



Pre-Kindergarten Enhancement and Expansion Program

SECTION I- GENERAL INFORMATION

INTRODUCTION

The Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL) is responsible for coordinating early childhood education services for District of Columbia children and their families. OSSE works to develop an effective early care and education system by implementing high quality standards for programs and professionals; providing supports to meet these quality standards; monitoring program adherence to rigorous local and federal accountability measures; engaging community stakeholders; and securing strong financial supports.

The Pre-Kindergarten Program managed by the OSSE is the result of the Pre-K Enhancement and Expansion Act of 2008 (the Act),(codified at D.C. Code 38-271 et seq.) The District of Columbia is committed to providing high quality early education to the children of the District of Columbia. All children with verified residency in the District of Columbia and who are of Pre-Kindergarten (Pre-K) age are eligible to be served in the Pre-Kindergarten Program regardless of race, ethnicity, income, religion or membership in other protected groups. The legislation defines pre-K age as children three (3) years of age on or before September 30th of the upcoming school year, or four (4) years of age, and children who become five (5) years of age after September 30th of the upcoming school year. This legislation is a key part of the OSSE's goal to ensure that all District of Columbia children will be ready for school and that all District children receive an excellent education for success in the 21st century.

OSSE seeks to allocate funding to eligible community based organizations (CBOs) that are currently providing high quality pre-K education services for pre-K age children. It seeks applications from CBOs which, as defined by the Act include Head Start and early childhood education programs operated by a nonprofit or faith-based organizations, or for-profit organizations that participate in federally-funded and/or District-funded early childhood programs, including the subsidized child care program funded by the federal Child Care and Development Fund and District of Columbia appropriated funds.

TARGET POPULATIONS

The target population to be served by Pre-k Enhancement and Expansion classrooms is District of Columbia children that are three (3) years of age on or before September 30th of the upcoming school year, or four (4) years of age, and children who become five (5) years of age after September 30th of the upcoming school year

ELIGIBLE ORGANIZATIONS/ENTITIES

To receive and maintain an allocation of funding under the proposed rule title 5, subtitle A Chapter 35 of the District of Columbia Municipal Regulations ("DCMR"), each high quality early education program shall meet and maintain the following eligibility criteria:

1. Be a community-based organization;
2. Operate pre-K education services in the District of Columbia;
3. Prior to the provision of high quality pre-K education services, the high quality pre-K program shall determine if a child is:



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- a. A resident of the District of Columbia, in reliance on the same type of documentation that may be used to establish residency for public school students pursuant to D.C. Code §38-309;
 - b. Three (3) years of age on or before September 30th of the program year for which the child is being enrolled, four (4) years of age, or five (5) years of age after September 30th of the academic year for which the child is being enrolled; and
 - c. Eligible for subsidized child care.
4. Provide the support necessary to help families initially acquire or maintain subsidized child care if they are eligible;
 5. Enroll and maintain a class size of no fewer than 15 and no more than 16 children in classrooms where the youngest child is 3 years old or a class size of no fewer than 16 and no more than 20 in classrooms where the youngest child is 4 years old;
 6. Participate in the Child and Adult Care Food Program (CACFP), as authorized by section 17 of the National School Lunch Act, approved October 7, 1975 (89 Stat. 522; 42 U.S.C. § 1766), unless exempted from participation through a waiver from OSSE;
 7. Operate Monday through Friday, beginning no earlier than 7:00 a.m.; provide at least six and a half (6.5) hours of pre-K education services, thirty-nine (39) weeks a year, for a total of at least one hundred eighty (180) days; and follow the holiday and closing calendar schedule of the District of Columbia Public Schools; and
 8. Meet any other eligibility criteria established by OSSE.

SOURCE OF GRANT FUNDING

The funds are made available through District of Columbia appropriations. CBOs providing high quality pre-K education services, must use funding allocated pursuant to the Act to supplement and not supplant, existing federal and local funding sources available for education services for pre-K age children in the District of Columbia, including but not limited to funding available through subsidized child care and the Head Start program, as appropriate. Grantees will be subject to requirements set forth in District of Columbia statutes and any accompanying regulations. The OSSE maintains the right to adjust the grant award and amount based on funding availability. Funding for the award is contingent on continued availability of funds.

AWARD PERIOD

Funding for this award is contingent on availability of funding after OSSE has allocated the Pre-K Enhancement and Expansion funding to the FY2015 Pre-K Enhancement and Expansion Grantees.

FINAL ALLOCATION

Awards will not exceed the District of Columbia Uniform Per Student Funding Formula (UPSFF). The actual amount of funding allocated to each high quality pre-K program will be based on the number of pre-K age children served by the high quality pre-K program, as verified by OSSE's annual enrollment audit pursuant to D.C. Code § 38-1804.02(d)(2), and taking into account any other local or federal funding sources available for education services for pre-K age children in the District of Columbia, including but not limited to subsidized child care and the Head Start Program, as applicable.



