com/register/437944698566685710</a></p> <p>Select "Use Telephone" after joining the webinar and call in using the numbers below.            Phone: (415) 655-0052            Access Code: 942-018-420            Audio PIN: Shown after joining the webinar</p>
August 3, 2022	1 p.m. – 3 p.m. EST	<p>To join by computer or tablet, please register using the following link:  <a href="https://attendee.gotowebinar.com/register/6403740859251242251">https://attendee.gotowebinar.com/register/6403740859251242251</a></p> <p>After registering, you will receive a confirmation email containing information about joining the webinar.</p>	<p>To join by phone, please register using the following link:  <a href="https://attendee.gotowebinar.com/register/6403740859251242251">https://attendee.gotowebinar.com/register/6403740859251242251</a></p> <p>Select "Use Telephone" after joining the webinar and call in using the numbers below.            Phone: (631) 992-3221            Access Code: 117-643-199            Audio PIN: Shown after joining the webinar</p>

Questions regarding the RFA must be submitted via email to [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov) with subject line: ARP-Homeless II CBO Grant Question. Questions and answers received by 5 p.m. EST on Thursday, July 14, 2022, will be published on Monday, July 18, 2022. Questions and answers received by 5 p.m. EST on Thursday, July 28, 2022, will be published on Monday, August 1, 2022. Questions and answers will be located on [OSSE’s website](#).

## Notice of Intent to Apply

All eligible applicants seeking to receive funding under this RFA must submit an Intent to Apply Notification (Appendix A), signed by an authorized official of the organization, via email to [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov), **no later than 3 p.m. EST on August 3, 2022. Failure to submit an Intent to Apply Notification will result in disqualification and the organization's application will not be reviewed.**

## Contact Person(s)

Applicants are advised that the following OSSE staff members are the authorized contact persons for this grant competition:

- Nicole Lee-Mwandha  
Homeless Education Program State Coordinator  
Division of Systems & Supports, K-12  
Office of the State Superintendent of Education  
Email: [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov)
- Tasheen Stallings  
Homeless Education Program Analyst  
Division of Systems & Supports, K-12  
Office of the State Superintendent of Education  
Email: [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov)

## Application Submission

Applications must be submitted electronically using the [EGMS](#) no later than August 19, 2022, by 3 p.m. EST. **Applicants are encouraged to submit applications early to avoid any technical difficulties. K12SS strongly encourages submitting applications at least one business day early to ensure that avoidable technical issues do not cause you to miss the submission deadline. Applicants must agree to [EGMS](#)' Central Data Assurances prior to creating a grant application.** Successfully submitted applications' status will change to "Submitted for Review" in EGMS. Applications without this status before the deadline will not be reviewed. If you experience technical problems with EGMS, please review the [EGMS User Manual](#) or contact the OSSE Help Desk at (202) 719-6500 between 7 a.m. and 3 p.m. EST. As submission ends at 3 p.m. EST on the due date, OSSE recommends calling before then (no later than several business days prior to the application due date) with any technical issues. Submissions with any missing application components or documents will be considered incomplete and will not be reviewed. Additional documents not requested will not be reviewed and will be removed from the application materials.

## Updates

Information and updates regarding the grant competition will be emailed to all potential applicants that submit an Intent to Apply Notification.

## Awards Announcement

Awards will be announced via [EGMS](#), email and the OSSE website. OSSE will disseminate grant award notifications following the awards announcement.



## Section III: Application

### Application Content

The application in [EGMS](#) contains all the following sections or "tabs." Unless noted, each section must be completed as instructed in the system:

- Section 1 – Overview Pages (Informational Only)
  - General Program Information
  - Allowable Uses of ARP-Homeless II CBO Grant Funds
  - MKV Allowable Uses of Funds
  - Project Requirements
  - Award Administration
  - Resources - Links
  - Definition of Terms
  - Award Process
    - Review Panel
    - Application Scoring Overview
    - Scoring Rubric
- Section 2 – Contact Information
- Section 3 – Funding Distribution
- Section 4 – Spending Priority Areas
  - Project Narrative
    - Needs Assessment, Data & Methods
    - Law
    - Training
  - Strategic Implementation
    - Roles
    - Timetable
    - Evaluation
    - Budget
  - Key Partnerships
    - Partnerships
    - Resources
  - Reengage Students
  - Connect Students To Resources
  - Recover Student Learning
  - Other Use of Funds
- Section 5 – GEPA Narrative
- Section 6 – Detailed Planning Expenditures
  - Budget Overview
  - Budget Data Import
  - Salaries and Benefits
  - Professional Services
  - Equipment
  - Supplies And Materials
  - Fixed Property Costs

- Other Objects
- Budget Summary (Read Only)
- Section 7 – Assurances
  - ARP-Homeless II CBO Assurances
  - Central Data Assurances
  - Assurances Agreement Summary
- Section 8 – Submit (application is not complete until it is submitted through this tab)
- Section 9 – Application History (Read Only)
- Section 10 – Application Print

## **Section IV: Scoring**

### **Review Panel**

The grant described in this RFA will be awarded competitively. A panel of external reviewers will be convened to review, score, and rank each application. The review panel will be composed of neutral, qualified, professional individuals selected for their expertise, knowledge, or related experiences. The application will be scored against a rubric and each application will have multiple reviewers to ensure accurate scoring. The complete rubric can be found in [EGMS](#) for review and as Appendix B of this RFA. Upon completion of the panel’s review, the panel(s) 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 all final award decisions are left to the Superintendent’s, or his/her designee’s, discretion.

