OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

THE BUILDING AND SUSTAINING QUALITY EARLY CARE AND EDUCATION GRANT

Announcement Date:
July 10, 2019 (12 p.m.)

Application Submission Deadline:
August 21, 2019 (3 p.m.)

(Optional) Pre-Application Conference:
July 31, 2019, 9 a.m. – 12 p.m.

(Optional) Pre-Application Webinar:
July 23, 2019, 9 a.m. – 12 p.m.

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

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SECTION I: GENERAL INFORMATION

1.1 Background Information

The District of Columbia ("the District") has a strong economy and a population of 700,000 and growing.[1] In spite of these signs of stability and prosperity, the District also has the highest level of income inequality and one of the highest poverty rates as compared with any other state in the U.S.[2] Unfortunately, these disparities usually fall along racial divides, with significantly higher rates of poverty among residents of color, who are also concentrated in particular wards:

> "While the poverty rate for white District residents is 7.9 percent, it is 27.9 percent—nearly four times higher—for Black residents, and 17.8 percent—more than twice as high—for the Latino community. Moreover, Black families earn less than a third of their white counterparts, average 81 times less wealth than white families, and are significantly more likely to be in poverty."

These disparities can be solidified at a young age, as demonstrated by "achievement gaps" seen as early as kindergarten. In summary, research has demonstrated that where children are born in the District is likely to have far-reaching consequences for their long-term educational and career outcomes without the intervention of high-quality early childhood education.[3]

The Office of the State Superintendent (OSSE) aims to close the achievement gap and the Division of Early Learning within OSSE (OSSE/DEL) supports this goal by working to ensure all children are prepared to enter Kindergarten ready to succeed. Young children remain the fastest-growing population in the District, with over 45,000 children under five. Furthermore, the District has the highest rates of parental employment among families with young children: In 2016, 76 percent of all children under six have all parents in the labor force. [4]This percentage of parents in the working force is

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[1] https://www.washingtonpost.com/local/dc-politics/dcs-bond-rating-upgraded-in-latest-sign-of-fiscal-stability/2018/07/12/d3682ebc-8622-11e8-9e80-403a221946a7_story.html?noredirect=on&utm_term=.ae35972b5232

[2] https://www.dcfpi.org/all/income-inequality-dc-highest-country/

[3] http://bainumfdn.org/wp-content/uploads/2015/12/Bainum_Infants_and_Toddlers_Report_Dec_2015_Final.pdf

[4] https://cdn.americanprogress.org/content/uploads/2018/09/14125635/Children-Learning-Mothers-Earning-report.pdf

higher than any other state. To fill the need created by high percentages of working families, the District has invested in universal pre-K for three and four year olds who are served through a three sector system, DC Public Schools DCPS, public charter schools (PCS) and community based organizations (CBOs). OSSE/DEL also regulates and monitors over 470 licensed child development facilities in the District, including over 250 facilities which accept child care subsidy vouchers, and provide child care year-round in center or family child care home settings to meet families' needs. However, more care and specifically, more affordable care, is still needed. The Bainum Family Foundation Supply and Demand Study demonstrates a significant shortage of child care across the city, as well as the high cost of child care requiring working families to allocate a significant portion of their income to child care costs.[5]

OSSE's Cost of Care Model has demonstrated that in most cases, a provider's estimated cost of delivering early care and education services exceeds the revenue generally available to provide care at different levels of quality. Additionally, the ECE Fiscal Hub Pilot project in Philadelphia has indicated that when child care owners and directors "have difficulty making ends meet and are focused on sustaining day-to-day operations, their capacity to plan for long-term sustainability and take advantage of new funding opportunities is greatly reduced."[6] The cost model illustrates the cost of providing early care and education in different settings (e.g. centers vs. homes) for different age groups at different levels of quality. The report highlights the importance of maximizing revenues to help centers and homes account for the costs associated with operating early care and education facilities. The level of business acumen among the District's child development facilities varies tremendously[7] and many need assistance with business practices, such as developing and understanding operating budgets, setting

[5] https://bainumfdn.org/wp-content/uploads/2018/10/Bainum_EL-Supply-Demand-Report_FNL_Nov-2018.pdf
[6] https://ecactioncollective.us14.list-manage.com/track/click?u=bcc25b3b598957665e4da1927&id=032c9396f4&e=b49eebff2d
[7] http://www.dcappleseed.com/wp-content/uploads/2016/03/Solid-Footing_Cost-of-ECE-Report_March-2016.pdf

tuition rates or recruiting the appropriate balance of subsidy-eligible and private pay families that will sustain their center or home and provide reliable care for the many families that need it.

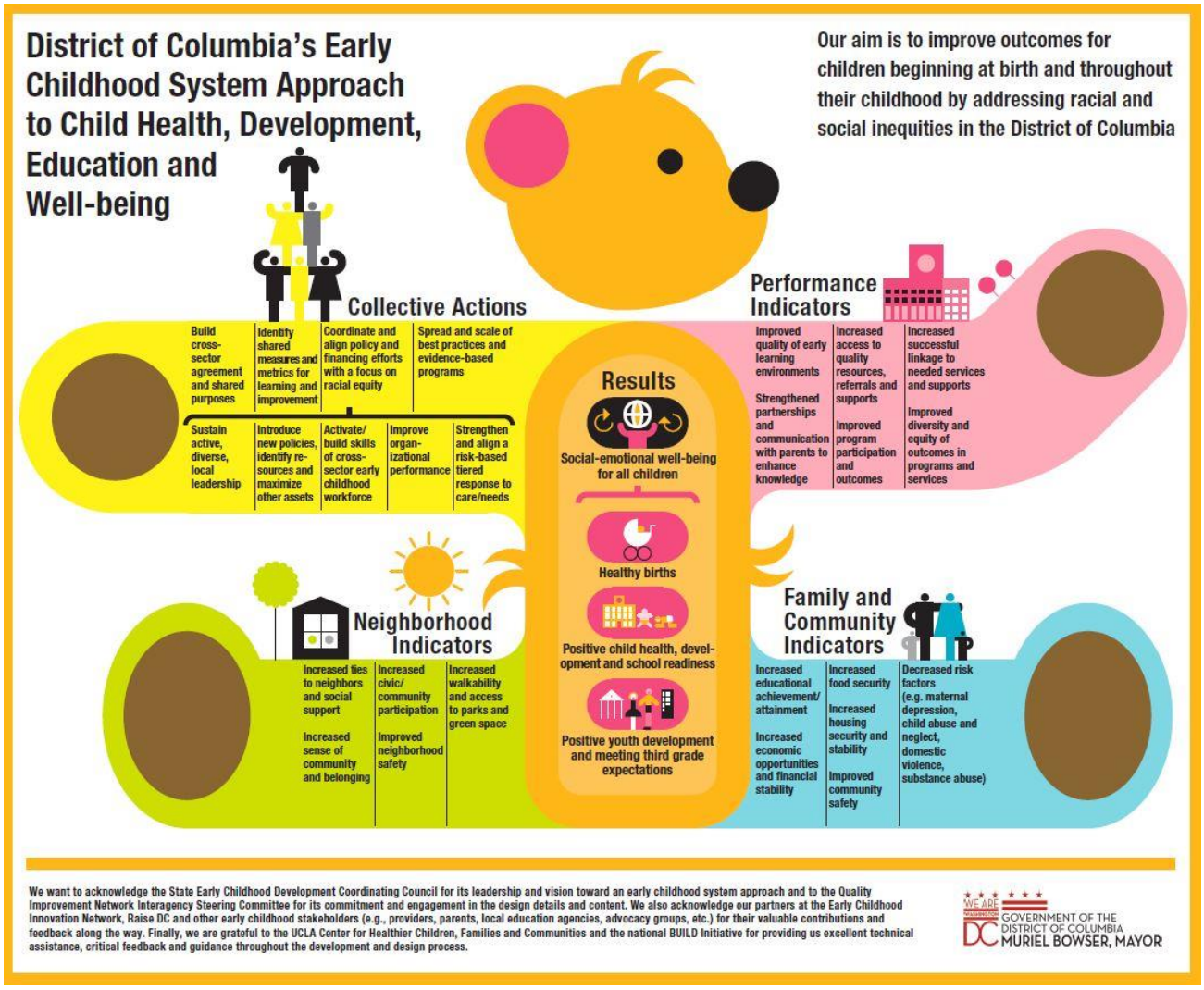
OSSE/DEL, as the lead agency for the Child Care and Development Block Grant (CCDBG), is required to "develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16(z))."[8] OSSE/DEL recognizes that strong business practices are a necessary precursor to achieving, sustaining and expanding high-quality child development facilities in the District and that financially sustainable child care providers are fundamental to the success and growth of the District's economy and to the positive growth and development of our youngest learners. Similarly, the *Transforming the Financing of Early Care and Education* report by the National Academies of Sciences, Engineering and Medicine states the following:

> "The transition to a high-quality early childhood education (ECE) system will also require expanded efforts to support the ECE workforce with business, planning, and financial management tools, resources and technical assistance (TA). As ECE providers, both center- and home-based, increase the quality of their services, it will also be important to ensure that these operations are sustainable. Access to high-quality early care and education depends on the viability of providers."

The District's vision is that all young children will have equitable access to high-quality opportunities to maximize their full potential for a successful quality of life in their communities. This vision is supported by the District of Columbia's Early Childhood System Approach to Child Health, Development, Education and Well-being. This visual representation (See Figure 1 below) includes our shared results for children birth to age eight, the systems' performance indicators, the collective actions of the cross sector public and private partners required to achieve the results and the neighborhood and family and community indicators that contribute to the results and to improved outcomes for children.

