



CORPORATION FOR PUBLIC BROADCASTING

Request for Proposal For Grant Administrator, Ready to Lead in Literacy Grant Program

The Corporation for Public Broadcasting (CPB) is hereby announcing a Request for Proposal (“RFP”) for a Grant Administrator to administer a grant program entitled “Ready to Lead in Literacy” (“Grant Program”). The Grant Program is a three-year commitment by CPB to provide grants to public television stations to support local, children’s outreach activities and is currently in its first year of implementation.

The selected contractor will be responsible for the day-to-day management and fiscal oversight of the Grant Program involving approximately 123 public television stations for years two and three of the Grant Program. All stations that applied for the Grant Program and received funding for the first year will stay with the program for years two and three. Year one of the Grant Program (“Year 1”) is currently underway.

CPB expects that the Grant Administrator will disburse grants to approximately 123 public television stations in the amount of \$25,000 in year two (“Year 2”). In year three (“Year 3”), Grant Administrator will disburse grants to the same public television stations in the amount of \$15,000. The Grant Administrator will also disburse the final disbursement of approximately \$10,000 to each station to close the grant period for year one. The total amount available for grants under the Grant Program is shown on the table below with the corresponding time period.

	Year One September 1, 2005 through September 30, 2006	Year Two October 1, 2006 through September 30, 2007	Year Three October 1, 2007 through September 30, 2007
Number of Grants	123	123	123
Total amount of Grant Program funding	\$4,305,000	\$3,000,000	\$1,800,000
Grant size	Up to \$35,000	Up to \$25,000	Up to \$15,000
Administered by	CPB	Grant Administrator	Grant Administrator
Deliverables/disbursements	Final deliverable/disbursement processed by Grant Administrator	All processed by Grant Administrator	All processed by Grant Administrator

I. Description of the Ready To Lead in Literacy (RTLL) Grant Program

CPB launched this competitive funding initiative to offer public television stations three consecutive one-year grants to conduct children's outreach. As a result, 123 stations received funding in year one and it is expected that all 123 stations will remain with the Grant Program for Years 2 and 3. More details about the requirements of the grant agreement are available in the original request for proposals to which stations submitted their initial grant application:

http://www.cpb.org/grants/leadinliteracy/leadinliteracy_rfp.pdf.

II. Scope of Work for the Grant Program Administrator

Task 1. Serve as a re-granting entity

The Grant Program Administrator will receive funds from CPB and serve as the re-granting entity, following existing RTLL Grant Program guidelines. CPB expects to provide the Grant Administrator with a template award letter to notify each station of the intent to provide funding and a sample contract that the Grant Administrator will have each station sign. The Grant Administrator will oversee the process of having the grant agreements signed by the stations, as well as the implementation of the terms for each station's grant agreement. Attached as **Exhibit A** is an example of a grant agreement that was used in Year 1.

Given that Year 2 grants need to be awarded no later than September, CPB will review and approve each station's work plan and budget for Year 2 of the Grant Program, and will provide a copy of each station's approved submission to the Grant Administrator to begin the contract process. CPB will provide the Grant Administrator with the contact information for each station participating in the Grant Program. For Year 3, the Grant Administrator will be responsible for reviewing and approving each station's work plan and budget. The scope of work is outlined in more detail below.

- Deliver award letter to each grantee station notifying them that they will receive a grant from the Grant Program subject to the station entering into a grant agreement;
- Review each station's work plan and budget to become familiar with each station's activities for Year 2 and to undertake the contract process;
- Attach the corresponding approved work plan and budget to each station's grant agreement; the Grant Administrator will review and approve the work plan and budget's for each following guidelines provided by CPB;
- Deliver a grant agreement to each grantee station with a timeline for returning signed grant agreement in triplicate to the Grant Administrator; the Grant Administrator will be required to communicate with each station to clarify any questions or concerns regarding the station's work plan and budget submissions;

CPB will provide some guidelines on how to resolve routine issues; the Grant Administrator will seek input from CPB on resolving significant issues;

- Develop a timeline for the signing of the grant agreements so that the signed grant agreements for year two are received and executed prior to October 1, 2006, and for year three, prior to October 1, 2007.