## **Section V: Award Administration**

### **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 [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 (and no later than quarterly) 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 when paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using [EGMS](#). Once a grantee has an approved application, they can claim reimbursement for any allowable expenditures incurred in the approved award period to date. Grantees must submit at least one reimbursement per quarter in which they expended funds. The reimbursement request must include all funds expended, but not yet claimed for reimbursement.

## 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 onsite visits to verify information submitted in the application and determine if the applicant's facilities are appropriate for the services intended.
- Grantees may be required to attend one or more post-award meetings or webinars reviewing grant requirements. Information about these meeting(s) and/or webinar(s) will be shared with grantees in advance.
- 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.

## Audits

At any time 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.

## Training and Certifications

**Mandated Reporter Training:** Grantees are required to comply with District law<sup>1</sup> pertaining to mandated reporting. Certain individuals providing direct services to students may be identified as a mandated reporter. Mandated reporters are professionals obligated by law to report known or suspected incidents of child abuse and/or neglect. Such individuals will be required to undertake mandated reporting training at <https://dc.mandatedreporter.org/login>. In addition, grantees with staff working directly with students must have a policy on how staff, volunteers, or contractors are informed or trained for suspicion of abuse and neglect and how to contact the organization's mandated reporter.

**Bullying Prevention Policy:** A grantee that provides services, activities, or privileges to youth must maintain a Bullying Prevention Policy in accordance with the requirements of the Youth Bullying

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<sup>1</sup> See D.C. Code §4-1321.02.

Prevention Act of 2012, D.C. Official Code §§ 2-1535.01 et seq., that is enforced on its property, sponsored functions, during transportation, and in electronic communications to students. The Youth Bullying Prevention Act provides information with respect to bullying prevention policies, codes of conduct, bullying investigations and appeals, the role of the District of Columbia's Office of Human Rights (OHR), the OHR compliance procedure, and related matters. Please visit the OHR's website for more information at: <https://ohr.dc.gov/node/567222>. Grantee may contact the OHR for template language and assistance drafting a Bullying Prevention Policy.

**Homeless Education Trainings:** Within 90 days of receipt of funding, grantees are required to attend a minimum of one homeless education training offered by OSSE's Homeless Education Program (HEP) and a minimum of one training offered by a national organization focusing on homeless education and the plight of children, youth and families experiencing homelessness. Examples of acceptable training for the purpose of this RFA section requirement include, but are not limited to, the following:

- HEP offers an "McKinney-Vento 101" training focusing on the educational rights of students experiencing homelessness and "MKV Monthly Dialogue" webinars to provide targeted technical assistance. Information on HEP trainings and webinars can be found at <https://osse.dc.gov/service/homeless-education-program>.
- The National Center for Homeless Education (NCHE) offers ongoing homeless education webinars covering a wide variety of topics. Information on NCHE webinars can be found at <https://nche.ed.gov/group-training/>.
- SchoolHouse Connection offers webinars on a wide variety of topics, such as PreK-12 and Homelessness. Information on SchoolHouse Connection webinars and additional resources can be found at <https://www.schoolhouseconnection.org/resources/>.

**CBO RECOVER Trainings:** Grantees for the **RECOVER** award type will deliver high-quality professional development on topics focusing on students and families experiencing homelessness impacted by COVID-19. Trainings can be delivered to all interested LEAs/schools, community organizations and/or service providers in both synchronous and asynchronous formats. Grantees are required to submit all training materials to the OSSE Homeless Education Program at least 30 days prior to the dissemination date for approval.

### **Staff and Volunteer Clearance Requirements**

Grantees that provide direct services to children will be required to maintain the following background checks on all of the organization's staff, volunteers, and contractors who have regular (at least once weekly) and unsupervised access to students, including those conducting virtual programming:

- DC Child and Family Services Agency (CFSA) Child Protection Registry (CPR) and signed affidavit one-year after the initial CFSA CPR Check is completed
- Federal Bureau of Investigation (FBI) criminal background check and signed affidavit one-year after the initial FBI Check
- Metropolitan Police Department (MPD) criminal background check and signed affidavit one-year after the initial MPD Check, and
- National Sex Offender Registry (NSO) and signed affidavit one-year after the initial NSO check.

One-day visitors, guests, and volunteers that shall always be under the direct supervision of a staff member with appropriate clearances are exempt.