[8] (CCDF 45 C.F.R. 98.16(z))

Figure 1: District's Early Childhood Systems Approach to Child Health, Development, Education and Well-being



More specifically, OSSE/DEL launched three grants in 2016-17 to help improve the quality of early care and education in the District through direct quality improvement support, improved consumer education and awareness and increased supports for the business and administrative needs of child development home providers. These initiatives include the District's redesigned Quality Rating and Improvement System (QRIS), Capital Quality, the child care resource and referral (CCR&R) program and a Shared Service Business Alliance for Homes.

First, the QRIS initiative was developed as a systemic approach to assess, improve and communicate the level of quality in early care and education programs. Quality facilitators provide

onsite training and TA to support early childhood care and education administrators in using a continuous quality improvement process. All child development facilities that participate in the District's Subsidized Child Care Program are required to participate in Capital Quality. Non-subsidy facilities are encouraged to participate but it is voluntary. As of April 2019, 228 of the District's 474 child development facilities are participating in Capital Quality and receive weekly coaching and facilitation support.

Second, DC Child Care Connections (DC CCC), the District's Child Care Resource and Referral program, creates an integrated system of supports and services for families and child care providers in the District, including professional development and technical assistance. DC CCC operates a hotline and a website to help families identify and select child care that meets their needs. DC CCC utilizes My Child Care DC to share information about licensed child development facilities and provides referrals and linkages to other public and private sector agencies that provides resources supports and services for families (e.g. vouchers, Supplemental Nutrition Program for Women, Infants and Children, TANF etc..) and child development facilities (e.g. Department of Consumer and Regulatory Affairs, Department of Energy and the Environment and the Low Income Investment Fund etc..). DC Child Care Connections resources include a lending library and the Early Childhood Share DC (www.ecsharedc.org) website, an online resource-sharing platform serving early care and education professionals in the District of Columbia. EC Share DC offers licensed facilities bulk purchasing power and a knowledge hub of customizable resources that make it easier to develop and implement high-quality child care programming. As of April 1, 2019, 764 individuals have created an account with 312 child development facilities represented. The top accessed resources include: HR resources (employee handbook and hiring/termination process); handwashing posters; curriculum links page; feeding picky eaters; and forms: program administration check list. DC CCC also supports early educators through the management of the District's professional development

system including the Trainer Approval Program (TAP), providing one-on-one TA and professional development (PD). DC CCC conducts outreach in the community and works collaboratively with the other grantees funded by OSSE/DEL to leverage their expertise and support. The DC CCC program supports Capital Quality by providing responsive services and evidence-based supports that promote high-quality early care and education in DC. DC CCC aims to support early childhood educators and administrators, families and the larger early childhood community.

Finally, the Shared Services Business Alliance (the Alliance) supports the long-term viability of child development homes and expanded homes by providing services and TA on business administration topics in order to free up time and energy for delivering quality care. As of April 2019, the Alliance has 42 members from across the District. The Alliance is focused on establishing a network for child development homes and expanded homes to access best practice information and TA and utilize the economies of scale that result from shared business services.

Through the implementation of these three grants, OSSE/DEL has received data, both formally and informally, that speaks to a demand for more enhanced and streamlined communication for families about licensing and QRIS, more individualized and targeted support for early educators and administrators in how to enhance the quality of their classrooms and facilities, a significant need for shared services in small centers and enhanced and coordinated technical assistance around business practices and business development for child development facilities. For example, there were a total of 39 trainings, totaling 80 hours of formal professional development hours, delivered through these three grants in the following areas:

- Basics of business: Overview of key topics, including developing operating budget and understanding expenditures, introductions to marketing to families, how to organize your business and how to interview staff candidates: 36.5 hours in addition to individual one-on-one TA and 764 individual user accounts on EC Share DC.

- Building a sustainable business through strategic planning: using the Business Administration Scale (BAS)/Program Administration Scale (PAS) financial health inventories or other business planning tools, planning for professional development: 12 hours in addition to individual one-on-one TA.
- Marketing: More in-depth tools including social media: 8 hours in addition to individual one-on-one TA.
- Accreditation and the National Association of Education for Young Children (NAEYC) Best Practices: Using the NAEYC Code of Ethical Conduct, Accreditation: 6 hours in addition to individual one-on-one TA.
- Management and Leadership: Promoting peak performance, payroll, attracting and recruiting staff, team building, etc.: 12 hours in addition to individual one-on-one TA.
- Networking and Outreach: Community outreach and working with other District agencies, including Department of Community and Regulatory Affairs (DCRA): four hours in addition to individual one-on-one TA.
- Computer Literacy: Microsoft office applications and Quickbase continuous quality improvement plan: two hours in addition to individual one-on-one TA.

1.1.1 Release for Application

The release date of the Request for Applications (RFA) is July 10, 2019 (12 p.m.). The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2 Pre-Application Meeting

The pre-application meeting will be held July 31, 2019 at OSSE (1050 First St. NE, 6th floor) from 9:00 a.m. – 12:00 p.m. To attend the pre-application in-person meeting, please RSVP using Eventbrite here: https://www.eventbrite.com/e/building-sustaining-quality-early-care-and-education-grant-pre-application-in-person-meeting-tickets-62353694579.

The pre-application webinar will be held July 23, 2019 from 1:00 – 4:00 p.m. via GoToMeeting. To attend the pre-application webinar, please RSVP using Eventbrite here: https://www.eventbrite.com/e/building-sustaining-quality-early-care-and-education-grant-pre-application-online-webinar-tickets-62353643426. Details listed below:

> Please join my meeting from your computer, tablet or smartphone.
> https://global.gotomeeting.com/join/891382517
> You can also dial in using your phone.
> United States: +1 (646) 749-3122
> Access Code: 891-382-517
> New to GoToMeeting? Get the app now and be ready when your first meeting starts:
> https://global.gotomeeting.com/install/891382517

OSSE will also hold an EGMS training on June 26 from 9:00 a.m. – 12:00 p.m. The meeting is available in-person at OSSE (1050 First St. NE, 6th floor) or as a webinar. To attend the EGMS training, RSVP using Eventbrite here: https://www.eventbrite.com/e/egms-training-tickets-62353228184. Details of the webinar listed below:

> Please join my meeting from your computer, tablet or smartphone.
> https://global.gotomeeting.com/join/432955485
> You can also dial in using your phone.
> United States: +1 (872) 240-3412
> Access Code: 432-955-485
> New to GoToMeeting? Get the app now and be ready when your first meeting starts:
> https://global.gotomeeting.com/install/432955485

Interested applicants are encouraged to participate in the pre-application meeting or webinar as well as the EGMS training.

1.1.3 Submission of Application

The application will be submitted using EGMS. A completed application with attachments is required upon submission. OSSE/DEL will not forward incomplete applications to the review panel.

1.1.4 Application Deadline

Applications are due no later than August 21, 2019 (3 p.m.). Applications must be submitted through EGMS. Late applications will not be accepted. Once an application is submitted, it cannot be revised.

1.1.5 Program Contact

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

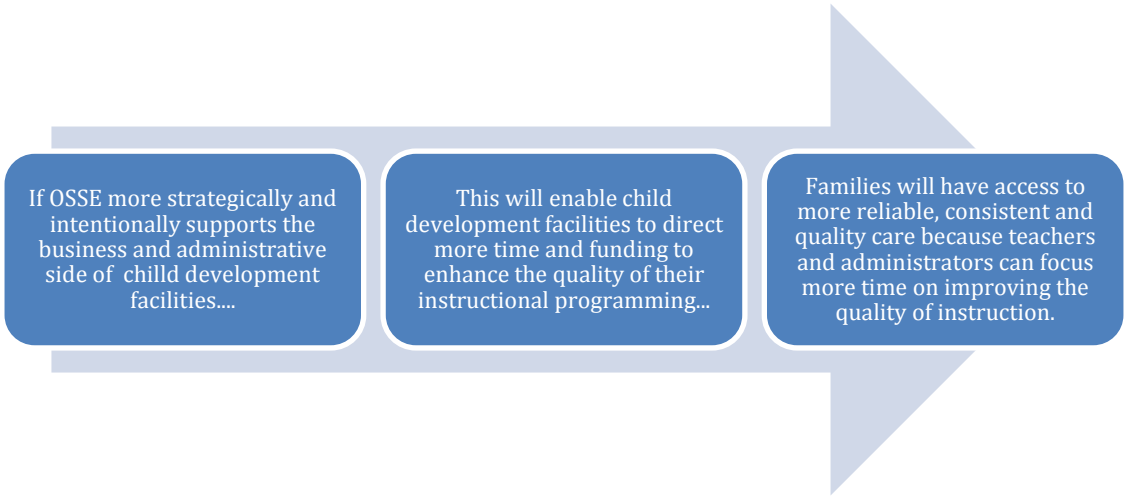
Tara Dewan-Czarnecki
Program Manager
Division of Early Learning
Office of the State Superintendent of Education
Phone: (202) 741-7637
Tara.Dewan-czarnecki@dc.gov

Rebecca Shaw
Director of Operations and Management
Division of Early Learning
Office of the State Superintendent of Education
Phone: (202) 741-7637
Rebecca.Shaw@dc.gov

1.2 General Information

1.2.1 Introduction

To respond to challenges described in 1.1 Background and to continue expand and build the capacity of the District's child development facility owners and directors in regards to business and administrative issues, the Division of Early Learning within the Office of the State Superintendent of Education (OSSE/DEL) is soliciting applications for the Building and Sustaining Quality Early Care and Education Grant. This new funding opportunity will leverage existing relationships and align these three previous grant opportunities to more strategically align these efforts and create a more focused approach on supporting the business and administrative needs of child development facilities in order to bolster the quality of their learning environments, maximize parental choice through clear and reliable information and more effective engagement and support for families as their child's first and most important teacher. The OSSE/DEL theory of change for these three grants is outlined below.



