



REQUEST FOR APPLICATIONS (RFA): DELCEPINTOD03012013

**Government of the District of Columbia
Office of the State Superintendent of Education**

**FY 2013
CREATING CENTERS OF EXEMPLARY PRACTICE IN
INFANT/TODDLER CARE**

The Office of the State Superintendent of Education (OSSE) invites the submission of applications for funding through the District of Columbia Local Funds

Late Applications Will Not Be Forwarded to the Review Panel.

PRE-APPLICATION CONFERENCE

TO APPLY, ATTENDANCE IS REQUIRED

WHEN: Tuesday, February 12, 2013

WHERE: 810 First Street, NE
3rd Floor Conference Room
Washington, D.C. 20002

TIME: Noon. – 2:00 p.m. EST

CONTACT PERSON: Walter C. Lundy, Jr., M.Ed.
Associate Director
Office of the State Superintendent of Education (OSSE)
810 First Street, NE, 9th Floor
Washington, DC 20002
(202) 442-4780
Walter.Lundy@dc.gov

Please RSVP to the OSSE no later than Monday, February 11, 2013 as seating is limited. You may RSVP to Lilian Tetteh via e-mail to lilian.tetteh@dc.gov.

DEADLINES AND IMPORTANT DATES

Request for Applications Announcement	June 29, 2012
Request for Applications Release Date	January 25, 2013
Last Day to Register for the Pre-Application Conference	February 11, 2013
Pre-Application Conference	February 12, 2013
Deadline for Applications	March 1, 2013, 3:30 p.m. EST
Award Announcement	March 15, 2013
Grant Award Conference	March 27, 2013
Grant Start and End Dates	April 1, 2013 to September 30, 2013

Checklist for Applications

- The Applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes listed in Attachments B and C are complete and contain the requested information.
- The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for OSSE approval upon receipts.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Evaluation Plan is complete and complies with the format found in Attachment F of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment G of the RFA.
- The Program Budget is complete and complies with the format found in Attachment H of the RFA. The budget narrative is complete and describes the category of items proposed.
- The Board of Directors List is complete and complies with the format found in Attachment I of the RFA.
- Applicant organizations/entities using this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form (Attachment J of the RFA) for each collaborative partner.
- The Applicant has read and signed the Statement of Confidentiality found in Attachment L of the RFA, and has submitted signed copies for all staff who will work on this project.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side.
- The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- The program narrative section is complete and is within the 10-page limit for this section of the RFA submission.
- The Applicant is submitting four (4) copies of the application: the required original and three (3) copies.
- The application format conforms to the guide listed in Section VI, Application Format, listed on page 13 of the RFA.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application is electronically submitted to Office of the State Superintendent of Education, Grants Management and Compliance, 810 First Street, NE – 4th Floor, Washington, DC 20002, no later than **3:30 p.m. EST**, on the deadline date of **March 1, 2013**.

REQUEST FOR APPLICATIONS

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SECTION I: GENERAL INFORMATION

Introduction

The District of Columbia Office of the State Superintendent of Education is the lead agency responsible for coordinating early childhood education services to District of Columbia children and their families. OSSE provides leadership and coordination to ensure all District of Columbia children from birth to kindergarten entrance have access to high quality early childhood education. OSSE works to develop an effective early childhood education system by implementing high-quality standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports.

According to the 2011, Infant/Toddler Baseline and Workforce Development Study, commissioned by Great Start DC and conducted by Howard University Center for Urban Progress, if the District of Columbia is to become a world-class city, it must ensure that it offers a world-class educational system that prepares every child, in every community for a great start in life. Recent research points to the need to prepare children even earlier- a realization that school readiness begins in infancy and that birth-to-three years are critical for growth and development. The quality of care and education provided in those decisive early years establishes a child's social and cognitive trajectory for the rest of his or her life.