All clearances must be valid for the duration of the grant period or renewed prior to expiration, and align with the program site requirements (DCPS, DCPCS, etc.). Employees, volunteers, or contractors who are newly hired or under contract by the organization and have unsupervised contact with youth must have background checks and clearances submitted to the appropriate agencies within the first week of employment and the organization must maintain proof of submission within the personnel file.

In the event that any staff, volunteer, or contractor has a background check returned with an issue or indication of past criminal history, the said result must be communicated to OSSE within two (2) business days. Said staff, volunteers, or contractors involved may not have unsupervised interactions with youth until OSSE has made a determination.

### **Monitoring and Reporting**

Grant recipients will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. Monitoring efforts are designed to determine the recipient'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.

Grant recipients will be evaluated based upon their appropriate use of FY23 ARP-Homeless II CBO funds. Reimbursement requests should align with the grant's purpose and intent by providing wraparound services and necessary assistance to students experiencing homelessness. These services should assist students experiencing homelessness with school attendance and enhance their ability to fully participate in school activities. 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. The recipient shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days. OSSE staff members must have access, when requested, to: Certificates of Insurance; DCRA current Certificate of Good Standing and current Charitable solicitation Basic Business License (if applicable); and DC Office of Tax and Revenue (OTR) current Certificate of Clean Hands.

### **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, The Community Partnership for the Prevention of Homelessness (TCP), the District's Department of Human Service (DHS), or LEAs 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 (or parent/guardian in cases involving minors) identified in the information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding. The grantee will protect any personally identifiable information (PII) received in administering the grant and follow all applicable laws regarding the protection and use of the PII.

**Before disclosing PII to any other party, the grantee must first receive approval from 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 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, credit information, or status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking.

### **Conflict of Interest or 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, or an actual conflict of interest, would be involved. 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 grant or contract. All conflicts of interest or appearances of conflict of interest should be disclosed to the OSSE Homeless Education Program team for review. Any questions about conflicts of interest under this grant should be submitted to the OSSE Homeless Education Program team at [hep.osse@dc.gov](mailto:hep.osse@dc.gov).

### **Vaccination Requirements**

The grant recipient must comply with all District laws and regulations and Mayor's Orders regarding District COVID-19 vaccination requirements.

## **Section VI: Resources**

### **Resources/Links:**

- [American Rescue Plan Act Legislation](#)
- [U.S. Department of Education's American Rescue Plan Elementary and Secondary School Emergency Relief – Homeless Children and Youth \(ARP-HCY\) Funds](#)
- [Letter to Chief State School Officers Announcing ARP Funding](#)
  - [ARP Homeless I-II Total Grant Award Allocations](#)
  - [ARP Homeless I SEA Reservations](#)
  - [ARP Homeless I Grant Award Notification Assurances](#)
  - [ARP Homeless II SEA Reservations](#)
  - [ARP Homeless II Notice of Final Requirements](#)
  - [Application for Funding Under the ARP-HCY: Second Disbursement](#)
- [Frequently Asked ARP-HCY Questions and Answers - Office of Elementary and Secondary Education](#)
- [National Center for Homeless Education \(NCHE\) COVID-19 Guidance](#)
- [SchoolHouse Connection ARP-Homeless Funds Overview and Training Webinars](#)
- [McKinney-Vento Homeless Assistance Legislation](#)
- [Education for Homeless Children and Youth Program Non-Regulatory Guidance](#)

## **Definition of Terms (Related to Children and Youth Experiencing Homelessness)**

The term “**children and youth experiencing homelessness**” is defined as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence
- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youth who are residing in hotels, motels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- Children and youth who are living in emergency or transitional shelter
- Children and youth who are abandoned in hospitals
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as a regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who qualify as homeless because they are living in circumstances described above
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, and who qualify as homeless because they live in any of the aforementioned circumstances

**Free and Appropriate Public Education:** is defined as the educational programs and services that are provided to the children and youth of the State and that are consistent with State school attendance laws, to include special populations such as homeless children and youth. Additionally, the State educational agency, shall ensure that each child of a homeless individual, and each homeless youth, has equal access to a free, appropriate public education. If the homeless children and youth meet eligibility criteria they must be included in programs and services that include but are not limited to: transportation services, gifted and talented programs, and all Title I services provided. Title I services include local educational programs (e.g., Educational Services and extended day programs), educational programs for students with disabilities, educational programs for students with limited English proficiency, programs in vocational education, and school meal programs.

**School-aged Children:** According to the District of Columbia Compulsory School Attendance Amendment Act of 1990, as amended (D.C. Code 38-201 et seq.), all children of compulsory school age are required to attend school, including a public school, private or parochial school, or a private instructor. Compulsory school attendance age is five (5) years to the eighteenth (18th) date of birth of the student. Children ages three (3) and above are eligible to attend pre-kindergarten programs. However, students identified and/or determined to be in need of special education services are eligible for extended school attendance ages. These students are eligible to attend school from ages three (3) until their twenty-second (22nd) birth date.

**School of Origin:** is defined as the school that the child/youth attended when permanently housed or the school in which the child was last enrolled.