Task 2. Manage deliverables and disbursements for Grant Program

The Administrator will manage deliverables and disbursement process for the Grant Program. The scope of work is outlined in more detail below.

- Communicate with stations regarding the required deliverables to receive these in a timely fashion; the grant agreement will include a deliverable schedule for each station and describe what evidence (“Deliverables”) the station must provide to confirm that it has completed the required activities before any disbursement under the grant agreement is made; for a sample deliverable schedule see Attachment D under Exhibit A;
- Receive and approve deliverables in a timely manner; the Grant Administrator will confer with the stations and/or CPB if there are deliverables missing, or on any significant issues to determine whether the deliverables are consistent with the grant agreement before disbursing funds;
- Make the initial (and subsequent) grant disbursements required under the grant agreement to each station; typically there will be a payment immediately following contract execution, and a second payment at the end of the grant period following approval of deliverables; disbursements must be made within a reasonable time period following contract execution and/or submission of deliverables;
- Monitor deliverables to ensure that stations comply with the terms of the grant agreement and adhere to their approved work plan and budget;
- Monitor deliverables to ensure that each station has provided a one-to-one match for each year’s grant funds;
- Process work plan or budget amendments requested by stations throughout the grant period; no grant period extensions are granted, however, stations occasionally request to amend their work plan or move funds between line items; CPB will provide guidelines and examples of such requests.

Task 3. Track and report on Grant Program activities

Monitor and track all activities related to the Grant Program and submit quarterly reports to CPB. The Grant Administrator will troubleshoot on various issues that arise with grantee stations, and provide the stations with a point-of-contact person to maintain open lines of communication with each station regarding contracts and deliverables. The scope of work is outlined in more detail below.

- Provide CPB with quarterly reports detailing the Grant Administrator's activities for the period, including the status of each station regarding but not limited to: grant execution, disbursement, communication, and any challenges that may arise; quarterly reports should also include notable examples of stations' efforts under this grant program;
- Maintain a file with the original signed grant agreement, the original deliverables and a copy of any communication between the station and the Grant Administrator; CPB will provide an example of what type of file maintenance is required;
- Provide CPB with its own file for each station;
- Track all activities related to the administration of the Grant Program, including contact with stations; CPB has designed a basic database to track activities; CPB will make the database available to the Grant Administrator to assist it in tracking information in Years 2 and 3; the Grant Administrator may decide whether to use or modify the database, or select another tracking mechanism;
- Upon completion of Years 2 and 3, draft a report (approximately 10 pages in length) identifying the following and any other significant issues: successes of the Grant Program; suggestions on how to improve the Grant Program if undertaken in the future, and station's anecdotes and examples of excellent work for the benefit of the public broadcasting system. The report should be written in a format and style so that CPB (if it deems appropriate) may publish and distribute the same;
- Travel to CPB's offices periodically (approximately four times) to discuss the status of the Grant Program and make a short presentation to CPB management on the status of the program. CPB will reimburse the entity for these travel costs, in addition to the fees for managing the Grant Program; the entity should include in its RFP response cost for travel;

CPB will evaluate the services provided by the Grant Administrator during Year 2 before extending the contract for Year 3 of the Grant Program. In the event CPB is not satisfied with the Grant Administrator's management of the Grant Program at the end of Year 2, CPB shall have the right to terminate the contract.

III. Eligibility Requirements

CPB is seeking a Grant Administrator with the following qualifications. Each entity responding to the RFP must specifically describe how it meets these qualifications.