In support of the District of Columbia's Early Success Initiative which is a collaboration of multiple District agencies and community partners working together to ensure that **ALL** children and families in the District of Columbia are thriving, OSSE invites applicants to establish Infant/Toddler Centers of Exemplary Practice. The Infant/Toddler Centers of Exemplary Practice will serve as community-based models of best practice in the area of Infant/Toddler Care and Education, Workforce Development as well as expansion sites for increasing the number of high quality infant/toddler slots in the District. Additionally, the Creating Centers of Exemplary Practice in Infant/Toddler Care Grant Program will expand and create new Infant/Toddler slots for parents that participate in the OSSE child care subsidy program. Finally, as a part OSSE's quality enhancement strategy, the Creating Centers of Exemplary Practice Grant Program will provide required opportunities for center directors and teachers to observe, train, and learn about best-practice curriculum approaches that are culturally and linguistically appropriate.

Eligible Organizations/Entities

Applicants are limited to those community-based Infant and Toddler programs that are nationally accredited and are willing to participate in the OSSE Child Care Subsidy program.

Source of Grant Funding

Funding for the Creating Centers of Exemplary Practice in Infant/Toddler Care and Expanding Infant/Toddler Slots in the District of Columbia program is made available through District of Columbia local appropriations. The OSSE maintains the right to adjust the grant award and amount based on funding availability. Funding for the award is contingent on continued availability of funds. This Request for Applications (RFA) does not commit the OSSE to make an award.

Award Period

The grant period is from April 1, 2013 to September 30, 2013.

Grant Awards and Amounts

The OSSE seeks to fund multiple grant awards with **funding up to a maximum of \$50,000**. Should a Grantee fail to achieve the stated goals and objectives described in the individual proposal under this Application, the Grantee may be subject to penalties that include but are not limited to loss of funding, suspension or termination.

The OSSE has made no determination of a set number of awards. The OSSE may enter into negotiations with an Applicant and adopt a firm funding amount or otherwise revise the Applicant's proposal.

The OSSE also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

The OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the Applicant's sole responsibility.

The OSSE also reserves the right to accept or deny any or all applications if the OSSE determines it is in the best interest of the Agency to do so. The 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 regulations or requirement.

Terms and Conditions

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

Anti-Deficiency Considerations

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

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the Applicant's submission.

Contact Person

For further information, please contact:

Walter C. Lundy, Jr., M.Ed.
Associate Director
Grants Management and Compliance
810 First Street, NE, 9th Floor
Washington, DC 20002
(202) 442-4780
Walter.Lundy@dc.gov

Pre-Application Conference

The Pre-Application Conference will be held on **Tuesday, February 12, from Noon – 2:00 pm EST**, at 810 First Street, NE, 3rd Floor Conference Room, Washington, DC 20002.

Explanations to Prospective Applicants

Applicants are encouraged to send questions by email to:
Walter C. Lundy, Jr., M.Ed.
Associate Director
Grants Management and Compliance
810 First Street, NE, 9th Floor,
Washington, DC 20002
Email: Walter.Lundy@dc.gov

SECTION II: PROGRAM SCOPE

General Responsibilities

The goal of the Creating Centers of Exemplary Practice in Infant/Toddler Care is to support the District of Columbia's Early Success Initiative which is a collaboration of multiple District agencies and community partners working together to ensure that ALL children and families in the District of Columbia are thriving, OSSE invites applicants to establish Infant/Toddler Centers of Exemplary Practice. The Infant/Toddler Centers of Exemplary Practice will serve as community-based models of best practice in the area of Infant/Toddler Care and Education, Workforce Development as well as expansion sites for increasing the number of high quality infant/toddler slots in the District. Additionally, the Centers of Exemplary Practice will provide opportunities for teachers to observe, train, and learn about curriculum approaches that are culturally and linguistically appropriate.

OSSE will provide mandated director-level and teacher –level training and assistance to build capacity and sustainability throughout the DC early education system.

Examples of services anticipated for this program are summarized below. Applicants are not required to include a narrative response to each of these items in their applications, but are expected to understand and agree to fulfill the following scope of services:

Program Features

- Providers submit an initial application to gain acceptance into the Creating Centers of Exemplary Practice in Infant/Toddler Care Grant Program.
- Applicants must demonstrate, at a minimum, progress toward meeting and the ability to sustain high-quality Infant/Toddler educational services beyond the life cycle of grant funding.
- Providers should utilize current assessment to inform a quality improvement plan. The assessment results and the improvement plan must be submitted as part of the initial application.
- Successful Applicants will receive coaching to assist in refining the work plan and timeline submitted with the initial application which includes **a mandated requirement to create a minimum of 8 new Infant/Toddler slots for parents that participate in the OSSE childcare subsidy program.**
- Continued eligibility will be dependent upon the providers' successful completion of objectives stated in the initial application.

