



RFP (tbd) Washington Reading Corps

Please read the instructions carefully and complete the assurances and entire Request for Proposal application.

Assurances and Certifications

ASSURANCES

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- 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 contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

By signing below you certify:

1. that you agree to perform all actions and support all intentions in the Assurances Section; and,
2. that you agree to perform all actions and support all intentions in the Certification Sections of this application. The three Certifications include:
 - Certification: Debarment, Suspension and Other Responsibility Matters
 - Certification: Drug-Free Workplace
 - Certification: Lobbying Activities

By inserting a check mark in the boxes below, each applicant assures the Office of Superintendent of Public Instruction that:

- ☐ Washington Reading Corps (WRC) schools agree to comply with the agreements and expectations in the WRC iGrants, WRC Guidelines and WRC Memorandum of Understanding.
- ☐ The school has consulted with the local AmeriCorps Project Supervisor during the completion of this application. Date of consultation: _____
- ☐ The school district verifies that the information provided in the school's application for WRC AmeriCorps members is true and correct.

By their signatures below, the school agrees to pay the required Cash Match in the amount of \$3,000 per member, payable by October 31, 2012.

We certify that, to the best of our knowledge and belief, data in the application are true and correct. The document has been reviewed, approved, and authorized by the governing body of the applicant, and the applicant will provide the required documentation and evidence and comply with the attached proposal and all assurances if the assistance is provided.

Superintendent Name	
Principal / Center Director Name	
Grant or Fiscal Officer Name	
Date	
School /Center Name:	
Address:	
Telephone Number:	
FAX:	
District Assessment Coordinator Name:	
Telephone Number:	
Email:	
Site Supervisor Name:	
Telephone Number:	
Email:	

Co-site Supervisor Name:	
Telephone Number:	
Email:	
2012 Summer Months Contact Name:	
Telephone Number:	
Email:	

SECTION I: GOALS

Members Requested:

1) How many WRC members are you requesting?

a. Was the school/site awarded WRC members in prior years?

b. If Yes, indicate which years and how many.

Previous Award	Year(s)	Number
WRC AmeriCorps Members		

c. If the school/site was awarded WRC members in prior years, did the school/site meet the volunteer goal? Please describe how this was achieved and/or what the challenges were.

d. If the school/site was awarded WRC members in prior years, did the school meet the tutoring goal? Please describe how this was achieved and/or what the challenges were

e. Beyond the request on # 1, if additional WRC members were available, how many total WRC members would the school request?

Performance Measures:

Student and Volunteer Goals	Number	Number of Hours
# of Tier II students to receive tutoring interventions or early literacy instruction/support in addition to the core reading curriculum		N/A
# of Tier II students to meet benchmark or grade level		N/A
Volunteer Goal (Adult and Peer/Cross-Age)		

# of Family Involvement (reading related) events	
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3. **Schools** Describe the planned literacy schedule for reading intervention process with Tier II students (number of students, length of sessions, sessions per week, etc.). Please reference how this schedule supplements the core reading curriculum. The intent is core plus more (intervention).

Assessment:

4. **Schools:** Describe school's ability to select, assess, monitor, and report on student pre and post reading assessment scores as regards to Tier II student who receive WRC tutoring.
5. Describe basic model of how tutoring will be conducted (i.e., number of days per week, hours per day, in or out of classroom, etc. (Acknowledge that Tier II students identified tSuo receive WRC tutoring interventions will receive at least 20 minutes of one-on-one or small group tutoring intervention in addition to the core reading curriculum of regular literacy instruction *per day* during the school year. WRC small groups will consist of no more than six students.)
6. **Early Learning or Community Based Organizations:** Describe site's ability to select, assess, monitor, and report on participant assessment scores as regards to reading readiness (i.e., WaKIDS, Early Learning Assessment).
7. Please indicate who will have school/site responsibility for gathering/reporting assessment data in a timely manner as defined in Memorandum of Understanding.
8. What arrangements are planned to ensure continuation of student reading assistance by AmeriCorps members during summer (out-of-school) months.

SECTION II: DEMOGRAPHICS

- 1) What percent of the student population is considered mobile? This may include the percent of school/site turnover in a school year as well as migrant students/families.
- 2) Will the school/site receive other grants or state assistance for reading?
 - a) If yes, please list the grant(s) or assistance.
- 3) What are the unique school/site circumstances affecting school populations, if any?
- 4) What is the percent of students meeting grade level standards on the state assessments in the past three years?

- 5) What percent of the student population has the school identified as English as a second language (ESL) of English Language Learner students during 2010-2011?
- 6) What is the Free and Reduced-Price Lunch Rate (FPRL)?