**Dispute Resolution Process:** is the method used to determine a school placement decision that is in the best interest of the child or youth. This process may be required in cases when parents/guardians or an unaccompanied youth object to the initial determination made by school personnel regarding school selection or other school enrollment decision for the homeless child or youth.

**LEA Homeless Liaison:** is the staff person designated by the administrators of the particular LEA. Each LEA in the state must, as mandated by federal law, designate and submit the name of the designee to the state for purposes of carrying out the duties assigned to the local lead (homeless) liaison by the McKinney-Vento Homeless Assistance Act upon request or as required.

**School-based Homeless Liaison:** is the local school staff member appointed by the principal or school administrator. This individual is generally a school counselor, clinician, school psychologist, parent coordinator, or the registrar who serves as the immediate on-site point of contact for children and families experiencing homelessness or transition.



Appendix A

**FY2023 ARP-Homeless II CBO Grant  
RFA# GD0-ARP-CBO-FY2023**

**Official Intent to Apply Notification**

*(Must complete and submit this form by email to: [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov)  
no later than 3 p.m. EST on Tuesday, August 3, 2022)*

*(PDF Submission Preferred)*

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**TO:** OSSE Division of Systems and Supports, K-12  
Attn: Nicole Lee-Mwandha, Homeless Education State Coordinator  
[HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov)

**FROM:** \_\_\_\_\_  
(Organization Name)

**RE:** Intent to Apply for FY2023 ARP-Homeless II CBO Grant

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Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

\* \* \*

*I understand that the deadline for the grant application is 3:00 p.m. Eastern Standard Time (EST) on August 19, 2022, and that late applications, including applications submitted at 3:01 p.m. on August 19, 2022 or any time afterward, will not be reviewed.*

Signature: \_\_\_\_\_  
(Community-Based Organization Official)

Date: \_\_\_\_\_

## Appendix B: Assurances

### Program Specific Assurances

The community-based, faith-based, or non-profit organization hereby assures the state education agency (OSSE) that:

1. It will submit a final application in the Enterprise Grants Management System ([EGMS](#)) by 3 p.m. on August 19, 2022, that includes uploading these signed assurances and the preliminary Grant Award Notification (GAN) issued to you by OSSE.
2. It will collect and promptly provide data requested by the SEA pursuant to paragraphs (1) and (3) of section 722(f) (42 USC 11432(f)(1) & (3)).
3. Services provided with this subgrant will not isolate or stigmatize children and youth experiencing homelessness. (42 USC 11432(g)(1)(J)(i))
4. This subgrant will be used to help children and youth attend, participate fully, and succeed in academic and extracurricular opportunities offered to all students. (42 USC 11433(a)(1))
5. Services provided with this subgrant will supplement, expand, improve upon, or provide access to services provided as part of a school's academic or extra-curricular program, but not replace such services. (42 USC 11433(a)(2)(A)(iii))
6. Children and youth experiencing homelessness are integrated into a school's regular education program. (42 USC 11433(a)(2)(A)(ii))
7. Each program covered by this application will be administered in accordance with all applicable statutes, regulations, program plans, and requirements delineated in this application.
8. These funds shall be used for the purposes of identifying children and youth experiencing homelessness, providing wraparound services in light of the impact of the coronavirus (COVID-19) pandemic, and providing assistance needed to enable homeless children and youth to attend school and participate fully in school activities, including in-person instruction.
9. The ARP-Homeless II funds will only be used for activities allowable under section 723(f) of the McKinney-Vento Act (42 U.S.C. 11432(f)). These activities may include any expenses necessary to facilitate the identification, enrollment, retention, and educational success of children and youth experiencing homelessness, to carry out the District's State Plan.
10. The ARP-Homeless II funds will not be used for: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the OSSE or community-based, faith-based, or non-profit organization; or, 2) expenditures related to state or local teacher or faculty unions or associations.
11. The ARP-Homeless II funds will be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
12. It will meet the requirements of section 442 and section 427 of the General Education Provisions Act (GEPA, 20 U.S.C. 1232e) & 1228a). Meaning that during the entire duration of time that the entity is receiving funding under ARP-Homeless II, the community-based, faith-based, or non-profit organization will:
  - Ensure that it has taken steps to provide equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs;
  - Ensure that each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
  - Ensure that fiscal control and fund accounting procedures will be used to properly disburse of, and account for, federal funds;

- Report to the state agency and to USED as may be needed for the state agency or USED to perform their duties under each program, and each community-based, faith-based, or non-profit organization will maintain records (as required in Section 443 of the General Education Provisions Act (GEPA), 20 USC 1232f) and provide access to those records as the state agency or USED deems necessary to carry out their responsibilities;
  - Provide opportunities for the participation in, planning for, and operation of each program by educators, parents, and other interested agencies, organizations, and individuals;
  - Ensure that applications, evaluations, plans, or reports related to each program will be made available to parents, students and the public; and
  - Ensure that none of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
13. It will be in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in 2 CFR, including Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475).
14. It will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Note: Project modifications and changes in the approved budget must be requested in writing and be approved in writing by OSSE before modifications are made to the expenditures. Please contact Nicole Lee-Mwandha or Tasheen Stallings at [HEP.OSSE@dc.gov](mailto:HEP.OSSE@dc.gov) for any modifications.