- Existing administrative and project staff and capacity to manage 123 small grants annually for the length of the Grant Program, or the ability to staff up the organization to manage this workload;
- Management capacity and skills to oversee the administration of the grant agreements;
- Prior experience managing a grant fund, business or operations and the skills and experience which would be beneficial to the Grant Administrator;
- Evidence the entity is a sound organization, financially secure and has the appropriate procedures and resources in place to administer a fund of between \$1.8 and \$3 million United States dollars;
- Commercial General Liability policy with limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate limit; this policy must list CPB as an additional insured and provide coverage on a primary and non-contributory basis;
- Workers Compensation policy with statutory benefits for the employees and Employers liability limits of not less than \$500,000 bodily injury per each accident, \$500,000 bodily injury by disease (each employee) and a \$500,000 bodily injury by disease policy limit;
- Commercial Automobile Liability with limits of not less than \$1,000,000 per occurrence;
- Crime bond policy written in the name of the entity for the benefit of CPB with **limits of the greater of \$1,000,000 or the value of the project fund**;
- Errors & Omissions policy with limits of the greater of \$1,000,000 each occurrence and \$1,000,000 aggregate limits;
- Knowledge of and experience with the public television system; and
- Knowledge of and experience with stations' education, outreach, literacy, and development.

IV. Responding to the RFP (Please respond in no more than 8-10 pages)

Each response to the RFP must include the following information:

- A response to the Eligibility Requirements set forth above;
- The fee the entity would charge to undertake the role as the Grant Administrator, and a detailed budget that shows a breakdown of the costs for the fee, (e.g. the costs for each staff person, the cost of maintaining an office, the cost of supplies and etc.);
- A proposed timeline for the time required for the entity to be fully operational;
- A proposed timeline to implement the project for year two of the grant program; the timeframe for completing the process of signing the grant agreements for each station; the timeframe for reviewing and approving the interim and final deliverables, and making the required payments;
- Key staff and relevant experience

If you are interested in proceeding toward the possibility of submitting a formal proposal, CPB may meet with you and may share materials, data, other information and analyses (collectively, “Information”) with you. As a condition of receiving such Information, your expression of interest in proceeding shall be deemed to constitute your agreement to protect, preserve and maintain all such Information on a strictly confidential basis, and to promptly return to CPB upon its request all tangible copies of such Information in your possession.

CPB is not responsible for loss or damage to the material submitted, or for any unauthorized use or misuse of the submitted materials by any third party. Any submission to CPB shall become the property of CPB (not including any intellectual property rights contained in such submission), and CPB is not required to return any submitted materials to any applicant.

Solicitation by CPB of proposals does not constitute an agreement by CPB to extend funding to any party for the project under consideration. CPB may, in its sole discretion, elect not to pursue this project in any manner.

By submitting a proposal, each applicant grants to CPB the right to duplicate, use, disclose, and distribute all of the materials submitted for purposes of evaluation, review, and research. In addition, each applicant guarantees that the applicant has full and complete rights to all of the information and materials included in the proposal. Each applicant also guarantees that all such materials are not defamatory and do not infringe upon or violate the privacy rights, copyrights, or other proprietary rights of any third party.

V. Summary of Required Contracting Provisions

If a proposal is selected for funding, applicant will be required to sign a binding agreement. Until both parties have signed an agreement, no express or implied commitment has been made to provide financial support. Applicants are not authorized to commence work until the agreement is fully executed. If applicants opt to commence work, they do so at their own risk. No oral or written statement other than the signed, written agreement will govern or modify the relationship.

Those receiving funds from CPB must be able to comply with a number of requirements that will be included in the operative agreement. These requirements include but are not limited to:

- Applicants must guarantee that, among other things, any work they undertake on behalf of CPB is not defamatory and will not violate or infringe upon the privacy rights, copyrights, or other proprietary rights of any third party;
- Applicants must agree to indemnify CPB against any loss resulting from breach of any of the guarantees contained in the agreement.
- A demonstration of adequate financial support to complete the work for which applicant has agreed to perform and to deliver reports and/or other intellectual property created pursuant to the agreement;
- Maintenance, for three (3) years following receipt of relevant funds, of all financial records to the project, which records shall be accessible to CPB, and to the U.S. Comptroller General or other representatives for examination and audit purposes; (*Contractors will additionally ensure that any subcontractors or consultants under the agreement shall also maintain such records for the period specified and under the same terms*);
- Maintenance, for three (3) years after approval of a final financial report, of a complete file of all subcontracts and other agreements, licenses, clearances, and other documents related to the work undertaken, copies of which shall be made available to CPB on request;
- Submission to CPB of a copy of any U.S. Comptroller General final audit report in connection with the project;
- Compliance with equal employment opportunity and nondiscrimination laws and policies;
- Applicants who plan to engage sub-contractors will be expected to obtain competitive bids, and to provide assurances that the prices obtained for any such services are fair and reasonable;

- Applicants will be required to provide documentation as to actual costs, and provide supporting detail demonstrating that all costs are reasonable, necessary and allocable to the requirements and objectives of the work undertaken; and
- All research and materials created, developed, compiled or produced pursuant to or as a result of this project (including but not limited to all reports) will be considered ordered and commissioned by CPB as works made for hire under the copyright laws, and made in the course of services rendered. If, for any reason, the proposed research and materials to be provided are not considered works made for hire under the copyright laws, then the applicant will be required to assign all right, title and interest in and to such research and materials to CPB. Applicants further agree that neither they, nor any of their subcontractors, will have any copyrights whatsoever in any research and/or materials created, developed, compiled or produced by them or by any subcontractor, or by any third party participating in the preparation of research or materials for this project; and
- The agreement will be governed by construed in accordance with the laws of the District of Columbia without regard to its conflict of law provisions.

Other material terms and provisions will be set forth in the documents provided to the applicant that successfully completes the selection process.

CPB will have sole and exclusive rights to the reports created as deliverables for this project.

VI. Filing Deadline

Please submit your proposal by July 31, 2006. All proposals should be sent via email in PDF format to msalinas-consultant@cpb.org with three hard copies mailed to: Maria Salinas, CPB, 401 Ninth Street, NW, Washington, DC 20004. We reserve the right to contact respondents to schedule a Q&A session by phone. If there is any information that would be useful to you as you prepare your proposal, please submit the same in writing to Maria Salinas at the email address above.

CPB anticipates selecting the Grant Administrator in August 2006 with the project beginning immediately thereafter.

Exhibit A
Grant Agreement



THE CORPORATION FOR PUBLIC BROADCASTING
GRANT AGREEMENT

“Ready to Lead in Literacy – Station Name”

Acct.No.

THIS GRANT AGREEMENT ("Agreement") is made between the Corporation for Public Broadcasting ("CPB"), whose address is 401 Ninth Street, N.W., Washington, DC 20004, and XXX ("Grantee"), whose address is XXX, and whose federal employer identification number is XXX.

WHEREAS, Grantee has applied for funding from CPB and CPB has determined to award a grant to Grantee subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Grantee shall develop local early childhood literacy activities targeted to low-income children between the ages of 2-8, which will be based upon PBS Ready To Learn television programs, as more specifically set forth in Attachment A hereto (the "Workscape").
2. The term of this Agreement, during which expenses may be incurred, shall be from September 1, 2005 through September 30, 2006, provided, however, that all warranties and covenants of Grantee shall survive this term indefinitely.
3. The budget for this project is attached hereto as Attachment B (the "Budget"). The total amount of the Budget is \$. CPB shall reimburse Grantees for their actual fees and expenses as set forth in the Budget up to the amount of \$ ("Total CPB Commitment"). Grantee agrees that CPB has no obligation to reimburse for any fees or expenses in excess of the Total CPB Commitment.