The aim of this grant is to transform the District's system of early care and education by:

- Providing more consistent, plain language and transparent information to families about licensed care and the District's Capital Quality initiative and by connecting them to the resources and supports they need to support their child's development.
- Meeting the emerging financial and operational challenges that impact the long-term viability of child development facilities in the District.
- Supporting child development facilities in delivering quality, reliable and professional care to the District's families, and in doing so, prepare them for kindergarten and close the achievement gap.

OSSE is consolidating these three grants into one RFA in order to be responsive to the need for more coordination and collaboration across these three Program Areas. Each Program Area will build on the existing infrastructure established by the previous grants. Eligible applicants may apply for one, two or three Program Areas. Details on each Program Area are found in the Purpose of Funds section of this document. Applicants may also apply in a consortium to cover one or more Program Areas, as detailed in Eligibility.

1.2.2 Purpose of Funds

The goal of the Building and Sustaining Quality Early Care and Education Grant is to build the capacity of DC's early care and education system to expand and enhance quality services for young children and their families. This RFA will support activities that address the identified and documented business and administrative needs of child development facility owners, center directors and child development home caregivers and activities that support positive, goal-oriented communications and relationships with parents/guardians in their role as their child's first and most important teacher.

OSSE/DEL is combining three grants into one grant with three Program Areas to align the strategies and enhance collaboration and coordination among interested organizations. Each Program Area will build on the infrastructure established by the current grantees. Collaboration and coordination will be expected among applicants in all three Program Areas. Services must continue uninterrupted and as such, are detailed in Section 1.3.1. Grantee Responsibilities. However, the nature of the consortium and the approach to family engagement, technical assistance, professional development and cultural and

linguistic diversity are areas for innovation. Successful applicants must demonstrate a use of evidence-based, trauma informed approaches to care and learning.

Applicants may apply to one, two or all three Program Areas. The maximum award amount is linked to each Program Area. Applicants applying for one Program Area will apply for the corresponding amount of that Program Area. Applicants applying for two Program Areas will add the two corresponding amounts to yield the total amount for which they can apply. Applicants applying for all three Program Areas are eligible for up to $3,150,000.

Details on each Program Area are found below.

Program Area	Purpose	$ Amount in Year 1 Per Award
1: Quality Rating and Improvement System: coaching, job-embedded professional development, materials and supplies to improve the quality of settings	Provide universal, focused and individualized coaching, facilitation and professional development to child development facilities enrolled in the District's QRIS program, Capital Quality. In particular support participating facilities in developing a Continuous Quality Improvement (CQI) plan, which includes a set of quality standards that are aligned with Head Start and NAEYC. The QRIS includes support for facilities in designing and implementing quality improvement strategies and purchasing materials and supplies needed to achieve and maintain quality programming. The QRIS team is responsible for monitoring, tracking and measuring progress.	$1,530,000
2: DC Child Care Connections: Child Care Resource & Referral	Help families identify and select child care and navigate the subsidized child care program, enhance families' knowledge of child development and connect them to needed services and supports through partnerships with District government agency partners. Provide information about the quality of licensed child development facilities and help families	$1,120,000

	understand how to look for quality practices. Regularly attend community events to provide information and resources to parents, families and child care providers throughout the District. The CCR&R supports families who need early care and education resources via telephone, in-person and through an online searchable database. The CCR&R also coordinates with the Teacher Education and Compensation Helps (T.E.A.C.H.) grant program and the Higher Education Incentive (HEI) scholarship program at UDC to support ECE educators seeking higher education degrees. DC Child Care Connections builds and maintains a network of public and private agencies that work collaboratively to deliver high-quality services and supports to families seeking child care and other assistance. Through their network, CCR&R offers one-on-one technical assistance to both providers and families in order to meet their needs. Maintains an effective system of supports and services, including managing the Early Childhood Share DC web-based platform and managing the District's Trainer Approval Program (TAP) and ongoing professional development for the early childhood workforce / leaders, as well as families / parents and the community.	
3: Shared Services Business Alliance	Build on the Early Childhood Share DC shared services platform to enhance efficiencies and allow child development	$500,000

	homes and small child development centers to have more time and resources to focus on quality improvement strategies. Provide back office services and assistance on business administration topics to a network of facilities.	
TOTAL	See above	$3,150,000 (for applicants applying for all three Program Areas)

1.2.3 Eligibility

OSSE/DEL will accept applications from eligible applicants. Only not-for-profit, for-profit community based organizations, faith-based organizations, and agencies are eligible for this grant. Eligible applicants must have experience in business and financial management, system design, early childhood and a working knowledge of the District's early childhood landscape. Additionally, eligible applicants must demonstrate knowledge of child development facility licensing regulations and knowledge of child development and developmentally-appropriate practice in early childhood education.

Competencies will be scored as detailed in Section 1.5.2 Scoring Rubric. Expectations of the grantee(s) are spelled out in Section 1.3.1 General Grantee Responsibilities. Specific expertise required varies based on Program Area, as detailed in Section 1.5.2 Scoring Rubric.

Award amounts are linked to each Program Area. Applicants may submit an application for one, two or all three Program Areas. Applicants applying for more than one Program Area must apply as a **consortium,** meaning that one primary applicant will manage the grant and will contract directly with other organizations/partners. OSSE expects to award one primary applicant or single, non-consortium applicant to cover each of the three Program Areas or one to two consortium(s) to cover 2-3 Program Areas. Ultimately, OSSE will award grants to applicants so that all three Program Areas will be implemented. Entities may apply as part of more than one consortium.

For a consortium application, OSSE will award the grant in the name of the primary applicant, not the consortium. The relationship between the primary grantee and a consortium member is a contractual relationship. The primary grantee may not subgrant any funds to a consortium member. As such, the primary grantee will be fiscally responsible for the administration of the grant and for achieving progress towards the grant objectives. To the extent that any Program Area will be covered by contracted partner organizations, the applicant should demonstrate a clear structure of this arrangement and plan to monitor and ensure quality control. The roles and responsibilities of the primary applicant and contractor must be clearly outlined in a partnership agreement submitted with the grant application. Example arrangements are outlined below:

- Primary applicant covers Program Area One, contractor covers Program Area Two, contractor covers Program Area Three
- Primary applicant covers Program Areas One and Two, contractor covers Program Area Three
- Primary applicant covers 75 percent of Program Area One, contractor covers 25 percent of Program Area One

1.2.4 Source of Funds

The funds are being made available through District of Columbia local funds and federal funds. Federal funds are made available through and authorized by the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 et seq.)

District of Columbia local funds are made available through and authorized by a strategic District-wide effort to increase access to high-quality early education and to support DC's Child Care and Development Fund (CCDF) Plan through the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 et seq.) .

Grantees will be subject to requirements set forth in federal statutes and any accompanying regulations. OSSE maintains the right to adjust the grant award and amount based on funding availability.

1.2.5 Award Period

The period for this grant will be four years, ending on September 30, 2023, contingent upon availability of funds and compliance with terms and conditions of the grant. Each budget period will be one year, with the first period ending September 30, 2020. Grantees must re-apply each year for continued funding.

Continuation of awards in subsequent years is contingent upon:

- the availability of funds;
- the grantee's demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring and review of the grantee;
- compliance with District and Federal laws, regulations, and guidance;
- operation of the grant program as submitted in the application; and
- the appropriate expenditure of funds throughout each grant award period.

1.2.6 Funds Available

The total funding available for developing and implementing the Building and Sustaining Quality Early Care and Education Grant is $3,150,000 for the first year for implementation of all three Program Areas. The amount in subsequent years may vary based on the scaling up of the District's QRIS, as outlined below. OSSE/DEL anticipates issuing one to three awards from this funding opportunity. The maximum grant amount is broken down by Program Area, as detailed below. Applicants may apply for the amount corresponding to the Program Area or areas to which they are applying. For example, if you are applying for all three amounts, you may request the full amount for all three Program Areas.

Program Area One: QRIS: $1,530,000 in Year 1; $1,655,000 in Year 2; $1,780,000 in Year 3; $1,905,000 in Year 4. The grant amount tied to Program Area One will increase each year as OSSE continues to add new child development facilities to the QRIS system, which will in turn require additional quality facilitators.
Program Area Two: CCR&R: $1,120,000 each year

Program Area Three: Shared Services Business Alliance: $500,000 in Year 1. The award amount will decrease in subsequent years as fees for services are phased in.

OSSE maintains the right to adjust the grant award and amount based on funding availability. Successful applicants may be awarded amounts less than requested.

1.2.7 Permissible Use of Grant Funds

Grant funds shall only be used to support activities delineated in Section 1.3.1 General Grantee Responsibilities and the budget included in the applicant's submission.

1.3 Program Scope

1.3.1 General Grantee Responsibilities Overview

Grantee responsibilities are broken down by Program Area below. Program Areas 1 and 3 engage primarily with child care providers whereas Program Area 2 engages with child care providers as well as families and the community.