### Central Data Assurances

Applicants will be required to attest to the following specific assurances:

1. If the grant is federally funded, recipient 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. If the grant is federally funded, recipient assures that it shall give immediate written notice to OSSE if it failed to disclose information required by federal regulations implementing 2 CFR Part 180, “Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement),” or if due to changed circumstances, the applicant or any of its principals now meet any of the following criteria:
  - A. Are 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.
  - B. Have within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records,

making false statements, tax evasion, or 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.

- C. Are 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 (B) of this certification.
  - D. Have within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default. See 2 CFR §180.350.
3. We will immediately notify OSSE, in writing, if either of the following occurs during the grant period:
    - A. We or any of our officers, partners, principals, members, or key employees is indicted or has charges brought against them and/or is convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant's organization; or (ii) any crime or offense involving financial misconduct or fraud;
    - B. We or any of our officers, partners, principals, members, or key employees becomes the subject of legal proceedings arising directly from the provision of services by the organization.
  4. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
  5. 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.
  6. We are able to maintain adequate files and records and can and will meet all grant reporting requirements.
  7. 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.
  8. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
  9. 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;
  10. 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;
  11. 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;
  12. We have a satisfactory record of integrity and business ethics;
  13. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
  14. We are in compliance with the applicable District licensing and tax laws and regulations;

15. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
17. 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).
18. 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.
19. 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.
20. 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;
21. 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).
22. 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.

## 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 Governmentwide 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. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## 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.

“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.”

#### 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.



This statement of certification shall be accompanied, as appropriate, by a certificate from the District of Columbia 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. If applicable, please upload the OTR statement of certification here.

6. Any registered domestic entity or registered foreign entity must submit 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. Please see the following link for more details. (<https://dcra.dc.gov/book/corporate-registration-faqs/corporate-registration-faqs-process>).

#### 7. Acknowledgment of Accuracy

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

**FY2023 ARP-Homeless II CBO Grant  
RFA# GD0-ARP-CBO-FY2023**

**Reviewer Scoring Rubric**

Date of Review: \_\_\_\_\_

<b>Applicant Name:</b>			
<b>Application #:</b>		<b>Reviewer's Initials:</b>	
<b>Section A: MANDATORY REQUIREMENTS (Met/Not Met)</b>			
<b>CRITERIA</b>	<b>ACCEPTABLE SUBMISSION</b>		<b>Met/Not Met</b>
Contact Information	All of the following information must be provided on the contact information page in order for the applicant to meet this requirement: <ul style="list-style-type: none"> <li>▪ Application Approval/Disapproval person(s) Email Addresses. Up to five email addresses may be entered to receive copies of automated approval/disapproval notices.</li> <li>▪ Head of Organization</li> <li>▪ ARP-Homeless II CBO Grant Application Contact</li> </ul>		<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
ASSURANCES	All assurances must be accepted		<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
<i>Applicants that have not completed the contact information page and the assurances and that do not meet the criteria described above will <u>not be</u> considered for funding and will not be reviewed beyond this point.</i>			
<b>Section B: PROJECT NARRATIVE (50 out of 100 points)</b>			
Quality of the project narrative. In determining the quality of the project's services and activities, OSSE considers: <ul style="list-style-type: none"> <li>• Alignment to the general and program-specific requirements to reengage students, and/or connect students to resources, and/or recover student learning;</li> <li>• Proposed activities to support the identification of historically underserved populations of children and youth experiencing homelessness (i.e., students of color, children and youth with disabilities, English learners, LGBTQ+ youth, and pregnant, parenting, or caregiving students);</li> <li>• Supports/wraparound services provided for students in need of educational services and programming to support academic achievement and mitigate learning loss as a result of the COVID-19 pandemic; and</li> <li>• Trainings and/or technical assistance for LEAs/schools, community organizations and/or service providers focusing on students and families experiencing homelessness impacted by COVID-19.</li> </ul>			