4. Grantee shall obtain CPB's prior written approval for any increase or decrease in the Budget. If CPB approves any decrease in the Budget, CPB may adjust the Total CPB Commitment. CPB may adjust the Total CPB Commitment. Any increase in the Budget shall be the responsibility of Grantee unless CPB has provided prior written approval for such increase and has, by written Amendment to this Agreement, authorized an increase in the Total CPB Commitment. All payments hereunder are subject to CPB receipt and approval of the final financial accounting required by paragraph 5 below. Grantee agrees to return to CPB, upon request, any CPB funds that exceed the Total CPB Commitment, as the same may have been adjusted, or amounts equivalent to any expenditures which CPB determines not to have been authorized or made in conformity with this Agreement, and to return to CPB, without request, any CPB funds that are not spent, or for which authorized liabilities have not been incurred, by Grantee by **September 30, 2006**.

5. CPB will pay Grantee according to the Schedule of Deliverables and Disbursements set forth in Attachment D.

6. Notwithstanding anything to the contrary, CPB shall have no obligations or liabilities whatsoever with respect to this Agreement or any agreement between Grantee and any consultant except for the payment obligation under Paragraphs 3 and 5 above. Nothing in this Agreement shall be deemed to create any association or other venture between CPB and any other party. Any consultant hired by Grantee shall not constitute a third party beneficiary of this Agreement or otherwise have recourse against CPB with respect hereto.

7. CPB shall have the perpetual right to duplicate, distribute, disclose, and otherwise use all of the information and materials submitted to CPB (including but not limited to all narrative reports), in whole or in part, in any manner, or to have or permit others to do so.

8. In performing its obligations under this Agreement, Grantee shall comply with the Federal Communications Commission's regulations and all nondiscrimination and equal employment opportunity laws, rules, and regulations. The CPB policy on "Equal Opportunity and CPB Assistance," contained in Attachment E, is specifically made part of this Agreement. In accepting this Agreement, Grantee agrees to implementation of this policy as a material term and condition of this Agreement.

9. (a) Grantee shall keep, for a period of three years following the delivery of the final reports to CPB, such records as may be reasonably necessary to fully disclose the amounts expended pursuant to the Budget and any undertakings connected with this Agreement, and such other records as will facilitate an effective audit. CPB and/or the Comptroller General, or their respective duly authorized representatives, shall have access for the purpose of audit and examination to any records that are pertinent to funds received under this Agreement.

- (b) Grantee shall maintain, for a period of three years following CPB's approval of the final financial report, a complete file of all agreements and other documents related to any consultant's activities in connection with this Agreement, and shall make copies of the same available to CPB upon request.
- (c) In the event that CPB discovers any inaccuracies in reporting of financial information, or any improper use of funds provided by CPB, whether reported by Contractor or discovered during the course of an audit by the Office of the Inspector General or otherwise, CPB may recover any overpayment, in addition to any other rights and remedies CPB may have. If recovery of overpayment is required, CPB will notify the Contractor by letter of the actions CPB intends to take, and the Contractor shall have 30 days from the date of the letter to respond to or seek clarification in writing about CPB's intended actions. If CPB does not receive any written response from the Contractor within such 30 day period, CPB's intended actions shall be deemed to be acceptable as the final determination of the matter, and CPB will implement the actions described in the letter.

10. Grantee shall include language requiring any consultant it hires to comply with the requirements of Paragraph 9 above in all agreements with its consultant relating to this Agreement.

11. Grantee warrants that it has all necessary power and authority to enter into and fully perform this Agreement; and Grantee shall provide CPB with all rights necessary to enable CPB to take all action contemplated by Paragraph 7 above, without any such materials being defamatory or violating or infringing upon the copyright, trademark, privacy, creative or other rights of any person, firm, corporation or other third party.

12. Grantee shall indemnify and hold CPB harmless from and against any and all third party claims, damages, liabilities, costs and expenses (including legal fees) arising out of Grantee's performance or nonperformance under this Agreement or Grantee's breach of any representations or warranties contained in this Agreement. Grantee shall not name CPB as an additional or alternate defendant or seek indemnity or contribution from CPB for claims by and liabilities to third parties that may arise out of performance under this Agreement.