- Participants will be supported and monitored throughout the duration of the grant.
- \$8,000 must be reserved for on-site coaching support. The on-site coaching support will provide a maximum of 20 coaching days @\$400 per day.
- OSSE will organize a cohort of Creating Centers of Exemplary Practice in Infant/Toddler Care Grantees to participate in group capacity building activities through a *mandatory* workshop series. This series will include business management and financial education workshops.

Performance Standards and Quality Assurance

OSSE expects that the Grantee's performance will result in measurable quality improvements. The Grantee will be expected to meet with OSSE to share information and review reports related to the status of grant activities. In addition, the Grantee will be required to meet performance standards and acceptable quality levels to be determined by OSSE and the Grantee.

OSSE Responsibilities

The OSSE will assign a Monitor to monitor the project. The Monitor will:

1. Review all written policies and procedures applicable to the project;
2. Review quarterly progress reports, track and review quarterly invoices and supporting documentation, conduct site visits, and hold periodic conferences with each Grantee to assess the Grantee's performance;
3. Monitor and evaluate the performance of each Grantee according to the Scope of Work and related service delivery standards;
4. Make periodic scheduled and unscheduled site visits to monitor the implementation of the program;
5. The OSSE reserves the right to withhold any payment if the Grantee is found in non-compliance with the OSSE Grant Award Notification and/or its Attachments, and if it fails to correct any deficiencies or meet a deliverable within a reasonable time frame as determined by OSSE. Additionally, OSSE may disallow one percent (1%) of the monthly invoice for any of the following:
 - Failure to achieve the established performance standards (timelines for completion of tasks, content of documents, document submission to OSSE);
 - Failure to submit invoices on time;
 - Failure to submit the monthly work plan report on time; and
 - Failure to attend required meetings.

Note: The one percent (1%) disallowance reflects a decrease in that month's reimbursement total and cannot be reclaimed in subsequent months as the Grantee must internally absorb the reduction as a result of the sanction. Upon the implementation of the one percent (1%) disallowance, OSSE will adjust the Grantee's overall budget by reducing a selected budget line item by the exact amount of that month's one percent (1%) disallowance. Additional monthly one percent (1%) disallowances may be levied for repeated non compliance.

6. While additional monthly one percent (1%) disallowances may be levied for repeat non compliance, repeat and egregious non-compliance may result in the immediate suspension and/or termination of the grant.

Records

The Grantee is required to maintain accurate and complete records of the activities supported by the grant. When delivering services, the Grantee is required to maintain records reflecting initial and periodic assessments, initial and periodic plans, and the on-going progress of project activities.

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

Confidentiality of Records

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

- Participant records shall be kept confidential and shall not be open to the public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, reveals, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
- All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants and their families. The Applicant shall submit

with the application a signed confidentiality statement, found in Attachment H, for each current staff person and volunteer who will be working on the program.

Monitoring

Representatives of OSSE will make periodic scheduled and unscheduled visits to the site for monitoring and evaluation of funded projects. During such visits, the Grantee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

Reporting Requirements

The Grantee will be required to report information in a manner consistent with the OSSE's database management information system requirements. At a minimum, the Grantee will be required to submit a quarterly performance report to the Grant Monitor in an electronic format approved by the Grant Monitor. The quarterly reports will outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Reporting may require detailed as well as aggregate reporting of accomplishments. The format for reporting will be prescribed by the OSSE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Security Certifications

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

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete and return the Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes found in Attachments B and C with the application submission.

SECTION III GENERAL PROVISIONS

Insurance

The Applicant that is awarded the grant under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award and a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability arising out of the performance of services under the award. The Grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

Audits

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

The Grantee shall obtain an independent audit of program expenditures in accordance with P.L. 98-502 (the "Single Audit Act") and Office of Management and Budget Circular A-133, Audit of Institutions of Higher Education and other Non-profit Institutions. If the Grantee expends \$500,000 or more in Federal award funding during the grant period, an independent and in-depth financial statement and audit is required, in accordance with OMB Circular A-133 "single-audit". Two (2) copies of the audit shall be submitted to the OSSE Grant Monitor ninety (90) days after the end of the Grantee's fiscal year. Failure to submit a complete audit report may jeopardize the renewal of the grant award.