<b>SCORING CATEGORY</b>	All required information is completed (assurances, data sources, etc.) and the description of the method for identifying children and youth experiencing homelessness and identified needs is thorough.	All required data is completed (assurances, data sources, etc.) and the description of the method for identifying children and youth experiencing homelessness and identified needs is clear.	All required data is not completed (assurances, data sources, etc.) and/or the description of the method for identifying children and youth experiencing homelessness and/or of identified needs is partial or vague on the method for identifying homeless children and youth.	All required data sections have not been completed (assurances, data sources, etc.) and/or the applicant does not describe a method for identifying children and youth experiencing homelessness and/or does not specify identified needs.
	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
	All 4 sections have been completed and there is a clear relationship between the data and the identified needs as described below.	All 4 sections have been completed and there is a clear relationship between the data and the identified needs as described below.	3 or 4 of the elements listed below are included as described below.	1-3 of the elements listed below are included as described below.
<b>DATA &amp; NEEDS</b>	<ul style="list-style-type: none"> <li>The applicant gave an excellent description of the data used to assess the needs of children, youth and/or students experiencing homelessness and includes three data sources in the needs assessment.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant gave a clear description of the data used to assess the needs of children, youth and/or students experiencing homelessness and includes three data sources in the needs assessment.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant gave a fair description of the data used to assess the needs of children, youth and/or students experiencing homelessness and includes two data sources in the needs assessment.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant gave a vague or unclear description of the data used to assess the needs of children, youth and/or students experiencing homelessness and/or includes less than two data sources in the needs assessment.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.</li> </ul>			
<b>METHODS</b>	<ul style="list-style-type: none"> <li>Methodology is thoroughly explained.</li> <li>The proposed plan was comprehensive and includes elements that clearly address the process used to analyze the data, how to use the analysis to determine strengths and weaknesses, and thoroughly describes steps taken to prioritize proposed activities.</li> <li>The needs assessment is clearly stated and is aligned with the data.</li> </ul>	<ul style="list-style-type: none"> <li>Methodology is clearly explained.</li> <li>The proposed plan includes elements that address the process used to analyze the data, how to use the analysis to determine strengths and weaknesses, and describes some steps taken to prioritize proposed activities.</li> <li>The needs assessment is clearly described, but the alignment with the data is not explicit.</li> </ul>	<ul style="list-style-type: none"> <li>Methodology is explained, but is not clear.</li> <li>The proposed plan includes elements that address the process used to analyze the data, but the way in which the analysis was used to determine strengths and weaknesses to prioritize proposed activities was unclearly.</li> <li>The needs assessment is vague and does not align with the data, which has been provided.</li> </ul>	<ul style="list-style-type: none"> <li>Methodology and proposed plan are vague and unclear.</li> <li>The needs assessment is not described, but data is included in the application.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Maximum points = 20.</b> A score of 18 to 20 is excellent, 15 to 17 is good, 12 to 14 is fair, 11 or below is poor, and 0 is blank/nonresponsive.</li> </ul>			

<b>LAW</b>	<ul style="list-style-type: none"> <li>The narrative includes a thorough examination of processes/strategies to ensure ARP-Homeless and MKV requirements are met.</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes a reasonable discussion of processes/ strategies to ensure ARP-Homeless and MKV requirements are met.</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes a partial discussion of processes/ strategies to ensure ARP-Homeless and MKV requirements are met</li> </ul>	<ul style="list-style-type: none"> <li>The narrative does not include a discussion of processes/strategies to ensure ARP-Homeless and MKV requirements are met.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.</li> </ul>			
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>The narrative includes training modules and provides logical conclusions that are thoroughly related to the proposed plan to meet ARP-Homeless and MKV requirements.</li> </ul>	<ul style="list-style-type: none"> <li>The narrative includes training modules and provides logical conclusions that are clearly related to the proposed plan to meet ARP-Homeless and MKV requirements.</li> </ul>	<ul style="list-style-type: none"> <li>The narrative partially includes training modules and provides logical conclusions that are fairly related to the proposed plan to meet ARP-Homeless and MKV requirements.</li> </ul>	<ul style="list-style-type: none"> <li>The narrative vaguely or does not include training modules and logical conclusions that are related to the proposed plan to meet ARP-Homeless and MKV requirements.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.</li> </ul>			
<b>Reviewer Comments:</b>		Strengths:	Weaknesses:	
			<b>Section B Total Points:</b>	

## Section C: STRATEGIC IMPLEMENTATION (30 out of 100 points)

Quality of the strategic implementation. In determining the quality of the project’s strategic implementation, OSSE considers the extent to which the project plan identifies:

- Roles and responsibilities of key staff;
- Timetable for the implementation of key activities;
- Process to evaluate the effectiveness of the project; and
- Activities for which funding is to be used.