13. This Agreement constitutes the parties' complete understanding with respect to its subject matter and supersedes and replaces any previous or contemporaneous agreements or understandings, whether written or oral, related to the subject matter of the Agreement.

14. All notices required or permitted under this Agreement shall be in writing. The waiver by CPB of any breach of this Agreement by Grantee shall not be effective unless in writing, and no such waiver shall operate or be construed as a waiver of such breach or

another breach on a subsequent occasion. All amendments to this Agreement shall be in the form of a written amendment signed by CPB and Grantee.

15. This Agreement shall be governed and construed under the laws of the District of Columbia, regardless of the place of execution or performance. Notwithstanding any other court that might have jurisdiction under applicable law and rules, the Superior Court of the District of Columbia and the United States District Court for the District of Columbia will have exclusive jurisdiction to hear and determine any claims or disputes pertaining directly or indirectly to this Agreement. Grantee hereby expressly submits and consents in advance to such jurisdiction in any action or proceeding in such courts, and agree that venue will be proper in such courts for all matters. In any action or proceeding commenced in any court in the District of Columbia to enforce this Agreement or any right granted herein or growing out hereof, or any order or decree predicated thereon, any summons, order to show cause, writ, judgment, decree or other process, issued by such court may be delivered to Grantee personally or by certified or registered mail (return receipt requested), without the District of Columbia; and when so delivered, will constitute valid service of process; and Grantee will be subject to the jurisdiction of such court.

16. The illegality or invalidity of any term or provision of this Agreement shall not affect the legality or validity of the remainder of this Agreement.

17. (a) CPB may terminate this Agreement at any time and without liability to CPB if Grantee breaches any warranty or representation, or any material condition, term or other provision of this Agreement. CPB's decision not to terminate this Agreement or CPB's inaction on any particular violation of any provision of this Agreement shall not be construed as a waiver by CPB of its rights under that provision in any other instance or under any other provision of this Agreement. If this Agreement is terminated, the terms of this Agreement will apply to all information and materials referred to in Paragraph 7 as if the entire project had been completed in accordance with the Agreement. Any termination of this Agreement shall be in addition to any other legal or equitable remedies CPB may have.

(b) Upon termination of this Agreement for any reason, Grantee shall repay immediately to CPB, without demand, all amounts paid by CPB to Grantee but not authorized by this Agreement to be expended as of the date of such termination; and in addition, CPB shall have no further financial obligation to Grantee pursuant to the Agreement.

18. Any delay in delivery of any of the required deliverables by Grantee that results from any act of God; riot or other civil disorder; war or armed insurrection; strike, lockout or other labor action related to the services performed hereunder; governmental enactment, rule, act, order or lack of action; or, major fire or flood; and that does not exceed one hundred twenty (120) days, will not constitute a basis for termination or reduction of the Total CPB Commitment. However, in the event that any such delay does

exceed one hundred twenty (120) days, CPB will have the right to terminate this Agreement. In the event of termination for such reason, CPB will reimburse Grantee for any contractual commitments or expenditures for which CPB has not yet paid Grantee but which were authorized by this Agreement to be contractually committed or expended as of the date of such termination, provided that such commitments or expenditures were reasonable under the circumstances preceding termination, and provided that in no event will such reimbursement exceed the outstanding amount of the Total CPB Commitment. CPB may delay making any and all payments otherwise due during the period of delay noted above.

19. This Agreement shall not be deemed to create any association, partnership or joint venture between CPB and Grantee, nor will anything in this Agreement be deemed to make a party a surety for or guarantor of the other party's obligations, or an agent, distributor or representative of the other. Grantee shall act as an independent contractor and not as an agent or representative of CPB, and this Agreement shall not create any employment relationship between CPB and Grantee or any person appearing in or performing services in connection with the Agreement, including any consultant. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. This Agreement does not create any rights enforceable by any person not a party to this Agreement, including any consultant.