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

Nondiscrimination in the Delivery of Services

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

Monitoring

The OSSE staff responsible for monitoring and evaluating the program will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee will be required to provide access to facilities, records, clients and staff as may be necessary for monitoring purposes.

Staff Requirements

- The Grantee must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE Grant Monitor.

SECTION IV: APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received electronically no later than **March 1, 2013, 3:30 p.m. EST**. All applications will be recorded upon receipt. Applications received **after 3:30 p.m. EST** on March 1, 2013 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

Please submit one (1) signed PDF copy of your application. Applications will not be considered for funding if the application does not all of the appropriate signatures.

How to Submit an Application

Applications must be electronically emailed to OSSE.InfantandToddler@dc.gov.

Walter. C. Lundy, Jr., Associate Director
OSSE
Grants Management and Compliance
810 First Street, NE – 9th Floor
Washington, DC 20002

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services will not be accepted.

SECTION V: REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each Applicant’s proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE shall make the final funding determination.

Scoring Criteria

Applicants’ proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

Table 1: Scoring Criteria

	Scoring Criteria	Points
A	NEED	
	<i>Need:</i> The extent to which the Applicant fully describes the market analysis conducted to identify the true need in the target community and by the target population for the services proposed and the cited applicable research supporting that need. The extent to which the Applicant has described the lack of similar services in the target community for the target population.	10
	Total, Need	10
B	PROGRAM OBJECTIVES, SERVICES AND EXPECTED OUTCOMES NARRATIVE	
	<i>Commitment:</i> The Applicant should demonstrate their experience, commitment to vision for improving Infant/Toddler service quality	10
	<i>Objectives:</i> The extent to which the expected outcomes of the Applicant’s stated Project Specific Measurable Objectives are realistic and measurable.	10
	<i>Services:</i> The extent to which the Applicant demonstrates adequate knowledge about and understanding of providing high-quality services and meaningfully relates the proposed project services to obtaining accreditation or re-accreditation.	5
	<i>Work Plan:</i> The extent to which the Applicant proposes a clear plan and reasonable timeline for the delivery of services.	5

	TOTAL, Program Objectives, Services, and Expected Outcomes Narrative	30
C	TARGETED AREAS	
	Programs that serve:	
	<ul style="list-style-type: none"> • Children of families receiving subsidized child care 	2
	<ul style="list-style-type: none"> • English Language Learners 	2
	<ul style="list-style-type: none"> • Residents of Wards 1, 5, 7 and 8 	6
	TOTAL, Targeted Areas	10
D	ACCREDITATION READINESS	
	The extent to which the Applicant documents current accreditation or pursuit of accreditation:	
	<ul style="list-style-type: none"> • Stage I: (Completed Application Stage) 	5
	<ul style="list-style-type: none"> • Stage II: (Completed Candidacy) 	5
	<ul style="list-style-type: none"> • Stage III: (Awaiting Site Visit) 	5
	TOTAL, Accreditation Readiness Note: If already accredited, in order to receive the full 15 points, proof of accreditation must be provided in the application.	15
E	EVALUATION PLAN	
	The extent to which the Applicant describes a meaningful evaluation design for the proposed project, and provides a reasonable plan for timely corrective action and adjustments in response to material deficiency findings.	10
	TOTAL, Evaluation Plan	10
F	APPLICANT EXPERIENCE	
	The extent to which the Applicant demonstrates prior experience in the education of Infant/Toddler- aged children and skills sufficient to manage the proposed project, and the extent to which the key staff identified for the project are sufficiently experienced and skilled to implement the proposed project.	10
	TOTAL, Applicant Experience	10
G	BUDGET & RESOURCES	
	Resources: The extent to which the Applicant describes and demonstrates access for the project to facilities, equipment, staff, licenses and collaborators; and, viability of the organization, and attach the most recent Financial Audit.	5
	Budget: The extent to which the Applicant proposes a spending plan that supports the reasonable costs of the proposed project.	5
	TOTAL, Budget & Resources	10
H	COMPLETENESS & FORMAT OF APPLICATION	
	The extent to which the Applicant has provided all of the information requested in the application and attached all supporting documents.	2.5
	The extent to which the Applicant has followed the Application Format as specified in the Section VI and remained within the specified page limits.	2.5
	TOTAL, Completeness & Format of Application	5
	Maximum Possible Score	100