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TERMS AND CONDITIONS

If there are any conflicts between the terms and conditions of the application and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control and it shall be the responsibility of the applicant to ensure compliance.

ANTI-DEFICIENCY CONSIDERATIONS

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

USE OF FUNDS

High quality pre-K programs receiving pre-K enhancement and expansion funding shall only use the funding provided under this chapter to maintain the pre-K high quality standards as defined in D.C. Code § 38-272.01 and in the proposed rulemaking- 5-A DCMR Chapter 35- Allocation of Pre-K Enhancement and Expansion Funding.

SECTION II- PROGRAM SCOPE

GENERAL GRANTEE RESPONSIBILITIES

Pre-K grantees that are designated high quality under the Pre-K Enhancement and Expansion Act and 5-A DCMR Chapter 35, must:

1. Maintain an adult-to-child ratio of one-to-8 (1:8) for children 30 months to 3 years of age and of one-to-10 (1:10) for children 4 years of age or older. When children of different ages are combined in one group, the adult-to-child ratio for the youngest child shall apply;
2. Consistently use a comprehensive curriculum that is aligned with the District of Columbia's early learning standards. High quality pre-K programs must provide a comprehensive educational program and use age-appropriate instructional practices in the implementation of that program. Programs shall use, as the basis of their education programs, one of the following curriculum models:
 - (1) Creative Curriculum®;
 - (2) HighScope®;
 - (3) Tools of the Mind®;
 - (4) Core Knowledge®;
 - (5) Opening the World of Learning®;
 - (6) Houghton Mifflin Pre-K®;
 - (7) Frog Street®;
 - (8) Montessori®; or
 - (9) Other curricula as approved by OSSE that is both research-based and nationally recognized



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3. Be accredited by a national accrediting body approved by OSSE;
4. Utilize child assessment tools that are aligned with the curriculum selected by the program. Children enrolled in the program should be assessed using this tool at least three (3) times during the program year and shared with families at least two (2) times during the program year. The program shall ensure that child assessment procedures reflect appropriate practices for young children. The program shall provide results of the assessment for each child to OSSE within a month after conducting the assessment;
5. Employ for each classroom at a minimum, a teacher and a teacher assistant that meet the following minimum educational requirements:
 - (1) Teacher:
 - (A) Hold at least a Bachelor's degree in child development, early childhood education, or child and family studies, except that a person may have an Associate's degree in child development, early childhood education, or child and family studies provided that the person is enrolled, at the time of employment by the CBO, in a Bachelor's degree program and on track to receive it by December 2017; or
 - (B) Hold a Bachelor's degree in a field other than child development, early childhood education, or child and family studies and have 18 credits in early childhood education.
 - (2) Assistant Teacher:
 - (A) Hold at a minimum a Child Development Associate credential and be enrolled, at the time of employment by the CBO, in an Associate's degree program and on track to receive the degree by December 2017; or
 - (B) Hold an Associate's Degree in a field other than child development, early childhood education, or child and family studies and have nine (9) credits in early childhood education;
6. Pay the following teachers and assistant teachers wages equivalent to District of Columbia Public School pre-K teachers or assistant teachers, respectively, based on years of experience:
 - (1) a teacher that holds a Bachelor's degree in early childhood education or who has a Bachelor's degree and has completed eighteen (18) credit hours in early childhood education;
 - (2) an assistant teacher that holds an Associate's Degree in early childhood education or who has completed nine (9) credit hours in early childhood education;
7. Develop a professional development and training plan for pre-K teachers and assistant teachers;
8. Provide opportunities for the parents of children to participate in and support the program's educational mission as active partners in their child's learning and development. High quality pre-K programs shall be supportive and sensitive to the cultural and linguistic backgrounds of the parents. High quality pre-K programs shall plan activities to increase parent participation such as encouraging families to volunteer their time, talents, special skills and experiences. High quality pre-K programs shall plan educational workshops, hold two parent teacher conferences a year and provide activities that foster family partnership over the program year. Parents should be given timely notice in advance of each enrichment opportunity. Documentation of the offered parent activities and of the family participation is required and shall be submitted along with a site's quarterly report;



