



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

EDUCATOR PREPARATION “GROW YOUR OWN” PROGRAM GRANT

RFA Release Date:

Wednesday, October 4, 2023 (12:00 p.m. EST)

Application Submission Deadline:

Friday, November 17, 2023 (3:00 p.m. EST)

Pre-Application Webinar (Mandatory)

Wednesday, October 4, 2023

Notice of Intent to Apply Deadline

Friday, October 13, 2023

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

Please allow additional time for any issues you may experience, as well as the consistency check to run, prior to application submission in EGMS.

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APPLICATION CHECKLIST
EDUCATOR PREPARATION GROW YOUR OWN PROGRAM GRANT

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), <https://egmsfe.osse.dc.gov>.
- The applicant has answered all components of the RFA and included all required documentation.

Applications received after 3:00 p.m. EST, on Friday, November 17, 2023, will not be considered for review. Any additions or deletions to an application will not be accepted after the deadline.

For any questions, please contact:

Sean Elliott
Grant Specialist, Educator Preparation “Grow Your Own” Program Grant
Division of Teaching and Learning
Office of the State Superintendent of Education
1050 First St. NE, 5th Floor
Washington, DC 20002
sean.elliott@dc.gov
(Desk): (202) 741-0267

SECTION I: GENERAL INFORMATION

1.1 Background Information

The District of Columbia's Office of the State Superintendent of Education (OSSE) is required to award at least two (2) grants on a competitive basis to accredited colleges or universities with physical campuses in the District of Columbia. These grants may be up to 5 years and be no less than \$550,000 total, per year. The District of Columbia's Education Preparation Providers (EPP) that receive these grant funds shall use them to support the implementation of a Grow Your Own (GYO) teacher preparation program. The purpose of these funds is to strengthen the teacher pipeline by preparing local community members (e.g., paraprofessionals, non-certified school staff, and high school students) to enter the teaching profession and teach in their communities.

This grant must support the paraprofessional degree pathway. The paraprofessional pathway supports District residents who are paraprofessionals currently employed by an LEA and who need to complete additional coursework or obtain a baccalaureate or master's degree in education or teaching to become a teacher licensed by OSSE or a certified teacher at a District public charter school.

1.1.1 Release of Application

The release date of the RFA is Wednesday, October 4, 2023, at 12:00 p.m. The RFA is available through the Enterprise Grants Management System (EGMS) and on OSSE's website at [Educator Preparation 'Grow Your Own' Programs | osse \(dc.gov\)](https://www.osse.dc.gov/educator-preparation-grow-your-own-programs).

1.1.2 Pre-Application Webinar (Mandatory)

The pre-application webinar will be held Wednesday, October 4, 2023, at 1:00 p.m. Interested applicants are required to participate in the pre-application webinar.

1.1.3 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 will not forward incomplete applications to the review panel.

1.1.4 Application Deadline

Applications are due no later than Friday, November 17, 2023 (3:00 p.m. EST). Applications must be submitted through EGMS. Late applications will not be accepted.

1.1.5 Program Contact

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

Sean Elliott
Grant Specialist, Educator Preparation "Grow Your Own" Program Grant
Division of Teaching and Learning
Office of the State Superintendent of Education

1050 First St. NE, 5th Floor
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sean.elliott@dc.gov
(Desk): (202) 741-0267

1.2 Purpose of Funds

1.2.1 Introduction

As the state agency responsible for both pre-K-12 education and early childhood education programs, OSSE is uniquely positioned to support initiatives aimed to elevate the teaching profession in the District of Columbia by developing high-quality education and training courses at the high school level and facilitating pathways for paraprofessionals employed by DC local educational agencies (LEAs) by creating teacher pipelines to increase the pool and diversity of DC’s future classroom leaders. Grow Your Own (GYO) Programs are an approach to developing a pipeline of educator candidates to meet specific workforce needs (Cushing, 2019). Additionally, there are strong connections between GYO programs and effectively addressing teacher shortages in high-need areas and subjects (Jessen, Fairman, Fallona, & Johnson, 2020; PESB, 2016).