Decision on Awards

The recommendations of the Review Panel are advisory only and are not binding on the OSSE. After reviewing the recommendations of the Review Panel and other relevant information the OSSE shall make a final decision on which Applicant(s) will receive funds and the amount to be funded.

SECTION VI: APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

Applicant Profile

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, project service area and the amount of funds requested. See **Attachment A**.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary (Not to exceed 1 page)

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative (Not to exceed 10 pages)

The Applicant should provide a full project description that addresses the following:

- *Organization:* The Applicant should provide descriptive information on the organization(s) and cooperating partners, including: experience in the program area; organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; and other pertinent information;

- *Need:* The Applicant should clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The Applicant should identify and cite applicable research and describe the need in the target community and by the target population for the services proposed;
- *Target Population:* The Applicant should provide a demographic profile of the participants to be served including the number of children, the age of the children, and the wards where they reside. The Applicant should also describe its experience serving the target population within the community in this capacity. If no experience has been acquired, describes how past linkages to the community will prove beneficial in this undertaking;
- *Commitment:* The Applicant should demonstrate their experience, commitment to vision for improving Infant/Toddler service quality;
- *Objectives:* The Applicant should specify and describe measurable objectives and expected outcomes specific to the project that clearly identify the results to be achieved. (**Attachment F**) The Applicant should also include a plan of action that describes the scope and details how the proposed work will be accomplished (**Attachment E**);
- *Services:* The Applicant should describe the type and form of services to be provided, hours of operation, location, curriculum selection and reason(s) for the choice; and
- *Qualification and Experience:* The Applicant should describe the qualifications and experience of the organization and the assigned staff in providing the required services. It should provide evidence that demonstrates the qualifications and capacity to provide services and achieve the desired outcomes. It should provide a biographical sketch and job description for each key person including job descriptions for vacant key positions. The Applicant should also include a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with the Applicant and a short description of the nature of their effort or contribution.

Work Plan (Not to exceed 5 pages)

The Applicant must submit a detailed Work Plan on **Attachment E** showing how it plans to provide the required services and a timeline for project implementation and delivery of services. The Work Plan must include:

- Specific, measurable program objectives and the task/activities that will be carried out to achieve the objectives;
- Qualitative and quantitative quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates; and

- Resumes for each key individual assigned to meeting the grant objectives.

Evaluation Plan

The Applicant should propose an Evaluation Plan for the proposed program (**Attachment F**) that describes the methodology it will use to measure and assess the effectiveness of the efforts employed. Using **Attachment F**, the Applicant should describe a plan for collecting data and documenting the measurable impact of services on the project participants, making sure to align expected outcomes of the project to the objectives and utilizing the instruments in the assessment protocol described in Program Scope section of this Application.

The “Project Specific Measurable Objectives,” “Tool/Activities,” and “Expected Outcomes” are unique to each proposed pre-kindergarten program and must be provided on Attachment F by the Applicant:

- The “Program Specific Measurable Objective” should state the objective(s) to be measured and be numbered;
- The “Tool/Activity” column should state the instrument or means for measuring each objective;
- The “Expected Outcome” column should state the desired outcome or measurement and when the outcome will be achieved; and
- The “Status” column should be left blank (this column will be used if the grant is funded).

The Grantee will be required to report the outcomes of the Project Specific Measurable Objectives.

Staffing Plan

The Applicant should provide a staffing plan for all personnel who will be assigned to the project on **Attachment G**. The Staffing Plan should be supplemented by resumes, 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. **Funds from this grant cannot be used for staffing.**

Program Budget and Budget Narrative (Not counted in page total)

A standard budget form is provided in **Attachment H**. The budget should contain detailed, itemized cost information that shows personnel and other direct costs and indirect costs. The detailed budget narrative must contain a justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at each budgeted amount.

