



**Fiscal Year 2025 (FY25) Access to Quality Child
Care for Children with Disabilities Grant**

Pre-Application Webinar

May 13, 2024

Agenda

- Application Timeline
- Grant Overview
- Program Requirements
- Application Information
- Application Review
- Q & A



Application Timeline

Application Timeline

Action	Date/Timeline
Notice of Funding Availability (NOFA) Released	April 19, 2024
Request for Applications (RFA) Released and Application Available in Enterprise Grants Management System (EGMS)	May 8, 2024
Pre-Application Question Period	May 8 – May 31, 2024
Application Due in EGMS	June 20, 2024, at 3 p.m.
Anticipated Award Start Date	Oct. 1, 2024





Grant Overview

Purpose

- To expand the supply of quality, accessible and affordable child care for infants, toddlers and school-age children with disabilities.

Objectives

The objectives for this grant are as follows:

- Families of children with disabilities are able to access early learning and out-of-school time programming and child care that meet their needs.
- Child care facilities and out-of-school time programs have enhanced capacity to better serve children with special needs.
- Child care facilities and out-of-school time programs work collaboratively with the Office of the State Superintendent of Education (OSSE), DC Child Care Connections and District agencies to fill allotted slots.
- Children with disabilities have the opportunity to participate in quality early learning and out-of-school time programs that complement services provided by Strong Start and local education agencies (LEAs) to advance childrens' development and learning, resulting in improved school and functional life outcomes for participating children with disabilities.

Funds Available

- Funds are being made available through District of Columbia local funds made available through and authorized by [DC Code 38-2613\(c\)\(5\)](#).
- The total funding available for this grant is up to \$6 million.
- OSSE intends to award at least two grants from this RFA
 - At least one grant to an infant-toddler child care provider
 - At least one grant to an out-of-school time provider
- OSSE anticipates but does not guarantee, a minimum award amount of \$200,000 and a maximum award amount of \$4 million annually and is subject to change based on the availability of funding.
- These funds are intended to establish approximately 175 child care slots.

Grant Period

- The total award period for the FY25 Access to Quality Child Care for Children with Disabilities Grant is three years.
- This initial award period is the date of the award to Oct. 1, 2024 and ending Sept. 30, 2025.

Target Population

Infant and Toddler Programs

- Children must be at least 6 weeks of age and must not turn 3 years of age before Sept. 30, 2024.
- Children must live with a parent(s), guardian(s) or adult with a legal relationship to the child and be a resident of DC.
- Children shall:
 - Have an active Individualized Family Service Plan (IFSP) at the time of enrollment in the child care facility; and/or
 - Be diagnosed with a medical condition by a certified/licensed therapist or health practitioner.

Out-of-School Time Programs

- Children must be at least 5 years of age and younger than 19 years of age. Out-of-school time programs that serve 3- and 4-year-old children in their programs, as well as school-aged children, may consider such children age-eligible for services.
- Children must live with a parent(s), guardian(s) or adult with a legal relationship to the child and be a resident of DC.
- Children shall:
 - Have an active 504 Accommodation Plan at the time of enrollment into the out-of-school time program; or
 - Have an active Individualized Education Plan (IEP) at the time of enrollment into the out-of-school time program.

Eligibility

- Eligible applicants for this grant are:
 - Community-based nonprofit, for-profit or faith-based organizations that operate licensed child development centers caring for infants and toddlers and/or out-of-school time programs licensed by OSSE; or
 - Consortia of multiple organizations operating child development facilities or out-of-school time programs that agree to work together to support the effective implementation of the grant program across multiple facilities and organizations.
- Demonstrate the following competencies:
 - The capacity to work with children with disabilities and their families, including employing a qualified and trained staff, or a plan to hire or develop such staff, that can appropriately meet the needs of children with disabilities or special needs;
 - A commitment to inclusive child care services; and
 - Organizational and financial capacity to manage a grant-funded program and meet all program requirements.



Program Requirements

General Grantee Responsibilities

- The grantee(s) will be responsible for establishing, maintaining and filling child care slots that promote the developmentally appropriate inclusion of children with disabilities in early childhood and out-of-school time programs alongside their typically developing peers.
- Grantee(s) must accept children by referral from OSSE, DC Child Care Connections and other District agencies, provided spaces are available.
- Grantee(s) must adhere to all federal and local regulations pertaining to child discipline.
- Grantee(s) should collaborate closely with parents/guardians of children with disabilities to ensure their children's needs are met.

General Grantee Obligations

- Fully cooperate with Strong Start, which includes allowing early intervention services to take place in the classroom/setting where the child spends time with peers;
- Administer facility, staff and family surveys provided by OSSE and share results with OSSE;
- Sign a data-sharing agreement that allows for data exchange between the grantee and OSSE;
- Submit reports required by OSSE, which will include monthly attendance reports; monthly performance reports documenting progress on grant objectives, including information on the program delivery of supports to children with disabilities; and monthly fiscal reports accounting for grant funds;
- Designate a program lead and a fiscal representative to serve as points of contact for OSSE;
- Participate in monthly meetings with OSSE staff and with all grantees;
- Comply with all federal laws related to children with disabilities, including section 504 of the Rehabilitation Act and the American with Disabilities Act; and
- Provide documentation of any occurrence where a referred child cannot be enrolled due to a grantee's inability to meet their needs.