20. All attachments hereto are a material part of this Agreement.

21. This Agreement will inure to the benefit of and be binding upon the successors, licensees and assigns of the parties hereto. Any assignment or license, or attempted assignment or license, by Grantee of this Agreement, in whole or in part, or rights under this Agreement, without the prior approval of CPB will be null and void.

22. Any decision by CPB not to terminate this Agreement, or any inaction by CPB with respect to any failure by Grantee to keep or perform any covenant or condition of this Agreement, will not be deemed a waiver of any preceding, succeeding or continuing breach of the same, or of any other covenant or condition, or of any rights or remedies with regard thereto or with regard to any other provision of this Agreement.

23. This Agreement may be executed in counterpart originals, all of which taken together will be deemed one original.

24. All materials to be submitted to CPB hereunder must be sent to the Office of Business Affairs.

ACCEPTED AND AGREED:

GRANTEE

**CORPORATION FOR
PUBLIC BROADCASTING**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A

WORKSCOPE

“Ready To Lead in Literacy – Station Name”

PROJECT OVERVIEW

Grantee will:

- Undertake the specific activities set forth below to demonstrate their role as literacy advocate in the grantee’s community;
- Provide training or other activities for early childhood educators and/or child-care providers or parents of children 2-8 years old;
- Form a station Ready to Lead in Literacy team (“RTLL Team”), headed by the grantee’s General Manager, Station Manager, or other approved station senior official to manage RTLL activities;
- Participate in at least two CPB-sponsored professional development sessions;
- Broadcast at least 6.5 hours of PBS Kids programming each weekday at appropriate times to reach the target audience of children ages 2-8 and their caregivers. This programming must include RTL-funded programs;
- Broadcast Ready To Learn interstitials a minimum of three times each weekday, and once in either primetime or on weekends during the term of this Agreement;
- Include parent/child co-viewing messages and reading messages in print materials or in any training workshops; and
- Provide a proposal (approximately two pages) for RTLL activities to be undertaken in 2006.

ACTIVITIES

[See Proposal]

KEY PERSONNEL

[See Proposal]

ATTACHMENT C

CERTIFICATION OF FINAL FINANCIAL ACCOUNTING

[Note: Please complete and return with final deliverables.]

GRANTEE: *Station Name*

TITLE OF PROJECT: *Ready to Lead in Literacy – Station Name*

CPB ACCOUNT NO.: _____

I hereby certify that the attached final financial accounting for the above project conforms to the budget reflected in Attachment B of the above referenced agreement and has been, or can be, reconciled with the general ledger of our accounting system.

Signature: _____ Date: _____

Name: _____

CHIEF FINANCIAL OFFICER

ATTACHMENT D

SCHEDULE OF DELIVERABLES AND DISBURSEMENTS

[Please identify deliverables with the number/letter referenced below.]

““Ready to Lead in Literacy – **Station Name**”

1. \$ 20,000 upon execution of this Grant and CPB receipt of a properly completed Form W-9;
2. \$ 5,000 upon receipt and approval by CPB of the following **DUE NO LATER THAN MAY 1, 2006:**
 - (a) an interim narrative progress report for the period September 1, 2005 through March 31, 2006, which, in approximately 1000 words, describing progress against the specific activities listed in Attachment A, Workscope;
 - (b) a list of professional development sessions attended;
 - (c) a draft proposal for RTLL 2006 activities;
 - (d) an interim financial report for the period September 1, 2005 through March 31, 2006, in the form of the Budget.
3. up to \$ 10,000 upon receipt and approval by CPB of the following **DUE NO LATER THAN NOVEMBER 1, 2006:**
 - (a) a final narrative report for the period April 1, 2006 through September 30, 2006, which, in approximately 1000 words, describes progress against the specific activities listed in Attachment A, Workscope;
 - (b) a list of professional development sessions attended;
 - (c) a final financial report for the period September 1, 2005 through September 30, 2006, in the form of the Budget, and a Certification of Final Financial Accounting (which is attached hereto).