SCORING CATEGORY	EXCELLENT	GOOD	FAIR	POOR
ROLES	The narrative is thorough, clear, and describes a proposed program that is clearly aligned with the needs assessment information provided in section B ( <i>seamlessly aligns with the needs assessment</i> ).	The narrative is clear, but not thorough, and describes how the proposed program aligns with section B ( <i>shows some alignment with the needs assessment</i> ).	The narrative is vague but has some alignment between need (Section B) and the project narrative.	The narrative is vague and unclear and does not describe need (Section B) and the project narrative.
TIMETABLE	The narrative is thorough, clear, and describes the roles and responsibilities of key staff which will be involved in the proposed program and is clearly aligned with the needs assessment information provided in section B ( <i>seamlessly aligns with the needs assessment</i> ).	The narrative is clear, but not thorough, and describes the roles and responsibilities of key staff which will be involved in the proposed program and is clearly aligned with the needs assessment information provided in section B ( <i>shows some alignment with the needs assessment</i> ).	The narrative is vague in describing the roles and responsibilities of key staff which will be involved in the proposed program and is fairly aligned with the needs assessment information provided in section B ( <i>shows slight alignment with the needs assessment</i> ).	The narrative is vague, unclear, and <u>does not</u> describe the roles and responsibilities of key staff which will be involved in the proposed program and does not clearly align with the needs assessment information provided in section B ( <i>does not align with the needs assessment</i> ).
<b>Maximum points = 5.</b> A score of 5 is excellent, 4 is good, 3 is fair, 2 or below is poor, and 0 is blank/nonresponsive.				
TIMETABLE	The timetable narrative is thorough and clearly describes the timeline for the proposed program that is aligned with section B and: <ul style="list-style-type: none"> <li>• Identifies roles &amp; responsibilities for implementation.</li> </ul>	The timetable narrative is clear and describes the timeline for the proposed program that is aligned with section B and: <ul style="list-style-type: none"> <li>• Identifies roles &amp; responsibilities for implementation.</li> <li>• Includes good measurable goals and</li> </ul>	The timetable narrative vaguely describes the timeline for the proposed program that is aligned with section B and: <ul style="list-style-type: none"> <li>• Fairly identifies roles &amp; responsibilities for implementation.</li> <li>• Includes limited measurable goals and</li> </ul>	The timetable narrative is unclear and lacks description of the timeline for the proposed program that is aligned with section B and does not: <ul style="list-style-type: none"> <li>• Identify roles &amp; responsibilities for implementation.</li> </ul>

	<ul style="list-style-type: none"> <li>Includes excellent measurable goals and outcomes, project milestones to help monitor progress, and a clear evaluation plan.</li> <li>Includes robust professional development and awareness activities plans.</li> </ul>	<p>outcomes, project milestones to help monitor progress, and an evaluation plan.</p> <ul style="list-style-type: none"> <li>Includes good professional development and awareness activities plans.</li> </ul>	<p>outcomes, project milestones to help monitor progress, and an evaluation plan.</p> <ul style="list-style-type: none"> <li>Includes limited professional development and awareness activities plans.</li> </ul>	<ul style="list-style-type: none"> <li>Includes measurable goals and outcomes, project milestones to help monitor progress, and an evaluation plan.</li> <li>Includes any professional development and awareness activities plans.</li> </ul>
<p><b>Maximum points = 5.</b> A score of 5 is excellent, 4 is good, 3 is fair, 2 or below is poor, and 0 is blank/nonresponsive.</p>				
EVALUATION	<p>The evaluation narrative:</p> <ul style="list-style-type: none"> <li>Provides a thorough overview of the organization’s plan to evaluate the impact of the program in the identification, enrollment, retention, success and/or services provided to the identified targeted population of children and/or youth experiencing homelessness.</li> <li>Thoroughly demonstrates how the program will use evaluation data to improve future activities.</li> </ul>	<p>The evaluation narrative:</p> <ul style="list-style-type: none"> <li>Provides a good overview of the organization’s plan to evaluate the impact of the program in the identification, enrollment, retention, success and/or services provided to the identified targeted population of children and/or youth experiencing homelessness.</li> <li>Demonstrates how the program will use evaluation data to improve future activities.</li> </ul>	<p>The evaluation narrative:</p> <ul style="list-style-type: none"> <li>Provides a vague overview of the organization’s plan to evaluate the impact of the program in the identification, enrollment, retention, success and/or services provided to the identified targeted population of children and/or youth experiencing homelessness.</li> <li>Vaguely demonstrates how the program will use evaluation data to improve future activities.</li> </ul>	<p>The evaluation narrative:</p> <ul style="list-style-type: none"> <li>Provides an unclear overview of the organization’s plan to evaluate the impact of the program in the identification, enrollment, retention, success and/or services provided to the identified targeted population of children and/or youth experiencing homelessness.</li> <li>Minimally or fails to demonstrate how the program will use evaluation data to improve future activities.</li> </ul>
	<p><b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.</p>			
BUDGET	<ul style="list-style-type: none"> <li>Activities for which funding is to be used are clearly identified and descriptions are thorough.</li> <li>Activities for which funding is to be used are clearly stated and seamlessly aligns with programmatic goals.</li> <li>The activity descriptions clearly identify how funds will be used (who will be paid, what will be purchased, structure of program,</li> </ul>	<ul style="list-style-type: none"> <li>Activities for which funding is to be used are identified.</li> <li>Activities for which funding is to be used are stated and aligns with programmatic goals.</li> <li>The activity descriptions identify how funds will be used (who will be paid, what will be purchased, structure of program, implementation timeline etc.).</li> <li>The amount of funding is specified per line item,</li> </ul>	<ul style="list-style-type: none"> <li>Activities for which funding is to be used are identified, but vague or unclear.</li> <li>Activities for which funding is to be used are identified, but is vague and does not fully align with programmatic goals.</li> <li>A description of activities is identified, but how funds will be used (who will be paid, what will be purchased, structure of program,</li> </ul>	<ul style="list-style-type: none"> <li>Several required elements are missing.</li> <li>Activities for which funding is to be used are identified, but does not align with programmatic goals.</li> <li>A description of activities is referenced, but how funds will be used (who will be paid, what will be purchased, structure of program, implementation timeline etc.) is missing.</li> <li>The amount of funding is specified, but</li> </ul>
	<p><b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.</p>			