Use of Funds

Funds can be utilized for the following purposes:

- Child care services;
- Compensation costs for specialized staff who possess the necessary expertise to care for children with disabilities and/or to improve adult-to-child ratios required for effective service delivery;
- Training and professional development to bolster staff abilities in caring for children with disabilities;
- One-time costs associated with minor facility enhancements or renovations to better accommodate children with disabilities. Purchase of supportive and adaptive materials, equipment or curriculum that augment the learning environment for children with disabilities;
- Provision of mental health or therapeutic services provided such services are supplemental to services provided through Strong Start, Healthy Futures or a child's health care provider(s);



Application

Submission Requirements

- All applications must be submitted through EGMS
 - To submit an application, all applicants must annually complete the Central Data Application with a valid System for Award Management (SAM) registration in EGMS.
 - Emailed or faxed applications will not be accepted.
 - Upon submission of an application, an applicant may not revise the application.
 - OSSE will notify applicants if the application is or is not selected for funding.
- Applications must be received no later than 3 p.m. on **June 20, 2024**.
 - Late submissions will not be accepted.

EGMS Help: OSSE.CallCenter@dc.gov or (202) 719-6500
7:30 a.m. – 5:30 p.m. Monday - Friday



Application

Applications should include all the information necessary to adequately describe the proposed program implementation plan. The application should include at a minimum the following sections:

- Section 1 – Executive Summary
- Section 2 – Organizational Information
- Section 3 – Service Delivery, Monitoring, Evaluation and Sustainability Plan
- Section 4 – Detailed Planned Expenditures: Financial Management and Proposed Budget
- Section 5 – Required Attachments

Application Scoring

Scoring Rubric by Application Requirement		
		Maximum Points
1	Executive Summary	0
2	Organizational Information	22
3	Service Delivery, Monitoring, Evaluation and Sustainability Plan	48
4	Detailed Planned Expenditures: Financial Management and Proposed Budget	30
Maximum Total Points		100

Section 1: Executive Summary

Briefly describe the applicant organization, its experience and interest in providing care for children with disabilities and a summary of services to be provided.

Section 2: Organizational Information

- Describe the child development facility's, out-of-school time program's or consortium's vision for inclusive child care and the relevance of the organization's prior experience to the objectives and requirements of the grant.
- Provide a brief overview of services to be provided, desired enrollment, or in the case of an applicant applying as a consortium, for all facilities operated by consortium members and process for enrolling children in available slots.
- Describe the program's demonstrated capacity in working with children with disabilities and their families, including any specialized services or programming currently provided for children with disabilities, the number and characteristics (e.g., age or grade level, type of disability) of children currently receiving those services and funding sources accessed to support those services. Applicants should describe their successes and challenges in meeting the needs of children with disabilities and how grant funds will address relevant challenges and supplement existing services for children with disabilities.
- Describe any partnerships the applicant currently has in place to provide specialized services or additional resources to meet the needs of children with disabilities and their families, including relationships with private partners and DC government-funded programs, such as Healthy Futures.

Section 3: Service Delivery, Monitoring, Evaluation and Sustainability Plan

- Describe the program’s service-delivery plan, including any types of disabilities the facility will prioritize serving.
- Describe the number of slots per age group (infant/toddler or out-of-school) the facility requests to dedicate for children with disabilities using grant funds; the facility’s approach to filling slots.
- Describe the proposed organizational structure, staffing plan—including partnerships—with associated services to be delivered, dosage hours and structure of oversight and monitoring.
- Describe family engagement strategies and other plans for collaborating with parents/guardians of children with disabilities to ensure their children’s needs are met.
- Describe the applicant’s plan for monitoring and evaluating their effectiveness in serving children with disabilities, including specific metrics and evaluation methods.
- Describe the applicant’s contingency plan for situations where a child’s needs cannot be met by the program, including procedures for communicating with parents and OSSE and referring the child to appropriate services.
- A plan for maintaining the program, including strategies for developing and retaining trained staff and providing ongoing professional development and other supports to enable staff to appropriately and effectively serve children, including those whose enrollment is funded through this grant.

Section 4: Detailed Planned Expenditures - Financial Management and Proposed Budget

- Provide an operational budget that includes all sources of funding the facility currently receives to provide licensed child care and early learning services for all enrolled children and all operating expenses. Applicants applying as a consortium must submit the operational budget for the entity serving as the lead applicant and fiscal agent for the grant.
- Provide a separate grant budget that includes funding requested through this grant and only costs that will be covered by the requested grant funds to enhance the applicant's capacity to serve children with disabilities and cover ongoing operating costs for slots funded through this grant.
- Detail the proposed grant budget, including one-time capacity-building costs, ongoing costs related to capacity-building and service delivery, and the anticipated cost per slot.
- Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant and funds according to approved budgets and applications.