GYO programs are most effective at targeting specific populations to enter certain subject areas when they:

- Offer financial aid (i.e., loan forgiveness and scholarships) to candidates completing GYO programs (PESB, 2016).
- Establish systems for candidates to receive continuous coaching and mentoring from entrance into the GYO program through early service (Texas Comprehensive Center, 2018; Carver-Thomas, 2018).
- Offer ongoing coaching and mentoring, which is particularly important for attracting candidates of color into GYO programs and retaining personnel of color once they exit the program (OSEP Summit Attract Panel, 2020).

The program objectives of the grant are for OSSE to establish, in collaboration with stakeholders, a dual pathway “Grow Your Own” Teacher Preparation Support Program for the purpose of educating, training, and providing financial support to DC residents who are public high school dual enrollment students, public high school graduates, and paraprofessionals to become licensed teachers at DCPS schools or certified teachers at District public charter schools.

1.2.2 Purpose of Funds

These funds are designed to support the development of a Grow Your Own (GYO) Program for paraprofessionals in Washington, DC. The overall goal of the GYO grant is to increase the number of teachers from the communities in which they serve. This grant competition will provide at least one (1) DC-based Education Preparation Provider (EPP) with physical locations in the District the grant funding for the purposes of educating, training, and providing financial support to District residents pursuing a pathway to teacher licensure or certification. This grant must support the paraprofessional degree pathway. Grant funds shall support participants’ tuition, required academic fees, bootcamp preparation or training, required examination fees, and book and supply costs.

1.2.3 Eligibility

To be eligible for a grant, an applicant shall:

- (1)** Be an accredited university or college that has a physical campus in the District;
- (2)** Offer a baccalaureate or master's degree in education or teaching;
- (3)** Have an education program that includes at least one year of residency or student teaching for all participants; and
- (4)** Demonstrate that its students pursuing degrees in education or teaching consistently and successfully attain the following benchmarks:
 - (A)** Graduate within 5 years with a baccalaureate or master's degree in education or teaching;
 - (B)** Pass the PRAXIS examination;
 - (C)** Obtain licensure by OSSE, if hired as a DCPS teacher;
 - (D)** Be hired by an LEA within one-year of graduating; and
 - (E)** Remain employed as a licensed or certified teacher at an LEA for at least 3 years.

1.2.4 Award Period

This is a three-year grant, with each year after the initial award subject to continued availability of funding and continued compliance with grant terms and conditions.

Continuation of awards in subsequent years 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.

1.2.5 Funds Available

The total funding available for at least one (1) grant award is up to \$275,000, per year, over three years, subject to continued availability of funding. The source of funds is local funding authorized under the Teacher Preparation Emergency Act of 2021, Sec. 4191 ([D.C. Act 24-159](#) (pp. 126-132)).

1.2.6 Permissible Use of Grant Funds

Grant funds may only be used for allowable grant project expenditures. The grant is strictly limited to tuition, required academic fees, bootcamp preparation for training academies, required examination fees, and book and supply costs for District residents it selects to participate in the Program. Funding may not be used for travel expenses for grantee personnel.

1.2.7 Grant Award Requirements

OSSE will make the funds available through a competitive process for eligible entities that propose GYO programs for the purpose of educating, training, and providing financial support to DC residents who are

public high school dual enrollment students, public high school graduates, and paraprofessionals to become licensed teachers at DCPS schools or credentialed teachers at District public charter schools. Awarded programs must provide coursework for a baccalaureate or master's degree in education or teaching needed to become a teacher licensed by OSSE or a qualified teacher at a public charter school. Programs must also:

- Commit to paying, on behalf of program participants, 100% of any remaining tuition, required academic fees, required examination fees, and book and supply costs;
- Ensure the design and use of a teacher development plan for each Program participant;
- Provide extensive mentorship and academic support to Program participants enrolled in its institution, including continued mentorship during the first two (2) years after a Program participant is hired by an LEA as a teacher;
- Provide licensure examination support to all program participants;
- Execute a memorandum of understanding with an LEA or LEAs consistent with the requirements of the authorizing statute at DC Code 38-2254(e) to facilitate participation in the program and hiring;
- Assist program participants with obtaining employment at an LEA if the participant meets all of the employment criteria set by the LEA; and
- Submit proof of each program participants progress to OSSE on a cycle and in a manner prescribed by OSSE.