All Program Areas:

The grantee(s) / partners(s) will be expected to maintain up to date knowledge in the core competencies outlined in the Scoring Rubric (Section 1.5.2). In addition, the grantee(s) / partner(s) will be expected to do the following:

1. Maintain timely documentation and data entry into online application and other computer software
2. Demonstrate excellent written and verbal communication skills, observation and listening skills
3. Demonstrated commitment to diversity, cultural relevancy and inclusion
4. Encourage and support facilities in fully utilizing Early Childhood Share DC to promote their business, save money and enhance their overall communication and marketing.
5. Have working knowledge of OSSE's core knowledge areas (https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/PD%20Standards%20and%20Core%20Knowledge%20Areas.pdf) and a strong understanding of the District of Columbia Common Core Early Learning Standards (DC CCELS)
6. Have at least two staff that are trained and reliable[9] in using the Classroom Assessment Scoring System (CLASS) for pre-Kindergarten and the Infant and Toddler Environment Rating Scale-Revised (ITERS-R) and the Family Child Care Environment Rating Scale-Revised (FCCERS-R) and any revised versions of these tools. For Program Area One, 100 percent of quality facilitators must meet this requirement.
7. Maintain a system for logging of TA and professional development offerings including contractors, if applicable, that are managing other Program Areas.

[9] The reliability of an instrument refers to the consistency of scores over time and among different raters (Kubiszyn & Borich, 2003). There are several important types of reliability that are relevant to the Environment Rating Scales including test-retest reliability, internal consistency, and interrater reliability. Retrieved from: https://ers.fpg.unc.edu/sites/ers.fpg.unc.edu/files/ReliabilityEcers.pdf.

Program Area One: QRIS:
Grantee(s) must develop and document its system for receiving ongoing feedback and making relevant adjustments to the program. Additionally, all grantee(s) /partner(s) must ensure continuity of services to early childhood educators and administrators, as detailed below:

The grantee(s)/partner(s) will support early childhood educators and administrators by:

1. Hiring and managing staff to provide coaching, facilitation, professional development and individualized technical assistance that supports participating programs in implementation of their continuous quality improvement plan (CQIP). QRIS facilitators must meet the following criteria:
    a. Possess a Bachelor's degree in early childhood education or a related degree with at least 18 hours of early childhood coursework.
    b. Successfully pass required background checks
    c. Represent the linguistic and cultural diversity of the children and families served in the District's child development facilities
    d. Percentage of facilitators that speak languages that are representative of the population they serve (e.g. Spanish and / or Amharic).
    e. Have access to transportation to travel to and from child development facilities
    f. Have demonstrated ability to translate training into practice
    g. Have at least three years of early childhood coaching experience with program leadership representing a variety of child development facilities
    h. Be knowledgeable about the Head Start Program Performance Standards
    i. Be trained and certified in using the Classroom Assessment Scoring System (CLASS) for pre-Kindergarten
    j. Be trained and reliable on the Infant and Toddler Environment Rating Scale-Revised (ITERS-R) and the Family Child Care Environment Rating Scale-Revised (FCCERS-R) and any revised versions of these tools
    k. Be willing and able to provide ongoing targeted and individualized supports through TA and a research-based coaching model (between three and eight hours a week of onsite support to each facility based on assessments)
    l. Have Knowledge and use of evidence-based coaching models.
2. Provide a documented process and protocol for assigning quality facilitators to child development facilities to ensure positive outcomes and engagement of each participating facility. The quality facilitator assigned to the program will offer ongoing coaching and support through regular visits, communication and individuated technical assistance. The quality facilitator will be responsive to the individual needs of each facility and bring additional experts and outside support as needed to support the facilities CQIP.
3. Implement selected evidence-based coaching models, appropriate for the setting, in consultation with OSSE / DEL. The purpose of the quality facilitator is to provide support and implement an evidence-based coaching model for early childhood administrators and owners that helps them advance high-quality early care and education in the District. The District's QRIS emphasizes the importance of relationships between teachers and children; therefore quality facilitators must make every effort to cultivate positive connections with staff and leadership within the facility. Quality facilitators will respect each facility's practices and culture and create a trusting relationships with an emphasis on confidentiality.

4. Maintain a ratio of no more than 12 child development facilities per quality facilitator. The grantee, in consultation with OSSE / DEL, will determine a weighting process to ensure equitable distribution of sites per quality facilitator (i.e. based on size, etc.).
5. Support quality facilitators in development and implementation of the CQIP and provision of ongoing PD and TA. The quality facilitator helps connect the facility to resources and services that enhance the skills, knowledge and competencies of the owners, directors, family child care providers and the early care and education workforce at the facility. The specific responsibilities of the quality facilitator include, but may not be limited to:
    a. Supporting the development and implementation of the CQIP
        i. The CQIP is an ongoing process, an important lever to improving the quality of programs, and is central to the QRIS theory of change. Therefore, the development and implementation of the CQIP is required for all programs.
        ii. The CQIP is driven by individual programs, and supported by their assigned quality facilitator. The quality facilitator will assist the on-site administrator (OSA) in the development and implementation of the CQIP, and will document the outcomes of each coaching session/site visit in the online application.
        iii. Once the goals and action plans are created, the quality facilitator will meet with the OSA, as appropriate, to strategize supports needed to best meet the program improvement needs.
    b. Ongoing Coaching Service Model
        i. The quality facilitator will implement a targeted and individualized coaching service model, providing the facility with coaching sessions, professional development and facilitation, not to exceed 10 hours each month.
        ii. The quality facilitator will use the selected evidence-based coaching model appropriate for the setting (e.g., peer coaching, cognitive coaching, subject-specific coaching, practice-based coaching) and focus on promoting reflective practice, co-developing strategies and having positive interactions that build capacity and lead to sustainable change.
        iii. The quality facilitator will work with the OSA to schedule regular visits based on the needs of the program. Site visits may include meeting with the OSA for planning, co-leading classroom observations and providing meaningful feedback to teachers, or professional development related to the use of classroom data (e.g., ITERS-R, FCCERS-R, CLASS) for quality improvement purposes and other areas related to early childhood.
    c. Technical Assistance (TA) on Quality Topics
        i. The quality facilitator will provide culturally-relevant and inclusive TA in-person or via phone and email to build capacity on various domains including early learning and use of technology.
        ii. Child development facilities that need support in planning and implementing components in each of the quality standards – effective learning environment, attendance, curriculum and child progress monitoring, professional development and family engagement – will receive tiered TA through a CQIP.
    d. Professional Development on Quality Topics
        i. The quality facilitators will support the professional development of their OSA cohort by creating and facilitating intentional and interactive trainings focused on relevant and timely topics.

ii. The quality facilitator will provide a minimum of quarterly communities of Practice (CoP)[10] to share ideas, gather feedback and compile best practices in early childhood education.
iii. The quality facilitator will connect the programs to existing professional development offerings and available specialized resources (e.g., DC CCC, Strong Start Early Intervention Program, DCPS Early Stages, OSSE professional development, etc.).

6. Contract with a vendor that allows participating child development facilities to order materials and supplies directly from the vendor with work flow approvals embedded and provides data analysis and visualization at the District level to inform planning and decision making.

Program Area Two: CCR&R

The CCR&R system will function to support communication, facilitate referrals and help improve the quality of early care and education in DC. The grantee must employ staff that represent the linguistic and cultural diversity of the children and families served, including Spanish and Amharic speaking staff. The grantee must leverage a variety of strategies that link families to child care assistance programs and providers to evidence-based services and supports that build the capacity of DC to deliver high-quality early care and education for all children. Grantee(s) must develop a system for receiving ongoing feedback and making relevant adjustments to the program. Grantee(s) must demonstrate an ability to establish and sustain the following components, broken down by stakeholder group.

1. Early Childhood Workforce: The grantee(s)/partner(s) will:
    a. Coordinate all in-person professional development for the early childhood workforce, in coordination with other Program Areas and ensure they are posted and tracked in the Professional Development Information System (PDIS), this also includes issuing Professional Learning Units for training participation. The professional development opportunities should be based on surveying of the local workforce and based on expertise as detailed below under "Maintain in-house expertise."
    b. Maintain in-house expertise: Research best practices of programs, instructional practices and policies focused on the different aspects of child development, such as:
        i. Social-emotional development
        ii. Early childhood development and developmental delays (e.g. importance of newborn screenings and early intervention)
        iii. Physical health and development
        iv. Parent and family engagement
        v. Positive behavioral intervention
        vi. DC CCELS
        vii. Business practices of child development centers and homes

[10] Communities of practice (CoPs) are typically participant-centered as opposed to a more traditional training model in which a trainer delivers content to participants in a lecture format. CoPs require facilitation but focus on participants engaging in content-specific discussions and activities and often resemble group practice-based coaching. CoPs are monthly professional development sessions that incorporate the CoP model and focus on content/research-based practices based on the Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS).

viii. Special considerations for non-traditional hour-based providers

c. Manage the Trainer Approval Program (TAP) process: The TAP is the program through which trainers become certified to provide professional learning units in the early childhood education settings in the District. This will include:
    i. Reviewing applications, assembling review panels for the sample training module presentations, scheduling the presentations, assigning new trainer numbers and sending communications regarding application decisions.
    ii. Holding an annual Train-the-Trainer session for all TAP-certified trainers in December.
    iii. Holding an information session for all interested TAP applicants in December.
    iv. Responding to all inquiries regarding the TAP application process.
    v. Maintaining the certified trainer list, including updating per any changes in core knowledge areas or an individual organization's trainer lists.
    vi. Tracking quarterly reports, including sending reminders to all trainers, receiving the reports, submitting training data to DEL and sending related communications (e.g., reminders, notice of late submissions).
d. Deliver structured professional development in core knowledge areas through well-established small-group training opportunities; provide one-on-one TA, coaching and onsite consultation services to systematically respond to providers in need of specialized and informative resources, complementing the work of the Shared Services Business Alliance and quality facilitators. Professional development provided will be in the areas mentioned above in 1.d.: Maintain in-house expertise. Professional development will cover business administration topics and coordination will be expected among the Program Areas to ensure that the same topics are not delivered multiple times.
e. Provide Referrals: Connecting teachers with available ongoing educational funding opportunities and providing referrals for business and administrative support, particularly to the Shared Services Business Alliance or other community partners.

