

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

Quality Improvement Network (QIN)

Announcement Date:

June 26, 2019

Application Submission Deadline:

August 8, 2019

Pre-Application Meeting:

July 2, 2019 9:30 a.m. – 12:30 p.m.

Pre-Application Webinar:

July 25, 2019 10:30 a.m. – 1:30 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 Despite robust economic and population growth, DC remains a city of stark contrasts, divided geographically and educationally by race and income. Table 1 shows this difference by the percent of children living in poverty by race and by ward.

Table 1: Child Poverty and Race by DC Ward (2016)

WARDS:	1	2	3	4	5	6	7	8
Child poverty rate²	25%	5%	3%	13%	18%	18%	41%	49%
Percent of African-American children, under 5³	27%	3%	3%	43%	58%	27%	92%	88%
Percent of Hispanic children, under 5⁴	39%	19%	17%	31%	20%	13%	6%	5%
Percent of Caucasian children, under 5⁵	45%	67%	80%	28%	20%	57%	2%	7%

Wards 7 and 8 have the highest levels of poverty, with 41 and 49 percent respectively. According to 2017 US Census Bureau population estimates, DC is home to 28,203 children under age three. The city’s poorest wards are richest in its youngest children, and yet accessibility to life’s necessities—like housing, food, health care and transportation—is lacking, placing young children at developmental risk. These communities are also the least likely to have robust systems of support⁶. In DC, there are

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 KIDS COUNT Data Center, Table: District of Columbia child poverty by ward, <https://datacenter.kidscount.org/>, 2017.

³ KIDS COUNT Data Center, Table: District of Columbia race/ethnicity of young child population by ward, <https://datacenter.kidscount.org/>, 2017.

⁴ Ibid.

⁵ Ibid.

⁶ The Bainum Family Foundation, Supply and Demand in the District of Columbia, https://bainumfdn.org/wp-content/uploads/2018/10/Bainum_EL-Supply-Demand-Report_FNL_Nov-2018.pdf, 2018.

13,000 (25 percent) infants and toddlers living at or below the federal poverty level⁷, which in 2017 was \$24,600 for a family of four⁸. This number is higher than the national statistic of 20 percent of children under five living in poverty in 2017.⁹

The wards with the highest percentage of children living in poverty are also the wards with the highest percentage of children of color. Children of color, in addition to being more likely to live in poverty, are also more likely to live in areas of concentrated poverty.¹⁰

According to the Economic Policy Institute, the Black/African American unemployment rate is twice that of Caucasians nationally, with the highest Black/African American unemployment rate in the District at 12.9 percent¹¹. In 2016, Wards 7 and 8 had the highest levels of unemployment with 11 percent in Ward 7, and 13 percent in Ward 8, as presented in Figure 2.¹²

Figure 2: Percentage of Unemployment by Ward¹³ (2016)

⁷ KIDS COUNT Data Center, Table: United States children in poverty by age group, <https://datacenter.kidscount.org/>, 2018.

⁸ US Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, 2017 Poverty Guidelines, <https://aspe.hhs.gov/2017-poverty-guidelines>, 2017.

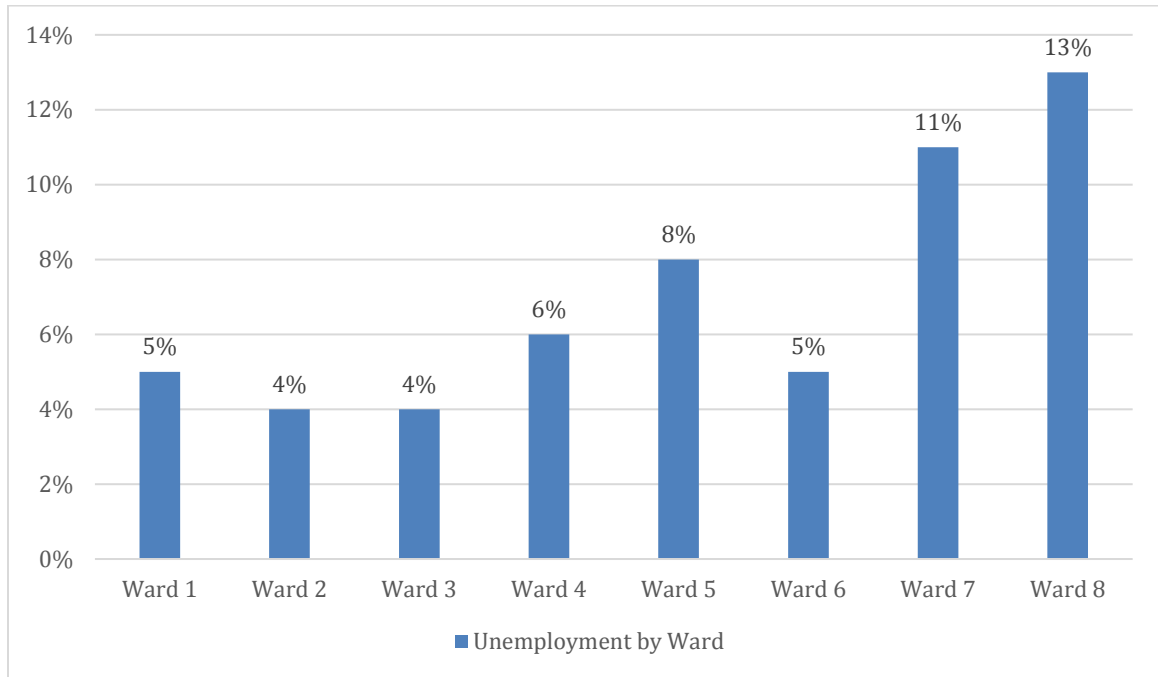
⁹ KIDS COUNT Data Center, Table: United States children in poverty by age group, <https://datacenter.kidscount.org/>, 2018.