1.3 Program Scope

1.3.1 General Grantee Responsibilities

Grantees will also be required to provide OSSE with:

- A description of how the grantee will attract, recruit, enroll, and support program participants through successful completion of the program, which must include a description of how the grantee will partner with DC local educational agencies (LEAs);
- The scope and sequence of courses that program participants must complete in order to successfully graduate from the program;
- A description of how the grantee will support program participants in earning an OSSE educator credential, which may include specific supports to enable program participants to earn passing scores on required educator credentialing examinations;
- Evidence of prior, successful experience the program has serving a similar student population; and
- A detailed program budget, including how the grantee will sustain any supplemental funds it provides to program participants or to ensure successful operation of the program over the five-year grant period.

1.3.2 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 grantees. 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.

1.3.3 Performance Standards and Quality Assurance

OSSE/TAL expects that the grantees performance will result in measurable, quality increases to the number of DC-based public high school dual enrollment students and graduates and paraprofessionals adequately and appropriately trained to become licensed teachers within the District of Columbia, which will be reported in the quarterly program performance reports. The grantee(s) will be expected to meet at least quarterly 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).

SECTION II: SUBMISSION OF APPLICATION

2.1 Release for Application

The release date of the RFA is **Wednesday, October 4, 2023 (12:00 p.m. EST)**. The RFA is accessible in EGMS <http://egmsfe.osse.dc.gov/> and online [at OSSE Grants and Funding](#).

2.2 Application Deadline

Applications are due no later than **Friday, November 17, 2023 (3:00 p.m. EST)**. Applications must be submitted via EGMS. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

2.3 Award Announcement

OSSE expects to notify applicants of their award status by **Friday, December 8, 2023**.

2.4 OSSE Contact Information

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

Sean Elliott
Grant Specialist, Educator Preparation "Grow Your Own" Program Grant
Division of Teaching and Learning
Office of the State Superintendent of Education
1050 First St. NE, 5th Floor
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(Desk): (202) 741-0267

2.5 W-9

The applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to OSSE within the past year, the applicant shall provide the date of this submission. The applicant shall also submit proof that it meets requirements described at 1.2.3, above.

SECTION III: APPLICATION CONTENT

3.1 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 Grow Your Own Program Scoring Rubric, please refer to **ATTACHMENT D-SCORING RUBRIC**.

3.2 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 develop a robust program which attracts DC residents who are paraprofessionals to engage in coursework that leads to a bachelor's or master's degree which is approved to prepare future teachers to be eligible to earn an OSSE educator credential. The overview must also describe how the organization intends to use the grant funds to support enrolled students through program completion and their early years in the classroom. Briefly describe prior, successful experience the organization has serving a similar student population. Summarize the amount of funding requested, introduce grant project goals and activities, and begin to explain how those activities will help support a robust pipeline of credentialed teachers for DC schools.

1. Program Features (Maximum 40 points)

- Grant Requirements:** This grant requires that the grantee demonstrate an ability to establish and sustain the following components:
 - **Recruitment Strategies.** Provide data (can be provided as an attachment) that includes cohort size, participant demographics, including racial/ethnic and gender identification; participant retention status; and program completion status for the last 3 school years. Please provide a detailed recruitment plan, to include a timeline for recruitment, projected start date for program participants, and projected cohort size.
 - **LEA selection.** Provide copies of any active MOA/MOU between the EPP and a DC LEA being used for the purposes of teacher development. This could include agreements regarding residency placements, student teaching agreements, or other agreements being used to support participants' development within the school setting. Explain how identified LEA