2. Families / Community: The grantee(s)/partner(s) will:
    a. Lead consumer education and engagement around Capital Quality for families and the broader early childhood community.
        i. The grantee will use a combination of data and stories from programs to communicate the benefits of Capital Quality to families.
        ii. The grantee will facilitate community outreach (e.g., information sessions, coordination with community partners and events) to educate families and the community on Capital Quality designations, what makes a quality early learning program and how participation in Capital Quality engages early learning programs in a process of continuous quality improvement.
    b. Adopt a framework for parent, family and community engagement that:
        i. Addresses the role of parents/families as their child's first and most important teacher. Provide individualized technical assistance and support to families' seeking child care, helping them navigate child care policies and practices, the voucher system and make informed choices regarding the services that best suit their needs. Such information is to include, but are not limited to: what quality child care looks like and the importance of quality in promoting positive child development; provide early childhood support to all District children and families that is based in authentic feedback from the families served as well as, the other

support programs; and the process of identification of developmental delays and disabilities and supports available for families of young children identified as having developmental delays and disabilities (e.g., Strong Start, Early Stages). This information will be shared through different mediums of communication, such as:

1. A hotline: DC CCC will utilize Language Line Services, a phone-based interpretation service, to meet the needs of all hotline customers
2. Printed materials, such as brochures, made available at the DC CCC service center(s) and translated in the following languages: Amharic, Spanish, Chinese, French, Vietnamese, and Korean
3. Specialists staffing the DC CCC service center(s) to work with all parents/family members/community members who may walk in to the DC CCC service center(s)
    a. DC CCC will utilize Language Line Services, a phone-based interpretation service, to meet the needs of all DC CCC service center customers
4. A lending library
5. In-person trainings/parent engagement events as well as webinars arranged by DC CCC
6. Other trainings/webinars offered through trusted sources (e.g., TAP-certified trainers)
7. Participation in parent/family events hosted by other DEL/OSSE programs, LEAs, government agencies, community partners, etc.

c. Forge connections to child care: Helping connect families with early care and education opportunities including information on how to access educational and financial resources through hotline management; sharing knowledge on the availability and location of targeted services for English Language Learners (ELLs), services for infants and toddlers, and children and families experiencing homelessness; children with disabilities; providing printed informational brochures on child care and child development translated in the following languages: Amharic, Spanish, Chinese, French, Vietnamese and Korean.
d. Provide and maintain access to a resource-rich DC CCC lending library: The library allows parents / families and community members to borrow quality literature and books, digital resources, supplies and curriculum resources. The consumers will be able to borrow these resources through an online lending system.
e. Provide ongoing education: Providing information on the type and availability of early care and educational opportunities in DC; assisting families to understand quality child care and the importance of quality in promoting positive child development.
f. Provide referrals: Partner with the DC Health Department's Help Me Grow program to ensure families are seamlessly and successfully connected to the services and supports they need.
g. Provide a centrally located office accessible to public transportation with space for walk-in consultations. The physical space must accommodate site-based appointments, meetings and large group training sessions.
h. Conduct community engagement sessions and elevate concerns to OSSE: Communicating the work of the grant in a manner that addresses the cultural, linguistic and geographic diversity of DC's families who may walk in for child care referrals or other services and

early childhood professionals and utilizing Language Access, an online translation service, as needed.

i. Attend community events to disseminate information to network
j. Engage with government agencies: The DC CCC program will create and maintain collaborative relationships with other agencies within the District government and develop partnership agreements that align with the goals identified in Section 1 of the District of Columbia's Child Care and Development Fund Plan (CCDF) (https://osse.dc.gov/publication/dc-child-care-and-development-fund-state-plan-ffy-2019-21). These agencies include, but are not limited to:
    i. Department of Human Services (DHS)
    ii. Child and Family Services Agency (CFSA)
    iii. DC Health
    iv. Department of Behavioral Health (DBH)
    v. American Job Centers
    vi. DC Early Intervention Program (DC EIP)
    vii. District of Columbia Public Schools (DCPS) Early Stages
    viii. Connect DC
    ix. Department of Employment Services (DOES)
    x. Additional agencies as necessary.
    xi. Multiple organizations that offer comprehensive assistance and services, including:
        1. Housing
        2. Legal and Employment Services
        3. Food Banks
        4. Workforce Investment Councils
        5. Immigrant and Refugee Services
        6. Organizations that work to keep vulnerable and high-need families safe, sheltered, healthy and fed
    xii. As a result of these partnerships, CCR&R will:
        1. Meet with staff designated by the partner to provide information about the DC Child Care Connections services and to seek ideas from the partner about services the DC Child Care Connections might offer to them to help strengthen their ability to refer their clients.
        2. Facilitate quarterly Partnership meetings to make sure there is a strong line of communications between the DC Child Care Connections staff and the Partners.
        3. Other responsibilities as agreed upon by the DC Child Care Connections and the partner to provide high quality services to clients.

3. Child Development Facility Owners, Family Child Care Businesses and Center Directors
    a. Conduct annual District grant sweeps for funding opportunities relevant for child care providers and maintain a directory of funding and resource assistance for child development facilities.
    b. Conduct annual market rate surveys of all licensed child care providers to obtain information on child care rates charged to private pay families and publish the results.

c. Identify ongoing needs of child development facilities: Conduct annual survey to determine additional support and resources needed by child development facilities and provide the results to OSSE.
d. Help navigate and understand government regulations: act as a centralized non-governmental resource, working with potential and current early childhood educator and administrators, to discuss and assist with their professional development and business practices needs and help them navigate and understand the regulatory requirements.
e. Engage this group of ECE leaders in the development, planning, and execution of projects that will impact the broader early care and education field in the District.

Program Area 3: Shared Services Business Alliance

The proposed services, TA and professional development must reduce the administrative and operational burden associated with managing child development homes, expanded homes and small child development centers (i.e., with four classrooms or less). The grantee must employ Spanish and Amharic speaking staff. Grantee(s) must develop a system for receiving ongoing feedback and making relevant adjustments to the program.

Under this grant, the current alliance will be expanded to allow small centers (four classrooms or less) with the understanding that they face many of the same operational and administrative challenges as child development homes. All members of the alliance will pay a fee in return for an array of services, professional development and TA obtained. The structure of the fee will be agreed upon with OSSE and may be phased in. Services are broken down by stakeholder group below.

1. Early Childhood Workforce: The grantee(s)/partner(s) will offer a suite of fee-based services along with a complementary, needs-based suite of professional development offerings to supplement, and not supplant, the services being offered (e.g., how to use outputs from the services or manage contractor relationships, rather than complete the services themselves). The fee structure may be phased in over the course of the grant. A plan for this must be clearly demonstrated and approved by OSSE / DEL.
    a. Tiered services should cover the following areas at minimum. Tiers are distinguished based on the number of services, with Tier 2 having additional services. When a fee is introduced, Tier 2 should have a higher fee:
        i. Tier 1:
            1. Initial home evaluation for safety and health regulation compliances and records checked by a child care specialist.
            2. Quarterly follow-up with an OSSE child care specialist visit for safety and health regulation compliance and records check, as well as related TA.
            3. TA with licensing renewals, visits, including guidance and paperwork and abating licensing deficiencies
            4. Assistance with leveraging tools and templates from EC Share DC (e.g., parent handbook)
            5. Assistance in developing/updating an emergency plan
            6. Annual deep cleaning
            7. CPR/First aid training

8. Assistance with completing applications for ongoing education and scholarships to cover associated costs
9. Assistance with identifying and registering for CDA classes, completing application and collecting supplemental documents
10. Mentoring for newly licensed child development facilities
11. Basic business marketing support (e.g., creation of fliers and Facebook ads)

ii. Tier 2

1. All of the above
2. Monthly child care specialist visit for health and safety compliance, records check, and /or related TA
3. Provide copy of a research-based curriculum
4. Preparation and dissemination of monthly invoices to families
5. Processing of monthly parent fees
6. Provide delinquent account management
7. Preparation of annual IRS-1099 form
8. Semi-annual deep cleaning
9. Provide paid liability insurance
10. More in-depth business marketing support (e.g., provider profile/ bio; creating an individual website)
11. Subsidized child care eligibility determination
12. Provide pest control services
13. Human resources – Temp agency contract for a substitute pool for release during professional development and staff absences.

b. Provide assessments of financial health and strategic support: Assist leadership in analyzing and understanding their facilities' financial health and business strategy, leveraging existing tools and data (e.g. Bainum Supply & Demand Study, Non-Traditional Hour study).
c. Professional Development provided by the grantee(s)/partner(s) should cover the following areas at minimum: Managing staffing turnover, leveraging technology skills (including practical work on CQIP and required OSSE systems), monitoring waitlists and maintaining full enrollment, collection of parent fees, fundraising and revenue diversification, reporting and compliance with DC law, special considerations for non-traditional hour care (beyond 7 a.m.-6 p.m.), government regulations and programs, including DC licensing standards, the Child and Adult Care Food Program (CACFP) and other standards.
d. Referrals: The grantee(s)/partner(s) will provide referrals to CCR&R Directors' Corners for additional PD needs (and coordinating to avoid duplication).