SECTION III: WRC AMERICORPS MEMBER UTILIZATION AND PROGRAM DESIGN

- 1) Acknowledge all direct service activities and duties that apply to your requested AmeriCorps*State members by checking each box under Direct Service Activities

Direct Service Activities Required:	
	*Tutoring interventions one-on-one or in small groups in addition to the core reading curriculum
	*Maintain tutor tracking records
	*Administer surveys and complete monthly reports
	*Plan and conduct family involvement events and activities
	*Actively participate in community service projects
	*Tutoring interventions one-on-one or in small groups
	*Recruit and support volunteer tutors at the school.
	*School placements only: Confirm the District Assessment Coordinators have received and uploaded the data tracking log to the OSPI-SFTP in the fall/spring.

- 2) Acknowledge all indirect service activities and duties that apply to your requested AmeriCorps*State members by checking each box under Indirect Service Activities

Indirect Service (minimum 4 hours per week):	
	Create or enhance a sustainable community volunteer program.
	Seek community resources to support struggling readers.
	Develop methods to retain volunteer tutor involvement.
	Create databases and sustainability materials to maintain volunteer tutor program.
	Fundraising (maximum 4 hours per week)

	Other:
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3) Describe how the school/site will meet the WRC member training requirements by completing the grid below:

Required training	Who is responsible?	Using what materials?	By when?
School/site culture			
School/site safety plan			
Orientation to the school/site			
How and when to communicate with school/site staff			
Where to go with questions (who is the supervisor)			
Tutoring/intervention program			
Core Reading Curriculum			
<ul style="list-style-type: none"> State standards and EALRS/GLEs overview 			
<ul style="list-style-type: none"> How students learn to read (critical components of reading) 			
<ul style="list-style-type: none"> How tutoring aligns with classroom instruction 			
<ul style="list-style-type: none"> Strategies for diverse learners 			
<ul style="list-style-type: none"> Behavior management 			
Volunteer recruitment/management plan			
Family Involvement Plan			

4) Who will be the WRC site supervisor for the 2012-2013 school year?

Name:

Title:

Note: The WRC site supervisor must ensure the Student Tracking Logs are submitted on time as per instructed.

Why was this individual selected, and how does he/she meet the desirable qualifications to be a site supervisor? How will he/she meet the required duties expected of the WRC site supervisor?

5) Will the school have a WRC co-site supervisor?

If **yes**, provide the person's name and title.

Name:

Title:

6) If the school/site has a WRC co-site supervisor, what will that individual's duties be?

7) Does the site agree to background check requirements for site supervision if required?

8) What hours of service will you expect from your WRC members? Describe a typical day, including when activities start and stop (note: scheduled times must be approximately 8 hours per day excluding lunch breaks).

9) Describe how you school/site will continue member supported literacy efforts through summer (out-of-school) timeframe.

10) How will your school/site work with WRC members to build a sustainable WRC program (i.e., continued reading tutoring after the school no longer has AmeriCorps members)?

11) Will the school have AmeriCorps members from non-WRC programs?

a. If yes, how many members?

b. Which organizations are sponsoring them?

SECTION IV: COMMUNITY VOLUNTEER RECRUITMENT AND MANAGEMENT, FAMILY INVOLVEMENT

- 1) What is the plan to recruit adult volunteers? Describe the school/site's past experience in recruiting and retaining volunteers (include peer/cross-age volunteers if applicable) utilizing the WRC member(s) service.
- 2) Describe the school's peer and cross-age tutoring program, if applicable, and the involvement of the WRC member(s).
- 3) Describe the school's family involvement plan and how the WRC members will support or enhance it with literacy related activities.

SECTION V: K-12 READING MODEL/RESPONSE-TO-INTERVENTION (RtI)

This section does not apply to early learning applicants

OSPI recommends that schools implement a three-tiered system such as RtI or the K12 Reading Model to help increase reading success. Areas addressed are standards, assessment, instruction, intervention, leadership, and system-wide commitment. The following questions address research-based reading systems implementation. You may want to refer to the K12 Reading Model at: [Curriculum/Reading](#)

1. Name the core/comprehensive research-based reading program(s) the school is using for the students in the targeted grades and the year the program was adopted.
2. Name the research-based reading intervention program(s) that the school will use during WRC tutoring.
3. **Complete the grid below.** Name the reading screening, progress monitoring, diagnostic, oral reading fluency, and comprehension assessments used at the school. Some assessments may overlap (for example, the oral reading fluency assessment may be the same as the screening assessment). Please note that OSPI will require that participating schools submit student oral reading fluency scores for fall and spring 2012-2013.

Assessment	Name(s) of assessment (list all that apply)	How often?
Universal Screener		
Progress Monitoring		

Diagnostic		
Oral Reading Fluency		
Comprehension		

4. Which grade levels will be universally screened for WRC tutoring intervention:
5. How is the selected research-based intervention program appropriate in addition to the core reading curriculum for those grades?