- partners were selected, including what data or current teacher/staffing/hiring trends were considered. If you are establishing a new program with the use of these grant funds, please provide a detailed plan addressing the need for partnership with local LEA(s), and the timeline to implement formal partnerships for the GYO program.
- **Program Design.** Describe the teacher preparation program, including the scope and sequence of courses that program participants must complete in order to successfully graduate from the program, course scheduling, and how teacher candidates will demonstrate career readiness upon program completion. Descriptions of program design should also discuss how the EPP will determine and address needs of current students and graduates as they progress through educator preparation to successful completion, including mentoring support and support for passing required licensure examinations, as applicable. Descriptions of program design should further include detailed information about the teacher development plans grant awardees will design and use for each program participant, as well as information about the extensive mentorship and academic support applicant EPPs will provide to first- and second-year teachers who are recent program completers. Additionally, this section must include a description of how a grant awardee will ensure that its program participants consistently and successfully attain the following benchmarks: (a) graduate within 5 years with a baccalaureate or master’s degree in education or teaching; (b) pass the Praxis examinations required for licensure; (c) obtain an OSSE educator credential, if hired as a DCPS teacher; (d) be hired by a DC LEA, within one-year of graduating; and (e) remain employed as a licensed or certified teacher at an LEA for at least three years.

2. Program Implementation and Monitoring (Maximum 20 points)

- ❑ **Data Collection and Evaluation plan:** Identify how activities will be monitored and what data will be collected and used to demonstrate the degree to which outcomes are met. Also identify how the EPP plans to track how each program participant will be financially supported to ensure that 100% of tuition, required academic fees, required examination fees, and book and supply costs are being funded by the GYO Grant, additional scholarships, or by the university grantee.
- ❑ **Continuous Improvement:** Describe how the educator preparation provider will engage in a cycle of continuous improvement during the grant period. In particular, describe how the educator preparation provider will incorporate lessons learned from the initial implementation years to future years to ensure the overall success of the program.
- ❑ **Evaluation of Program:** The Educator Preparation ‘Grow Your Own’ Program Grant was established under the “Teacher Preparation Act of 2021” to strategically create a robust and diverse teacher pipeline within the District and alleviate traditional recruitment needs of LEAs and schools. Describe the evaluation plan to regularly assess the outcomes of teacher candidates and preparation provided and the tools that will be utilized to measure program improvements and overall academic outcomes (may be included as an attachment and will not be counted towards the ten (10) page limit).

3. Financial Management and Sustainability (Maximum 40 points)

- ❑ **Financial Management:** 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:** Provide a proposed budget and narrative description of the proposed use of grant funds. The narrative shall include the cost of: tuition and personnel costs, required academic fees, bootcamp preparation or training academies, required examination fees, and book and supply costs, using the budget categories identified in attachment D of the appendix. District university grantees are permitted to budget a reasonable amount required to operate the grant, and no more than 10% of their total requested funds, on Personnel Costs.

- ❑ **Cost Effectiveness Model:** Provide an in-depth description of the annual cost to fund each program participant. This description includes the Total Annual Cost of Attendance and all funding sources used to support the Program Participant, including: GYO Grant Funds, Federal Scholarships or Grants, Additional Scholarships or Grants, Education Awards, or Philanthropic Grants.

Annual Cost of Attendance		Available Funding Sources	
Category	Amount	Category	Amount
Tuition (Annual)		GYO Grant Funds	
Required Academic Fees		Additional Scholarships or Grants	
Housing (if required)		Philanthropic Contributions	
Book and Supply Costs		Education Awards	
Other Required Costs		Other Funding Sources	
Total Annual Cost		Total Annual Funding	

Given the amount of GYO Grant Funds listed per program participant, state how many program participants can be annually supported per \$50,000 of GYO Grant funding.

\$50,000	Divided by GYO Grant Funds per Participant	Number of Participants served per \$50,000 of Grant Funding

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.

4.1 Review Panel

OSSE will use external peer reviewers to review and score the applications received for this RFA. OSSE may form multiple review panels of reviewers to review and score applications. External peer reviewers may include employees of the District of Columbia government who are not employed by OSSE; however, external peer reviewers will not include employees of an agency applying for a subgrant. An external peer reviewer is an expert in the field or the matter. The final decision to fund applicants rests solely with OSSE. After reviewing the recommendations (i.e., scores and comments) of the review panel(s) and any other information considered relevant, OSSE shall decide which applicants to fund. There are no appeal rights for denied applicants.

4.2 Scoring Rubric

For details on the FY2024 Grow Your Own Programs Subgrant Scoring Rubric, please refer to **ATTACHMENT D- 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 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 in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS.