<p>implementation timeline etc.).</p> <ul style="list-style-type: none"> <li>The amount of funding is clearly specified per line item and the descriptions are clear and concise and align with programmatic goals.</li> </ul>	<p>clear and aligns with programmatic goals.</p>	<p>implementation timeline etc.) is vague.</p> <ul style="list-style-type: none"> <li>The amount of funding requested is specified, but descriptions are not clear and do not align with programmatic goals.</li> </ul>	<p>descriptions are unclear and do not align with programmatic goals.</p>
<p><b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.</p>			

<b>Reviewer Comments:</b>	Strengths:	Weaknesses:
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<b>Section C Total Points:</b>	
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**Section D: KEY PARTNERSHIPS (20 out of 100 points)**

Qualifications of key partnerships. In determining the quality of the key partnerships, OSSE considers the experience and expertise of partners related to:

- Conducting campaigns/programming (District-wide or in targeted areas of the District) through partnerships with other organizations, agencies and/or LEAs/schools to identify and support students experiencing homelessness;
- Developing resources to support implementation of programs; and/or
- Providing onsite services for children, youth and/or families experiencing homelessness residing in emergency and transitional housing sites.

<b>SCORING CATEGORY</b>	<p>All required information is thoroughly described and complete regarding partnerships for the identification of and resources for children and youth experiencing homelessness.</p>	<p>All required information is clearly described and complete regarding partnerships for the identification of and resources for children and youth experiencing homelessness.</p>	<p>All required information is fairly described and complete regarding partnerships for the identification of and resources for children and youth experiencing homelessness.</p>	<p>All required information is vaguely or not described completely regarding partnerships for the identification of and resources for children and youth experiencing homelessness.</p>
	<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>
	<p>All required information is completed and the detailed key partnership activities and resources thoroughly align with all sections within the application.</p>	<p>All required information is completed and the detailed key partnership activities and resources clearly align with all sections within the application.</p>	<p>All required information is completed and the detailed key partnership activities and resources partially align with all sections within the application.</p>	<p>All required information is completed and the detailed key partnership activities and resources does not clearly align with all sections within the application.</p>
<b>PARTNERSHIPS</b>	<ul style="list-style-type: none"> <li>The activity descriptions thoroughly identify intended partners.</li> <li>The partnership activity description seamlessly align with programmatic goals.</li> </ul>	<ul style="list-style-type: none"> <li>The activity descriptions clearly identify intended partners.</li> <li>The partnership activity descriptions clearly align with programmatic goals.</li> </ul>	<ul style="list-style-type: none"> <li>The activity descriptions partially identify intended partners.</li> <li>The partnership activity descriptions partially align with programmatic goals.</li> </ul>	<ul style="list-style-type: none"> <li>The activity descriptions vaguely or does not identifies intended partners.</li> <li>The partnership activity descriptions vaguely or does not align with programmatic goals.</li> </ul>

	<b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.			
<b>RESOURCES</b>	• The development of intended resources (community-based and/or at housing sites) and objectives are thoroughly identified.	• The development of intended resources (community-based and/or at housing sites) and objectives are clearly identified.	• The development of intended resources (community-based and/or at housing sites) and objectives are partially identified.	• The development of intended resources (community-based and/or at housing sites) and objectives are vaguely or not identified.
	<b>Maximum points = 10.</b> A score of 9 or 10 is excellent, 7 or 8 is good, 5 or 6 is fair, 4 or below is poor, and 0 is blank/nonresponsive.			
<b>Reviewer Comments:</b>	Strengths:		Weaknesses:	
<b>Section D Total Points:</b>				



Appendix D

FY2023 ARP-Homeless II CBO Grant  
RFA# GD0-ARP-CBO-FY2023

**Reviewer Scoring Summary Sheet**

Date of Review: \_\_\_\_\_

<b>Applicant Name:</b>			
<b>Application #:</b>		<b>Reviewer's Initials:</b>	
<b>Criteria</b>		<b>Possible Points</b>	<b>Application Points</b>
Contact Information		MET/NOT MET	MET/NOT MET
Assurances		MET/NOT MET	MET/NOT MET
Project Narrative		50	
Strategic Implementation		30	
Key Partnerships		20	
<b>TOTAL</b>		<b>100</b>	
<b><u>Reviewer's Comments</u></b>			
Evaluate the quality of the application in its entirety. Aside from your general comments in the individual sections, consider how well (strengths/weaknesses) the whole application flowed and was logical in the spaces below.			
General Comments:			
Strengths:		Weaknesses:	
<b>Reviewer's Signature:</b>			<b>Date:</b>