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9. Develop a plan to ensure inclusion of children with disabilities, in accordance with federally-stated goals;
10. Provide and maintain at all times safe, secure and developmentally appropriate space for use as classrooms. The classrooms shall be of sufficient size to provide a minimum of thirty-five (35) square feet of interior, usable space per child and accessible to children with disabilities in accordance with the Americans with Disabilities Act;
11. Ensure that the daily active play for each pre-K age child includes, at a minimum, two (2) hours of active play time, including a minimum of forty-five (45) minutes of outdoor play time, weather permitting. In inclement weather, active play shall be encouraged and supported in a safe indoor play area;
12. Be licensed according to Chapter 3 of Title 29 of the District of Columbia Municipal Regulations (DCMR29), prior to the receipt of funding. All participating sites shall remain in compliance with the licensing requirements as defined by DCMR29 Regulations;
13. Maintain a process for continuous improvement, ongoing classroom assessments, and the collection of authentic child assessment data at least three times a year;
14. Provide comprehensive health and support services for all children enrolled in the program. The high quality pre-K programs shall ensure all children receive within forty-five (45) days of enrollment, a developmental screening that includes social and emotional development. The high quality pre-K programs shall also ensure children receive vision and hearing screenings;
15. Submit individual child outcome assessment data for all pre-K age children enrolled on November 30, February 28 and May 31 of each program year;
16. Submit budget amendment and modification requests to OSSE and obtain approval from OSSE before expending pre-K enhancement funds for a purpose that was not included in the original approved budget;
17. Maintain accurate and complete records of all activities supported by the grant for three (3) years after the end of the funding period or as otherwise specified;
18. Maintain records that document initial and periodic assessments, initial and periodic plans, and the ongoing progress of program activities;
19. Ensure confidentiality and prevent unauthorized access to records. Programs shall maintain all records, including required reports, documents and files on-site, in a properly secured cabinet or location. Records shall be accessed by authorized personnel only;
20. Cooperate with authorized representatives of the Government of the District of Columbia, including OSSE, and shall provide them access to facilities, staff, and records related to the distribution upon request;
21. Ensure that all children receiving services have on file completed documentation of a comprehensive physical health examination, including age-appropriate screenings and up-to-date immunizations, and for each child three (3) years of age or older, complete documentation of an oral health examination performed by a licensed health care professional within one (1) year prior to the date of admission as defined by Title 29 of the District of Columbia Municipal Regulations, Chapter 3, Child Development Facility Regulations;
22. Participate in on-going program assessment protocol, including but not limited to the Classroom Assessment Scoring System (CLASS) or other research based and nationally recognized instruments as approved by OSSE;



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23. Participate in technical assistance and coaching support provided by OSSE- approved Training & Technical Assistance Specialists to enhance the skills of Pre-K program professionals and expand the program's professional capacity for sustainability;
24. Participate in OSSE's program managers meeting;
25. Adhere to the rules and procedures published in the Pre- Kindergarten Enhancement and Expansion Program Operating Guidelines;
26. Submit any proposed printed materials, or reports for the OSSEs review and approval prior to their use and dissemination under this program. Where appropriate, applicants must translate its program information into the language required by the Language Access Act. These languages include Spanish, Chinese, Vietnamese, Amharic, Korean and French; and
27. Assist OSSE in distributing materials to target communications as required.

PERFORMANCE STANDARDS AND QUALITY ASSURANCE

OSSE expects that the Grantee's performance will result in the delivery of high quality early care and education that result in positive program outcomes as measured by the CLASS or other evaluation tools used by OSSE. The Grantee is expected to meet with OSSE to share information and review reports related to the status of grant activities.

OSSE RESPONSIBILITIES

The OSSE will monitor the administration of the grant, including but not limited to the following:

- Review written policies and procedures applicable to the project;
- Review progress reports, track and review monthly invoices and supporting documentation, and hold periodic conferences with each Grantee to assess the Grantee's performance and provide technical assistance;
- Monitor and evaluate the performance of each Grantee based on agreed upon performance measures; and
- Make periodic scheduled and unscheduled site visits to monitor the implementation of the program.

The Grantee must provide the Monitor and other authorized representatives of the OSSE, as well as members of the District of Columbia Government, such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes. The Monitor will be authorized to assess the Grantee's performance to determine the quality of the services delivered and the Grantee's ability to deliver services.

CONFIDENTIALITY OF RECORDS

Information concerning children and staff under this grant is strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of personally identifiable information and to report the information specified below to the OSSE. Specifically, the Applicant must agree to and abide by the following conditions:

- Participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.



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- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
- All project grantee staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants and their families. The Applicant shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person and volunteer who will be working on the program.

REPORTING REQUIREMENTS

The Grantee is required to submit monthly reports to OSSE, in a format and manner as determined by OSSE. The monthly report shall be due no later than ten (10) business days after the end of each month during the funding period, and a final report, due no later than fifteen (15) business days after the end of the funding period. Reports shall include copies of all invoices for all expenditures made with pre-K enhancement and expansion funding, enrollment and attendance reports, and specific measurable activities and outcomes reports.