5.2 Audits

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

5.3 Monitoring and Reporting

OSSE will track specific information as part of the competitive "Grow Your Own" program 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; and
 - Expenditure report detailing percentage of awarded subgrant expenditures.

Additionally, OSSE may utilize several methods to monitor the project including, but not limited to, site visits, collection of 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 manager 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 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.

5.4. 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. 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.

5.5. Nondiscrimination in Delivery of Services

The 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, sealed eviction record, status as a victim of an intrafamily 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, or homeless status of any individual.

5.6 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 a conflict of interest or appearance of a conflict 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 contract.

5.7 Vaccination Requirements

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

5.8 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 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 to prospective applicants. Recorded presentations will be available through OSSE's website. OSSE will not respond to questions from individual applicants outside of the live presentation.

SECTION VI: ATTACHMENTS

Attachment A	INTENT TO APPLY
Attachment B	ADMINISTRATIVE APPROVAL FORM
Attachment C	ASSURANCES
Attachment D	SCORING RUBRIC

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

NOTIFICATION OF INTENT TO APPLY

Deadline: Friday, October 13, 2023

Office of the State Superintendent of Education

EDUCATOR PREPARATION GROW YOUR OWN PROGRAM GRANT

TO: Sean Elliott
Grant Specialist, Educator Preparation “Grow Your Own” Program Grant
Division of Teaching and Learning
Office of the State Superintendent of Education
1050 First St. NE, 5th Floor
Washington, DC 20002
sean.elliott@dc.gov
(Desk): (202) 741-0267

Please accept this notification that the following **eligible** organization intends to apply for consideration of funding under FY 2024 GROW YOUR OWN PROGRAMS GRANT (GYO2024)

Applicant Name (Education Preparation Provider Official Name)

Applicant Address

Applicant Contact Person

Telephone

Email

Authorized Representative Name and Title

Signature

Date

I have attended the mandatory Wednesday, October 4, 2023 pre-application webinar.

ADMINISTRATIVE APPROVAL FORM
Office of the State Superintendent of Education
GROW YOUR OWN PROGRAM GRANT (GYO)

Please have each EPP leader 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.

EPP Unit Head Name _____

EPP Unit Head Signature _____

GYO Program Administrator Name _____

GYO Program Administrator Title _____

GYO Program Administrator Signature _____

Programmatic Assurances

In order to apply for this grant, an applicant must agree to perform the following if awarded a grant:

- 1. Use the grant to pay for participants' tuition, required academic fees, bootcamp preparation or training academies, required examination fees, and book and supply costs;**
- 2. Commit to paying, on behalf of participants, 100% of any remaining tuition, required academic fees, required examination fees, and book and supply costs not covered by the grant;**
- 3. Ensure the design and use of a teacher development plan for each participant, consistent with the requirements of the authorizing statute;**
- 4. Provide extensive mentorship and academic support to participants enrolled in its institution, including continued mentorship during the first two years after a participant is hired by a LEA as a teacher;**
- 5. Execute a memorandum of understanding with an LEA or LEAs, consistent with the requirements of the authorizing statute, to facilitate participation in the Program and the hiring of participants;**
- 6. Assist Program participants in obtaining employment at an LEA if the participant meets all the employment criteria set by the LEA; and**
- 7. Submit proof of each participant's progress to OSSE on a cycle and, in a manner, prescribed by OSSE.**
- 8. Cooperate in any information requests by OSSE.**



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

ATTACHMENT D

SCORING RUBRIC

GROW YOUR OWN PROGRAM DEVELOPMENT EDUCATOR PREPARATION PROVIDER SUBGRANT (GYO)

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

SECTION A- Program Features (Maximum 40 points)		
Recruitment Strategies		
Applicant has provided at least 3-years of data to demonstrate annual cohort size, program participant demographics, and participant retention and completion. Applicant has provided a detailed recruitment plan that will be used to recruit program participants (DC residents who are public high school dual enrollment students, public high school graduates, or current paraprofessionals) to address identified staffing needs.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Partially 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.
0	5	10
<i>Strengths:</i>		
<i>Weaknesses:</i>		
LEA Selection		
Applicant has provided copies of any active MOA/MOU between the EPP and LEA being used for the purposes of teacher development. Applicant has explained how identified LEA(s) partners were selected, including what data or current teacher/staffing/hiring trends were considered.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Partially 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.
0	5	10
<i>Strengths:</i>		
<i>Weaknesses:</i>		
Program Design		