2. Families / Community: The grantee(s)/partner(s) will:
    a. Conduct consumer engagement and education:
        i. The grantee will use a combination of data and stories from programs to communicate the benefits of participation in the Shared Services Business Alliance and recruit new families to enroll in homes and centers participating in the Alliance.

ii. The grantee will facilitate community outreach (e.g., participation in community events) to educate families on the availability and benefits of the Shared Services Business Alliance.
iii. Connect families to the DC CCC grantee / partner to receive referrals for child care

b. Determine the eligibility of children to receive subsidized child care for children seeking to enroll in child development facilities
c. Collect, on behalf of child development facilities in the alliance, subsidized child care payments from OSSE;
d. Collect co-payments from parents of children enrolled in facilities in the alliance
e. Marketing and relationship building: Engage with providers outside the network to increase participation, using plain-language cost benefit analysis tools and graphics.
f. Strengthen and building the supply of child development homes and small centers: Engaging with community--based organizations to build the supply of child care.
g. Convene community engagement sessions and elevate any concerns to OSSE: Communicate the work of the grant in a manner that address the cultural, linguistic and geographic diversity of DC's families and early childhood professionals and utilizing Language Access, an online translation service, as needed.

1.3.2 Objectives

The objectives for this grant are as follows:

a. Improve the quality of early learning environments
b. Strengthen partnerships and communication with parents to enhance knowledge
c. Increase access to quality resources, referrals and supports for families
d. Improve program participation and outcomes for children and families
e. Increase successful linkages for families and providers to needed services and supports
f. Improve the diversity and equity of outcomes for young children in programs and services

1.3.3 OSSE/DEL Responsibilities

OSSE/DEL will utilize several monitoring strategies including, but not limited to, collection of performance data and review of financial reports. All data submitted to OSSE/DEL will be subject to verification, and OSSE/DEL may require additional information from the grantee. Additionally, OSSE/DEL reserves the right to request, and be provided with additional information, such as financial records, supporting documents, data and statistical records and all records pertinent to this award at any time during the grant award life.

Grantee(s) will create and maintain collaborative relationships with the units in DEL, especially the Quality Initiatives Unit, to continually evaluate the effectiveness of the Program Areas, and use data to drive decision making and better inform where investments need to be made to improve quality across the District's early care and education system. OSSE DEL will hold administrative-level monthly meetings, at a minimum, to ensure that all parties are kept abreast of the progress of the work and the deliverables associated with this grant. These monthly meetings will also be used to analyze data pertinent to this grant. Quality facilitators will also attend OSSE-related trainings (e.g., LEA Institute) and webinars related to any of the Program Areas.

1.3.4 Performance Standards and Quality Assurance

OSSE/DEL expects that the grantees' performance will result in measurable, quality improvements in the early childhood education. The grantee will be expected to meet with OSSE/DEL to share information and review reports related to the status of grant and sub-grant activities. In addition, the grantee will be required to meet performance standards and an acceptable quality level to be determined by OSSE/DEL and the grantee.

1.4 Award Administration

1.4.1 Grant Award Notice and Payments

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Each awarded applicant will receive a Grant Award Notification (GAN) generated through OSSE's enterprise grant management system (EGMS) that will include the award amount, award agreement, terms and conditions of the award and any supplemental information required. Once OSSE has fully approved the application and issued an official GAN, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the grantee to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursement for grant program expenditures, OSSE grantees must complete and submit a reimbursement request electronically using EGMS.

1.4.2 Audits

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

1.4.3 Monitoring and Reporting

The recipient will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. OSSE grant managers will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits. Monitoring efforts are designed to determine the grantee's level of compliance with federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with federal and/or District requirements. Failure to maintain compliance with such requirements may result in payment suspension, disallowance of costs or termination of the grant.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information and reporting on outcomes regarding the program and activities carried out with grant funds. Grantees shall be required to reply and acknowledge OSSE's information requests within 48 hours and to provide requested information within ten (10) business days.

The grantee will be required to report information in a manner consistent with OSSE's database management information system requirements, which will be clarified with the grantee. The quarterly program reports will describe the grantee's and sub-grantees' financial health, outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. Reporting may require detailed, as well as aggregate reporting of accomplishments.

Quarterly reports will be due the 10th of the month following the end of each fiscal quarter.

1.4.4 Confidentiality of Records

Except as otherwise provided by local or federal law, no recipient shall use or reveal any research, statistical or personally identifiable information for any purpose other than that for which such information was obtained in accordance with this grant program. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit or judicial, legislative or administrative proceeding.

The grantee must demonstrate an ability to maintain the confidentiality of the information of child care providers and to report the information specified below to the OSSE/DEL. Specifically, the grantee must agree to and abide by the following conditions:

a. The records of participants shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Such records may not be divulged to unauthorized persons.

b. No person receiving information concerning participants shall publish or use the information for any purpose other than that for which it was obtained, reviewed or presented.
c. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants.
d. All records regarding children receiving services from a participant shall be subject to the confidentiality requirements of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and applicable regulations.

1.4.6 Appearance of a Conflict of Interest

The grant recipient shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award or an activity supported by award funds, if the appearance of a conflict of interest would be involved. An appearance of a conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner; or an organization that employs, or is about to employ, any of the aforementioned, has a financial or personal interest in the firm or organization selected for a contract.

1.4.7 General Terms and Conditions

a. Funding for this award is contingent on OSSE's continued availability of funds. The RFA does not commit OSSE to make an award.
b. OSSE reserves the right to accept or deny any or all applications if OSSE determines it is its best interest to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant-making rule(s) or any applicable federal regulation or requirement.
c. OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
d. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
e. OSSE may conduct pre-award onsite visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
f. OSSE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
g. OSSE shall provide the citations to the statute and implementing regulations that authorize the grant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
h. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

1.5 Award Process

1.5.1 Review Panel

OSSE/DEL will make the funds available through a competitive process to identify eligible organizations with experience in the child care field that are interested in implementing the Building and Sustaining Quality Early Care and Education grant. Applications that meet all eligibility and application requirements will be evaluated, scored and rated by an OSSE/DEL designated review panel.

OSSE/DEL will use external peer reviewers to review and score the applications received for this RFA. External peer reviewers may include employees of the District of Columbia government who are not employed by OSSE. An external peer reviewer is an expert in the field or the subject matter. The final decision to fund applicants rests solely with OSSE/DEL. After reviewing the recommendations of the review panel and any other relevant information, OSSE/DEL shall decide which applicant to fund.

1.5.2 Scoring Rubric

1.5.2.1 Overview

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project. The scoring of the application is based on a 100-point scale. These criteria allow the external peer reviewers and OSSE staff to determine an applicant's justification of need for grant funds, the soundness of its proposed service delivery plan, the adequacy and reasonableness of proposed resources needed and demonstrated capability for managing the proposed program.

1.5.2.2 Executive Summary

- **Overview:**
  - Briefly describe the applicant organization and its proposed methodology for building the DC early childhood ecosystem capacity to grow and sustain viable child care operations by partnering with providers, parents and families and the community.
  - The structure of the proposed program including the coverage of specific Program Areas and the amount requested should be clarified here.
  - Demonstrate a plan to ensure services delivered to providers, families/parents and the community under the Program Areas continue uninterrupted.

1.5.2.3 Information about the Organization (Maximum: 10 points)

- **Mission and History (Maximum: 5 points):**
  - Provide the organization's mission statement and a description of its core programs.
  - Explain the relevance of the organization's programmatic and operational activities to the purpose of the grant.
  - Provide an organizational history as it relates to work in supporting and sustaining small businesses and/or engaging with the early childhood education community.

- **Strategic Logic (Maximum: 5 points):**
    - Describe the strategic logic for the organization to manage this grant at this point in the organization's history.
    - If any Program Areas are being implemented by partner organizations, provide the strategic logic for selecting this intended partner or the qualities you will look for if the contractor has not yet been selected.

1.5.2.4 Organizational Knowledge (Maximum: 35 points)

- **Experience in Each Program Area to which your Organization is Applying**: (Maximum: 15 points): **All Program Areas:** Describe your organization's experience in each of the Program Areas to which you are applying. Knowledge should be demonstrated in the following core competencies:
    - Administering and managing federal grants
    - Organizational development
    - Systems design and capacity
    - Business operations, knowledge of small business principles
    - Financial management principles
    - Education and/or human services and human resources management.
    - Child development facility licensing regulations, knowledge of child development and developmentally-appropriate practice in early childhood education
    - Adult learning theories and experience holding trainings/PD with adult learners through demonstrated experience working with culturally and linguistically diverse populations as well as populations with varying levels of literacy.
    - Demonstrated commitment to diversity, cultural relevancy and inclusion
    - Knowledge of District of Columbia Common Core Early Learning Standards (DC CCELS)
    - Familiarity with national accrediting bodies such as the National Association for the Education of Young Children (NAEYC) and the National Association of Family Child Care Providers (NAFCC).
    - Implementing and overseeing change management.
    - Implementing peer support networks and mentorship programs.
    - Working knowledge of early childhood principles and research-based best practices.
    - Demonstrated knowledge of the District's regulatory landscape in early childhood and broader national bodies of knowledge and sources of best practices; and
    - Approved OSSE-trainer on Strengthening Business Practices of Child Care Providers.
    - Knowledge of family engagement best practices and experience working with families navigating early childhood care and education.