1. Equipment	List proposed expenditures.
2. Materials and Supplies	List proposed supplies and educational and other materials expenditures. Include total and extended costs, where applicable.
3. Consultants /Contractors	List proposed consultant expenditures. Include justification, scope or work, copy of draft contract, hourly rate of pay, incidental costs, and resume (s) or organizational profile.
4. Technical Assistance	List and explain proposed expenditures related specifically to technical assistance and coaching support in the classroom. Note: \$8,000 must be reserved for on-site coaching support. The on-site coaching support will provide a maximum of 20 coaching days @\$400 per day.
5. Other Direct	List other direct costs directly related to implementing the objectives of the project. Note: Must be pre-approved by OSSE.
6. Indirect	The indirect cost rate should not exceed ten percent (10%). Explain what is included in indirect cost. Note: If indirect cost rate exceeds ten percent (10%), support documentation a federally negotiated indirect cost rate must accompany the application before the indirect cost rate portion of the budget can be approved by the OSSE.

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete **Attachments B** and **C** and return the attachments with the application. If the Applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

Appendices

This section shall be used to provide technical materials, additional requirements supporting documentation and endorsements. Such items must include:

- Audited financial statements for the past three (3) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members.

- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. *It will take approximately seven (7) to fourteen (14) business days to process.*
- Proposed organizational chart for the project.
- Letters of support or endorsements.
- Staff resumes (if applicable).
- Planned job descriptions (if applicable).
- Copy of District of Columbia Child Care License
- Copy of Head Start Agreement (if applicable)

SECTION VII: LIST OF ATTACHMENTS

- Attachment A Applicant Profile**
- Attachment B Certifications, Licenses, and Assurances**
- Attachment C Acknowledgement of District and Federal Statutes**
- Attachment D Submission Receipt – will be signed and scanned back to you**
- Attachment E Work Plan**
- Attachment F Evaluation Plan**
- Attachment G Staffing Plan**
- Attachment H Budget**
- Attachment I Board of Directors List**
- Attachment J Collaboration Commitment Form**
- Attachment K Statement of Confidentiality**

Attachment A: Applicant Profile

Program: _____ Date of Submission: _____

ORGANIZATION	<p>Organization Name: _____</p> <p>Phone Number: _____ Fax: _____</p> <p>Physical Address of Project Site: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>E-Mail Address: _____</p> <p>Federal Tax Identification No.: _____</p> <p>D-U-N-S. No.: _____</p> <p>Budget -Total Funds Requested: \$ _____</p>
CONTACT PERSON	<p>Project Contact Name: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>

MAIL REIMBURSEMENT TO	<p>Contact Name: _____ E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>
CONTACT INFORMATION	<p>Site Name: _____</p> <p>Site Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>Site Phone Number: _____ Site Fax: _____</p> <p>Contact Person: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Mail Address of Site (If different than above)</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p>
CLASSIFICATION	<p>Type of Site</p> <p><input type="checkbox"/> Child Care Center <input type="checkbox"/> Faith Based</p> <p><input type="checkbox"/> Head Start <input type="checkbox"/> Non-Profit</p> <p><input type="checkbox"/> Profit</p> <p>Accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what accrediting Body</p> <p><input type="checkbox"/> National Association for the Education of Young Children</p> <p><input type="checkbox"/> Council of Accreditation</p> <p><input type="checkbox"/> Other _____ (Specify)</p> <p>Contact Person: _____</p>

AUTHORIZED TO SIGN GRANT AWARD (GAN)	Authorized Name: _____ Title: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____						
SIGNATURES	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Signature</td> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Title</td> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature</td> <td style="border-top: 1px solid black; text-align: center;">Title</td> <td style="border-top: 1px solid black; text-align: center;">Date</td> </tr> </table>	Signature	Title	Date	Signature	Title	Date
Signature	Title	Date					
Signature	Title	Date					



ATTACHMENT B

Certifications, Licenses and Assurances

Financial Records

All sub-Grantee fiscal records are to be 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.