Applicant has adequately described the teacher preparation program, including the scope and sequence of courses that program participants must complete in order to successfully graduate from the program, course scheduling, and how teacher candidates will demonstrate career readiness upon program completion. Descriptions of program design should also discuss how the EPP will determine and address needs of current students and graduates as they progress through educator preparation to successful completion, including mentoring support and support for passing required licensure examinations, as applicable. Additionally, in describing program design, the EPP should provide any evidence of prior, successful experience the program has serving a similar student population. Descriptions of program design should further include detailed information about the teacher development plans grant awardees will design and use for each program participant, as well as information about the extensive mentorship and academic support applicant EPPs will provide to first- and second-year teachers who are recent program completers. Additionally, this section must include a description of how a grant awardee will ensure that its program participants consistently and successfully attain the following benchmarks: (a) graduate within 5 years with a baccalaureate or master’s degree in education or teaching; (b) pass the Praxis examinations required for licensure; (c) obtain an OSSE educator credential, if hired as a DCPS teacher; (d) be hired by a DC LEA, within one-year of graduating; and remain employed as a licensed or certified teacher at an LEA for at least three years.

Fails to meet criterion- Response does not address all required elements outlined in this section.	Partially 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.
0	10	20

Strengths:

Weaknesses:

Total Points
Section A: ____/40 points

SECTION B - Program Implementation and Monitoring (Maximum 20 points)

Continuous Improvement

Applicant describes how the educator preparation provider will engage in a cycle of continuous improvement during the grant period. In particular, describe how the educator preparation provider will incorporate lessons learned from the initial implementation years to future years to ensure overall success of the program.

Fails to meet criterion- Response does not address all required elements outlined in this section.	Partially 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		
Applicant describes the evaluation plan to regularly assess the outcomes of teacher candidates and preparation provided and the tools that will be utilized to measure program improvements overall academic outcomes (may be included as an attachment and will not be counted towards the ten (10) page limit).		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Partially 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
<i>Strengths:</i>		
<i>Weaknesses:</i>		
Total Points Section B: _____/20 points		

SECTION C – Financial Management and Sustainability (Maximum 40 points)		
Financial Management		
Applicant describes 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.	Partially 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	3	5
<i>Strengths:</i>		
<i>Weaknesses:</i>		
Proposed Budget		
Applicant provides a proposed budget and narrative description of the proposed use of grant funds. The narrative shall include the cost of: tuition and personnel costs, required academic fees, bootcamp preparation or training academies, required examination fees, and book and supply costs. Applicant ensures that no more than 10% of their total budget is to be used on Personnel Costs.		

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	5	10

Strengths:

Weaknesses:

Cost Effectiveness Model

Applicant provides an in-depth description of the annual cost to fund each program participant. This description includes the Total Annual Cost of Attendance and all funding sources used to support the Program Participant, including: GYO Grant Funds, Federal Scholarships or Grants, Additional Scholarships or Grants, Education Awards, or Philanthropic Grants. Given the amount of GYO Grant Funds listed, the applicant has stated how many program participants they can annually support per \$50,000 of GYO Grant funding.

Fails to meet criterion- Response does not address all required elements outlined in this section. Response given states that the applicant can support less than 1 program participant per \$50,000 in GYO Grant funding.	Minimally meets criterion- Response addresses all required elements outlined in this section. Response given states that the applicant can support between 1-3 program participants per \$50,000 in GYO Grant funding.	Substantially meets criterion- Response addresses all required elements outlined in this section. Response given states that the applicant can support more than 3 program participants per \$50,000 in GYO Grant funding.
0	10	25

Strengths:

Weaknesses:

Total Points
Section C: _____/40 points

Total Points for Section A (out of 40 points)	
Total Points for Section B (out of 20 points)	
Total Points for Section C (out of 40 points)	
GRAND Total (out of 100 points)	