- **Gap Identification in the Early Childhood Landscape (Maximum: 5 points):** Applicants should demonstrate an understanding of the gaps in the District's Birth to Five system as they pertain to families and parents, providers and/or communities and a suggested approach to working to address these gaps.

- **Organizational Networks (Maximum: 10 points):**

- **All Program Areas:** List and describe existing organizational partnerships with public and /or private entities that serve the District's residents and whose expertise complements your organization's capacity, including organizations that will assist in delivering services relevant to the Program Area(s) to which you are applying. The organizational network should maximize impact of the grant beyond the work of the applicant's program alone and demonstrate knowledge of the District of Columbia's Early Childhood System Approach to Child Health, Development, Education and Well-being. A complete response should clarify specific examples of public and private programs and initiatives that link with the grant and amplify its impact.

- ❑ **Ongoing Collaboration with Government Stakeholders (Maximum: 5 points):** Describe how your organization will foster and maintain collaborative relationships with OSSE/DEL as well as with and between other service organizations within the District government, including but not limited to: DC Health, Department of Behavioral Health (DBH), DC Department of Health Care Finance (DCHCF), Department of Human Services (DHS), Child and Family Services Agency (CFSA) Department of Employment Services (DOES), Department of Parks and Recreation (DPR) and DC Public Libraries (DCPL).

1.5.2.5 Process to Provide and Monitor Services (Maximum: 45 points)

- ❑ **Implementation of Program (Maximum: 20 points):**
  - **All Program Areas (Maximum: 5 points):** Describe how services will continue uninterrupted and how your program is innovative, building upon the existing model.
  - **Program Area One: QRIS (Maximum: 5 points):**
    - **Quality Facilitator Criteria:**
      - Please also describe your plan to recruit, train and retain high-quality quality facilitators.
      - Describe how your organization intends to adhere to the minimum requirements / criteria for quality facilitators.
    - **Targeted Supports for Early Care and Education Leaders:**
      - Describe how your organization will facilitate the development and implementation of the CoPs, CQIP, individualized coaching service model, matching providers and coaches, TA and PD to the OSA and / or teachers.
  - **Program Area Two: CCR&R (Maximum: 5 points maximum):**
    - **CCR&R Services:** Describe your organization's plan to provide CCR&R services typical to that provided by CCR&Rs in other states but specific to the District's particular needs.
    - **Parent/family/community engagement:** Describe how you will provide consumer education and outreach to parents/families/community members.
  - **Program Area 3: Shared Services (Maximum: 5 points):** Describe how you will implement the Shared Services Business Alliance.
- ❑ **Communications Strategy (Maximum: 5 points):**
  - **All Program Areas: (Maximum: 2 points)**
    - Describe the applicant's approach to conducting outreach and delivering services to culturally and linguistically diverse populations, particularly Amharic and Spanish Speaking populations.
    - Explain how the communication strategy to share information about the services and successes of each Program Area is rooted within the District of Columbia's Child Care and Development Fund Plan 2019-21.
    - Describe how the applicant will work with OSSE to develop and implement a larger communications plan about the successes of the grant.
  - **Program Area One: QRIS (Maximum: 1 point):** Describe your "elevator speech" (i.e. a short description of no more than 50 words) about Capital Quality – what it is, how it works and the benefits of joining the QRIS for different stakeholders.
  - **Program Area Two: CCR&R (Maximum: 1 point):** Outreach and Consumer Education: Describe your plan to collect and disseminate relevant information through different mediums of communication.
  - **Program Area Three: Shared Services Business Alliance (Maximum: 1 point):** Describe your organization's process to retain current members in the alliance as well as recruit and attract additional members to participate in the alliance.
- ❑ **Process for Continuous Learning (Maximum: 15 points):**
  - **All Program Areas (Maximum: 9 points):**

        - Demonstrate how authentic feedback will be solicited on an ongoing basis and how this feedback could potentially be translated into concrete adjustments to the program and service delivery model.
        - Describe how the feedback will be shared with OSSE. See below for more specific details on each Program Area.
    - **Program Area One: QRIS (Maximum: 2 points):** Demonstrate the PD plan for quality facilitators as well as the approach to management of the CQIP for providers.
    - **Program Area Two: CCR&R (Maximum: 2 points):**
        - Describe how your organization will use an annual needs assessment for providers as well as other tools to solicit feedback on required learning areas in OSSE core knowledge areas.
        - Describe how the Directors' Corners will be leveraged as a continued opportunity for networking and professional development.
    - **Program Area Three: Shared Services Business Alliance (Maximum: 2 points):**
        - Market Demand:
            - Describe the process your organization will use to continually assess the home providers' need and the likelihood that they will join the alliance, including measures your organization will take to develop relationships and in-roads with providers.
            - If applicable, name the menu of back office functions to be provided based on anticipated need beyond the services detailed in Section 1.3.1 General Grantee Responsibilities.
        - Financial Feasibility Analysis: Describe the process that will be used to introduce a fee structure and expand services to small centers to sustain and expand the alliance, and a demonstration of the cost-benefit analysis to the provider for their participation.
- ❑ **Development of Work Plan and Data Collection and Evaluation Plans (Maximum: 5 points)**: Using the charts available in EGMS, complete the work plan and data collection and evaluation plan.
    - **Work Plan (Maximum: 3 points)**: Each applicant must submit a work plan for the first year of the four year grant, detailing project activities (i.e., specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.
    - **Evaluation and Data Collection Plan (Maximum: 2 points)**: For each objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency. A complete response should clearly name the party responsible for activities, demonstrate a process for periodic data collection and ongoing learning and program improvement.

1.5.2.6 Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 10 points)

- ❑ **Financial Management (Maximum: 5 points):** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management of the grants and contracts, including:
    - The fiscal controls designed for accountability and procedures to ensure proper spending of the grant according to approved budgets and applications.
    - Details on the structure of the grant, including how any Program Areas not directly implemented by the prime applicant (i.e. implemented by a contractor) will be managed and monitored.
    - The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).

- ❑ **Proposed Budget (Maximum: 5 points):** Using the grant budget, provide a proposed budget for the first year of the four year grant and narrative description of the use of grant funds to address the requirements of this grant. The budget must adhere to the following instructions and include the following grant-specific components:

    - Salaries and Benefits: Show proposed gross salaries and wages for all project staff including a full-time project manager with specific responsibility for managing the grant, and Spanish and Amharic speaking staff. Names of staff members must match between this category of detailed planned expenditures and the staffing plan. Furthermore, the full time salary and benefits must yield the full annual salary amount in the staffing plan and the "percent of effort" indicated in the staffing plan must match the "portion of a FTE to be paid" in this category of detailed planned expenditures. Include proposed fringe benefit expenditures including what is included in fringe benefits and the fringe benefit rate. Please note that the full time salary and benefits together should yield the full salary amount in the staffing plan.
        - **Required**: A full time program manager, and Spanish and Amharic speaking staff must be included.
        - **Required:** Demonstrate how the staffing ensures the applicant meets the Eligibility criteria will be met as stated in Section 1.2.3.
    - Professional Services: List proposed consultant and contractor expenditures. Include justification, scope or work, copy of draft contract, hourly rate of pay, incidental costs, and resume (s) or organizational profile.
        - **Required**: Any contracts to implement Program Areas should be clearly indicated.
    - Equipment: List proposed expenditures for equipment. The unit cost of the item requested must exceed $5,000 to fall into this category.
    - Supplies and Materials: List proposed supplies and educational and other materials expenditures. Include total and extended costs, where applicable. The unit cost of the item requested must not exceed $5,000 to fall into this category.
    - Fixed Property Costs: Rents proposed must be comparable to prevailing rates in the surrounding geographic area. The percent of these costs allocated to the grant should be indicated.
        - Required: A physical office location or plan for leasing or purchasing at least one space in the District.

- Other Objects: List other direct costs directly related to the project, as indicated in the definitions above.
- Indirect costs are allowable expenses in the proposed budget but must be requested by contacting the Program Contact listed in Section 1.1.5. The standard indirect cost rate offered by OSSE/DEL is 10 percent, unless the applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government that allows them to budget a different rate.

SECTION II: PROGRAM INFORMATION

2.1 Work Plan

Each applicant must submit a work plan for the first year of the four year grant, detailing project activities (i.e., specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.

2.2 Evaluation and Data Collection Plan

For each objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency.

2.3 Staffing Plan

The applicant must provide a detailed staffing plan for the project, including full-time and part-time employees. The staffing plan must also include a full-time project manager position and Spanish and Amharic speaking staff. The staffing plan should be supplemented by resumes, qualifications/credentials and position descriptions, including minimum requirements for proposed personnel that have not been identified, the process for recruitment and selection and the timeline for other support persons included in the budget.

In addition to the staffing plan as detailed above, the applicant should also include an organizational chart, all resumes and full job descriptions as attachments.

2.4 Other Attachments

2.4.1 W-9

Each applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to OSSE/DEL within the past year, the applicant shall provide the date of this submission.