SECURITY CERTIFICATIONS

Applicants must provide certifications herein that, if awarded a grant, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under the grant, as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the Grantee's employees will be reported to the OSSE, which will determine the employee's suitability for employment.

CERTIFICATIONS, LICENSES, AND ASSURANCES AND ACKNOWLEDGEMENT

Applicants shall read and acknowledge the Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes found in EGMS during the application submission.

SECTION III- GENERAL PROVISIONS

INSURANCE

The applicant that receive funding under 5-A DCMR Chapter 35 must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award and a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability arising out of the performance of services under the award. The Grantee shall require their insurance carrier of the



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required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

AUDITS

The Applicant shall provide a copy of its most recent and complete set of audited or certified financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc., submitted to the IRS within the three (3) years before the date of the grant application. The Applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the Applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the Applicant's tax status.

At any time before final payment and up to five (5) years thereafter, the District may audit the Grantee's expenditure statements and source documentation.

NONDISCRIMINATION IN THE DELIVERY OF SERVICES

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and the District of Columbia Human Rights Act of 1977, as amended March 14, 2007, no person shall, on the grounds of race, color, religion, nationality, sex, marital status, matriculation or political opinion, be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.

LIVING WAGE REQUIREMENT

- The Grantee must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.
- A for-profit Grantee receiving an award of at least \$100,000 and a non-profit Grantee with 50 or more employees shall ensure that employees are paid in compliance with the Living Wage Act of 2006, as amended. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- Any changes in staffing patterns shall be approved in writing in advance by the OSSE Grant Monitor.

SECTION IV- APPLICATION SUBMISSION

SUBMISSION DATE AND TIME

In order to be considered for funding, interested applicants must complete the prescreening application no later than October 9, 2015 3: 30 p.m. EST. Applications must be submitted to ece.invoice@dc.gov.



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SECTION V - APPLICATION FORMAT

PROGRAM INFORMATION

Organization Name _____

Address _____ City _____ Zip _____

Telephone number _____ Email _____

Contact Person _____ Title _____

Telephone Number _____ Email _____

Alternate Contact Person _____ Title _____

Telephone Number _____ Email _____

OPERATING DATA AND ENROLLMENT

School Year 2014-2015

1. How many District of Columbia 3 year olds were served by the program? _____
2. Of those served,
 - a. How many were eligible for child care subsidy? _____
 - b. How many were enrolled in Head Start? _____
3. How many District of Columbia 4 year olds were served by the program? _____
4. Of those served,
 - a. How many were eligible for child care subsidy? _____
 - b. How many were enrolled in Head Start? _____

School Year 2015-2016

1. How many District of Columbia 3 year olds will be served by the program? _____
2. Of those served,
 - a. How many are eligible for child care subsidy? _____
 - b. How many are enrolled in Head Start? _____
3. How many District of Columbia 4 year olds will be served by the program? _____
4. Of those served,
 - a. How many are eligible for child care subsidy? _____
 - b. How many are enrolled in Head Start? _____
5. Number of Pre-K 3 classrooms in your program _____
6. Number of Pre-K 4 classrooms in your program _____
7. Total number of classrooms _____



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EXECUTIVE SUMMARY

Please describe a full project description that addresses the following:

1. A brief description and number of individuals served, and geographic area(s) that will benefit (as applicable)

2. Descriptive information on the organization(s) and cooperating partners, including: evidence that demonstrates the high quality standards outlined in Section II above. Include qualifications and capacity of the organization to provide the services and achieve the desired outcomes; and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; and other pertinent information.



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3. Descriptive information on the type and form of services to be provided, hours of operation, location, curriculum selection and reason(s) for the choice, and the process to be used to recruit and select program participants.

4. Describe the process for accessing comprehensive health-related services (including but not be limited to social workers, psychologists, speech and language practitioners and play therapists) that will ensure that no child leaves the program with an undiagnosed health challenge that may affect his or her ability to learn.



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5. Describe the qualifications and experience of the assigned staff. Please provide a biographical sketch and resume for each key staff person; include job descriptions for any key vacant positions. The Applicant should also include a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with the Applicant and a short description of the nature of their effort or contribution

SECTION VI- REQUIRED ATTACHMENTS

The following documentation must be included with the application submission:

- Organizational chart
- Organizational budget (as opposed to project budget) for the current fiscal year.
- Most recent year-end profit and loss statement
- Documentation of organizational status (e.g. Tax Exemption Letter, business license etc).
- Key staff resumes, job descriptions and credentials
- Copy of Accreditation Certificate
- Clean Hands Certificate