Overdue Taxes

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

Administrative and Financial Capability

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is a financially viable organization not subject to federal liens or bankruptcy proceedings;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

That the Applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the Applicant has a satisfactory performance record performing similar activities as detailed in the award;

The Applicant has a satisfactory record of integrity and business ethics;

The Applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The Applicant is in compliance with the applicable District licensing and tax laws and regulations;

The Applicant's child development facility has a current, valid license, no pending Notices of Infractions, no Fire Code Violations, and no unresolved complaints against the facility;

The Applicant has conducted Criminal Background Checks for all staff. Staff is in compliance with immunization requirements.

Misconduct Certifications

The Applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the Applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Assurances

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.

11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.

ATTACHMENT B

CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

The District of Columbia

This document was acknowledged before me on _____ [Date] by

_____ [name of principal].

[Notary Seal]

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: _____

Acknowledgement of Authorized Representative

As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances

Typed/Printed Authorized Representative and Title

Signature of Authorized Representative



ATTACHMENT C

Applicable District and Federal Statutes and Regulations Acknowledgement

The Grantee 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:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*)
- Title II of the Americans with Disabilities Act
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*)
- Rehabilitation of the Handicapped Act (Section 504)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 *et seq.*)
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*)
- 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.*)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20

-
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01
 - Title VI of the Civil Rights Act of 1964
 - District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*)
 - Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
 - Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended)
 - District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11)
 - District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.)
 - District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.)
 - Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363)
 - United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products
 - The Pro Children Act of 1994, Part C, Pub. L 103-227

As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances

Authorized Representative Signature and Title

Date

Attachment D: Submission Receipt – will be scanned and mailed back

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY LEARNING
810 FIRST STREET, NE – 9TH FLOOR
WASHINGTON, DC 20002
ATTENTION: WALTER LUNDY**

THE OSSE IS IN RECEIPT OF A PROPOSAL FROM:

Contact Name/ Please Print Clearly

Organization Name

Street Address

City

State

Zip Code

Phone

Fax

Amount Requested

OSSE USE ONLY:

Please Indicate Time:

ORIGINAL and

COPIES

RECEIVED ON THIS DATE

/

/2013

RECEIVED by:

APPLICATIONS WILL NOT BE ACCEPTED AFTER March 1, 2013, 3:30 P.M. EST

Attachment E: Work Plan

Agency:							Submission Date:					
Services Area:							Project Manager:					
Budget:							Telephone #:					
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

ATTACHMENT F: EVALUATION PLAN (TEMPLATE)

Applicant/Organization Name: _____

Date of Application Submission: _____

Please respond to the objective(s) that relate(s) to the program’s request for funding.

Global Objective (s):	Program Specific Measurable Objectives	Tools/Activities (Provided by the Applicant)	Expected Outcome(s) (Provided by the Applicant)	Status (Provided by the Grantee)
	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	

Attachment G: Staffing Plan

Name	Position Title	Filled/Vacant	Annual Salary	% of Effort	Start Date
	Project Manager *(required)				

* Grant funds are not permitted for staffing, thus administration of the grant must be included in indirect cost.

Attachment H: Budget

Organization:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	MATCHING FUNDS (NOT REQUIRED)	TOTAL
Occupancy	*** NOT ALLOWED***		
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost (specify)			
Subtotal Direct Costs			
Indirect/Overhead* (Not to exceed 10%)			
Total			

* Indirect costs shall be solely related to the administration of the Infant/Toddler Quality Grant Program.

Attachment J: Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. A form must be provided for each collaborating organization. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the Applicant's application submission.

Collaborating Organization(s):		
Name:		
Address:		
Telephone:	Fax Number:	Email Address:
Describe how you organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources. (Use additional blank sheets if needed.)		
The signatures below indicate that the organization has collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.		
Authorized Representative(s):		
Type Name(s):		
	Tel.:	
	Tel:	
	Tel:	
Signatures:		
	Date:	
	Date:	
	Date:	

MAY BE SINGLE-SPACED

Attachment K: Statement of Confidentiality

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
STATEMENT OF CONFIDENTIALITY**

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature	Title	Date
-----------	-------	------

Name of Organization