2.4.2 Resumes and/or Qualifications of key staff

2.4.3 Audited financial statements for the past three (3) years

2.4.4 Documentation of organizational status (e.g., Tax Exemption Letter)

2.4.5 Conflict of Interest Policy

2.4.6 Separation of Duties Policy

2.4.7 Organizational chart

2.4.8 Executed or draft partnership agreements with any organizations working on the Program Areas

ATTACHMENTS

Attachment A: Assurances and Certifications

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

Attachment A: Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

The applicant shall be required to provide the following assurances in EGMS:

Central Data Assurances

Applicants will be required to attest to the following specific assurances*:*

1. If the grant is federally funded, recipient assures that it shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of any previously filed disclosure under 28 CFR Part 69, "New Restrictions on Lobby." See 28 CFR § 69.110(c).
2. If the grant is federally funded, recipient assures that it shall give immediate written notice to OSSE if it failed to disclose information required by federal regulations implementing 2 CFR Part 180, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," or if due to changed circumstances, the applicant or any of its principals now meet any of the following criteria:
   A. Are presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
   B. Have within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.
   C. Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (B) of this certification.
   D. Have within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default. See 2 CFR §180.350.
3. We will immediately notify OSSE, in writing, if either of the following occurs during the grant period:
   A. We or any of our officers, partners, principals, members, or key employees is indicted or has charges brought against them and/or is convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant's organization; or (ii) any crime or offense involving financial misconduct or fraud;
   B. We or any of our officers, partners, principals, members, or key employees becomes the subject of legal proceedings arising directly from the provision of services by the organization.
4. We shall comply with all terms and provisions of the *OSSE Subrecipient Monitoring Policy*, as may be amended.
5. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the LEA Data Management Policy, as applicable, or other OSSE data collection

directive or policy, any records or data for the purposes of compliance with the federal or state data collection and reporting requirements, including EDFacts, compliance with federal or state grant administration requirements, inclusion, and/or preparation of the Annual School Report Card.

6. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
7. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.
8. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
9. If required by the grant making agency, we are able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
10. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;
11. We have a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that we have otherwise established that we have the skills and resources necessary to perform the grant;
12. We have a satisfactory record of integrity and business ethics;
13. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
14. We are in compliance with the applicable District licensing and tax laws and regulations;
15. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
17. We will retain all records, supporting documents, statistical records, and all other records pertinent to a Federal or local award for a period of five years from the date of submission of the final expenditure report or other required report, as appropriate. DC City-Wide Grants Manual and Sourcebook §8.8 Agency Post-Award Responsibilities; 34 CFR §81.31(c).
18. If the grant is locally funded, the recipient assures that it will (1) maintain effective control over, and accountability for, all personal property purchased with local grant funds by adequately safeguarding all assets, particularly equipment and any computing devices, and assuring that they are used solely for authorized purposes and (2) seek disposition instructions from OSSE when equipment (property with a purchase price of greater than $5,000) acquired under an award is no longer needed. OSSE further reserves the right to require the grantee to return the grant-funded share of any equipment or residual inventory of unused supplies (all tangible property other than equipment) exceeding $5,000 in total aggregate value at the end of the grant period.
19. Recipient assures it will abide by the prohibitions and protections required by the District of Columbia December 18, 2017 Mayor's Order 2017-313, Sexual Harassment Policy, Guidance and Procedures, as applicable to grantees.

20. Recipient assures it can comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
21. Recipient assures it complies with applicable Drug and Alcohol Testing provisions of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA).
22. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. If the grant is locally funded, the recipient grants OSSE a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license for any copyrightable work to (i) access, reproduce, publicly perform, publicly display, and distribute the copyrightable work; (ii) prepare derivative works and reproduce, publicly perform, publicly display and distribute those derivative works; and (iii) otherwise use the copyrightable work, provided that in all such instances attribution is given to the copyright holder.

Acknowledgement Assurances

The recipient shall comply with all applicable District and Federal statutes and regulations as may be amended from time to time, including, but not necessarily limited to:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. § 12101 et seq.)
2. Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. § 701 et seq.)
3. The Hatch Act, Pub. L. 103-94 (5 U.S. Code § 7321 et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. § 201 et seq.)
5. The Clean Air Act pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85 et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. § 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. § 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. § 621 et seq.)
10. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. § 1001)
11. Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. § 1101)
12. Family Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. § 6381 et seq.)
13. Assurance of Nondiscrimination and Equal Opportunity (29 CFR § 34.20)
14. District of Columbia Human Rights Act of 1977 (D.C. Official Code § 2-1401.01)
15. Title VI of the Civil Rights Act of 1964
16. District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
17. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. § 1352)
18. The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et.seq.)
19. Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. § 701 et seq.)
20. District of Columbia Language Access Act of 2004, D.C. Law 15-414, D.C. Official Code § 2-1931 et seq.)
21. Fair Criminal Record Screening Amendment Act of 2014, D.C. Official Code § 24-1351

22. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)
23. Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (P.L. No. 91-646)
24. Flood Disaster Protection Act of 1973, as amended (P.L. 93-234; 42 U.S.C. § 4002)
25. National Historic Preservation Act of 1966, as amended (P.L. 89-665; 16 U.S.C. § 470 et seq.), Executive Order 11593
26. Coastal Barrier Resources Act, as amended (P.L. 97-348; 16 U.S.C. 3501 et seq.)
27. D.C. Minimum Wage Amendment Act of 2013 (D.C. Law 9-248, D.C. Official Code 32-1001 et seq.)

Certifications

The applicant shall be required to provide the following certifications:

1. Lobbying

If the grant is federally funded and as required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies, to the best of his or her knowledge and belief, that

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, 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 the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
B. 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 grant or cooperative agreement, the aforesigned shall complete and upload Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. The form may be uploaded within the applicant's application in EGMS.
C. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

If the grant is federally funded and as required by applicable federal regulations implementing Office of Management and Budget (OMB) guidelines at 2 CFR Part 180, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," for prospective participants in a covered transaction:

A. The applicant certifies that it and its principals:
   i. Are not presently debarred, suspended, proposed for debarment, excluded, disqualified, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from covered transactions by any Federal department or agency.
   ii. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust

statutes; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

iii. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in subparagraph (i) of this certification; and

iv. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attached an explanation to this application.

3. Criminal Offenses or Legal Proceedings

The applicant must disclose in a written statement whether the applicant or any of its officers, partners, principals, members, associates, or key employees, within the last three years prior to the date of the application has:

A. Been indicted or had charges brought against them (if still pending) and/or been convicted of any crime or offense involving financial misconduct or fraud; or

B. Been the subject of legal proceedings from the provision of services by the organization.

If the response for 3(A) or 3(B) is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and the surrounding circumstances in writing and provide documentation of the circumstances.

"The applicant is prohibited from including any individual's personally identifiable information, including but not limited to any data protected under the Family Educational Rights and Privacy Act, without also providing that individual's written consent for the release of that information. Personally identifiable information is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

4. Political Campaigns and Contributions (for locally funded grants of $100,000 or more)

If the grant is $100,000 or more of local funds and in accordance with D.C. Official Code §1-328.15, I certify, under penalty of perjury, that the applicant is eligible to receive this grant award because the applicant and any of its officers, principals, partners, or members has not made a contribution (as that term is defined in D.C. Official Code §1-1161.01) or solicited such a contribution to be made for a District of Columbia general election within the time periods as described below:

A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:

i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;

ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or

iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.

B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after the general election for which the contribution or solicitation for contribution was made to any of the following

i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:

(1) An elected District official who is or could be involved in influencing or approving this grant; or

(2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;

ii. A political party; or

iii. An entity or organization:

(1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or

(2) In which a candidate or elected District official described in (a) or (b) of this paragraph has an ownership interest of 10 % or more.

5. Compliance with Tax and Other Payments

The applicant certifies that it is current and shall remain current on payment of all federal and District taxes, as applicable, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied, as appropriate, by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. If applicable, please upload the OTR statement of certification here.

6. Any registered domestic entity or registered foreign entity must submit a Certificate of Good Standing from the D.C. Department of Consumer Affairs (DCRA). The Certificate of Good Standing verifies that an entity meets the regulatory requirements of the DCRA's Corporations Division. Please see the following link for more details. (https://dcra.dc.gov/book/corporate-registration-faqs/corporate-registration-faqs-process).

Is the applicant a registered domestic entity or registered foreign entity with DCRA's Corporations Division?

- ☐ Yes
- ☐ No

If yes, you must submit a Certificate of Good Standing below.

7. Acknowledgment of Accuracy

I certify that, to the best of my knowledge and belief, the information contained in this application is correct. I understand that to falsify information is grounds for denial or termination of any grant award

Program Assurances

1. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE grant monitor. In the case of staffing changes, an amendment to the approved application must be made, specifically in the Staffing Plan and Detailed Planned Expenditures, Salaries and Benefits section.
2. Applicants must provide certifications herein that, if awarded funding, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide

services under this funding, as required by applicable D.C. law. Any conviction or arrest identified in the background checks of the program's employees will be reported to the OSSE, which will determine the employee's suitability for employment.

3. The applicant 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.
4. A for-profit applicant, and a non-profit applicant with 50 or more employees, receiving an award of at least $100,000 shall ensure that employees are paid in compliance with the Living Wage Act of 2006, as amended. The applicant shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
5. We agree to submit quarterly program reports as described in the request for applications, and such other information as OSSE may require.