Section 5: Required Attachments

- W-9
- Resumes and/or qualifications of key staff
- Audited financial statements for the past three years
- Documentation of organizational status (e.g., Tax Exemption Letter)
- Conflict of Interest Policy
- Separation of Duties Policy
- Organizational chart



EGMS

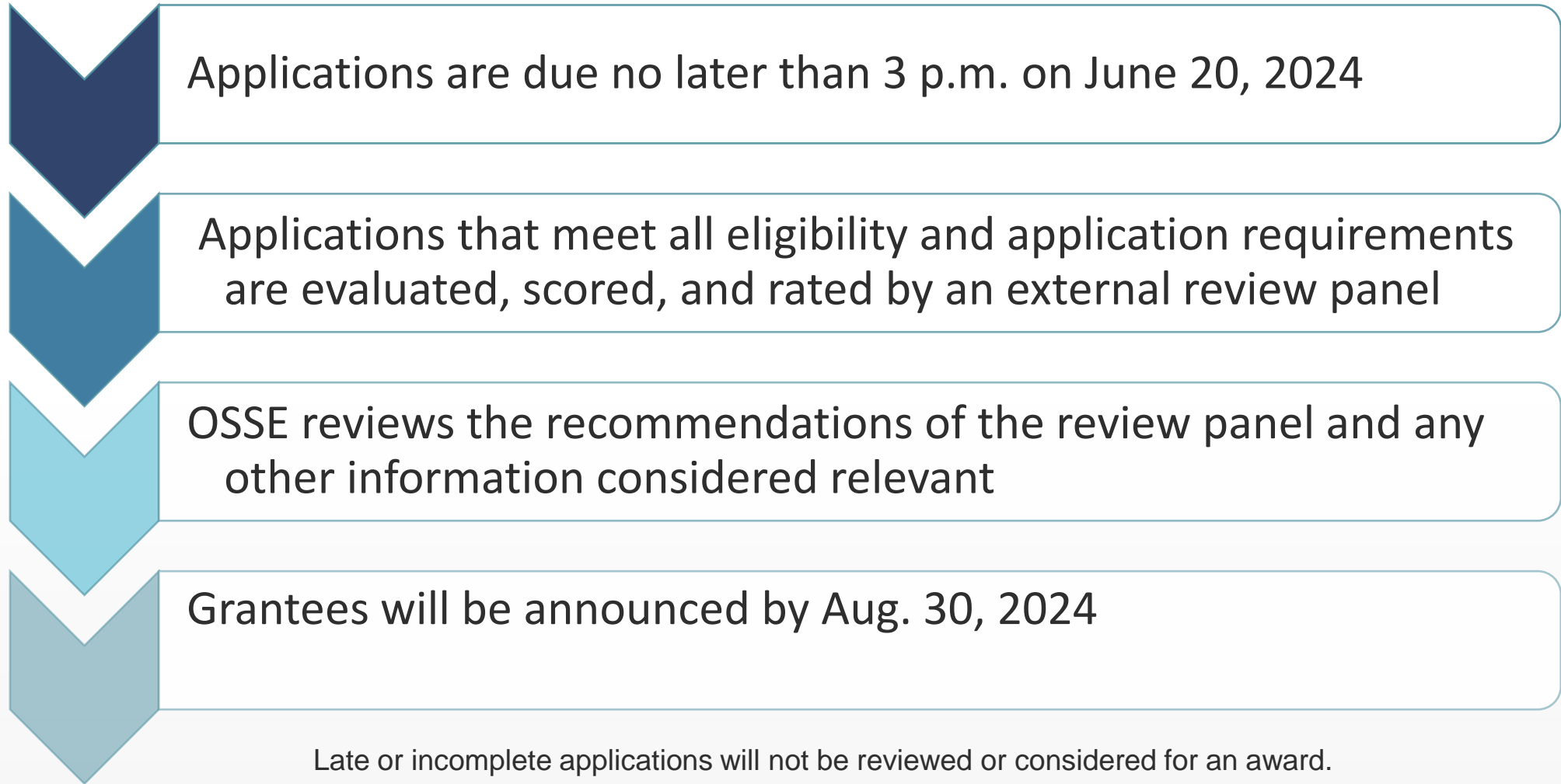
EGMS Tips

- **Save early and often.** EGMS times out after 60 minutes of inactivity.
- **Start and submit early.** Avoid last-minute technical submission issues by submitting early to ensure there is time to address issues if they arise.
- **Narrative responses may not exceed the stated character count.** If you cut and paste from a Word document, double-check that the final sentences/paragraphs are not cut off.
- **Printing?** If you would like to print the application, go to the “Application Print” tab. The application will be available for you to print at the top of each hour.
- **Need Help:** Contact the EGMS help center. Please note a record of contact with EGMS will not excuse missing the review submission deadline.
- **EGMS Help:** OSSE.CallCenter@dc.gov or (202) 719-6500
7:30 a.m. – 5:30 p.m. Monday - Friday



Application Review

Application Review Procedure



Late or incomplete applications will not be reviewed or considered for an award.

Contact Information

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[FY25 Access to Quality Child Care for Children with Disabilities Grant webpage](#)



Q&A