¹⁰ Hines, A. M., Lemon, K., Wyatt, P., & Merdinger, J. (2004). Factors related to the disproportionate involvement of children of color in the child welfare system: A review and emerging themes. *Children and Youth Services Review*, 26(6), 507-527. <http://dx.doi.org/10.1016/j.childyouth.2004.01.007>.

¹¹ <https://www.epi.org/publication/state-race-unemployment-2018>, *In 14 states and DC, the African American unemployment rate is at least twice the white unemployment rate.*

¹² KIDS COUNT Data Center, Table: District of Columbia, unemployment by ward, <https://datacenter.kidscount.org/>, 2017

¹³ Ibid.



In 2016, OSSE, in partnership with the Center for Healthier Children, Families and Communities at the University of California Los Angeles, administered the research-based Early Development Instrument (EDI) to more than 4,600 students in 116 DC schools and community-based organizations (CBOs). The EDI is a holistic, population-based measure of school readiness. The results of the EDI provide a District-wide snapshot of young children's health, development and school readiness in five developmental domains. The data is mapped to where the children live. The EDI measures the proportion of children who are vulnerable in each area of development. Vulnerable children are those who, without additional supports, are more likely to experience challenges later in school. Children whose scores fell below the vulnerability cutoff on a particular EDI scale are considered vulnerable in that area of development.¹⁴

The EDI results found that one in four DC children start Kindergarten vulnerable in one or more area of development.

¹⁴ Raise DC, EDI: A Community-level Tool, <https://www.raisedc.org/ourchildren/edicommunitytool>, 2017.

DC does not have a sufficient supply of high-quality, affordable infant and toddler care in the areas of the District with the greatest need. According to the 2018 *Early Learning Supply and Demand in the District of Columbia* study, the largest relative shortages of high-quality infant and toddler care among low-income families are predominantly in Wards 7 and 8.¹⁵ Table 2 provides an overview of the demographic profile of each ward in DC. For comparison, Table 3 provides the current average income for individuals receiving subsidies by ward in DC. It is notable that the average income for individuals receiving subsidy differs from the overall median income by ward as these families are at 250 percent or less of the federal poverty level.

¹⁵ Reinvestment Fund. (2018). *Early Learning Supply & Demand in the District of Columbia: Using Data to Identify Critical Gaps*. Bethesda, MD: Bainum Family Foundation. https://bainumfdn.org/wp-content/uploads/2018/10/Bainum_EL-Supply-Demand-Report_FNL_Nov-2018.pdf.

Table 2: Demographic Profile by Ward¹⁶

Ward	Median Household Income for Families with Own Children Under 18 (2015)	% of Children under 18 Living in Poverty (2011-2015)	Race/Ethnicity			
			% Black/African American	% Hispanic	% White	% Other
1	\$61,196	23.7%	29%	20%	44%	7%
2	\$189,324	6.1%	9%	11%	67%	13%
3	\$216,193	2.9%	7%	11%	73%	10%
4	\$93,592	16.3%	53%	20%	22%	5%
5	\$60,351	21.3%	67%	9%	19%	4%
6	\$122,500	16.5%	33%	6%	53%	7%
7	\$31,273	39.9%	93%	4%	2%	2%
8	\$24,096	49.6%	90%	3%	5%	2%
Total	\$66,297	26.7%	47%	10%	36%	6%

Table 3: Current Average Annual Income of Individuals Receiving Subsidy by Ward (2018)

Ward	Average Income
1	\$29,059
2	\$21,493
3	\$15,203
4	\$20,859
5	\$17,894
6	\$17,266
7	\$15,894
8	\$14,211

According to data received from DC Action for Children, there are 16,618 children ages birth through five living in the District that are eligible for subsidized services (families living at or below 250 percent of poverty). According to the Department of Human Services (DHS) in the District of Columbia,

¹⁶ DC Action for Children. (2017, April). Ward Snapshots: Tracking Child Well-Being in Your Ward. https://www.dcactionforchildren.org/sites/default/files/2016WARDSnapshots_FINAL_4_11_17.pdf.

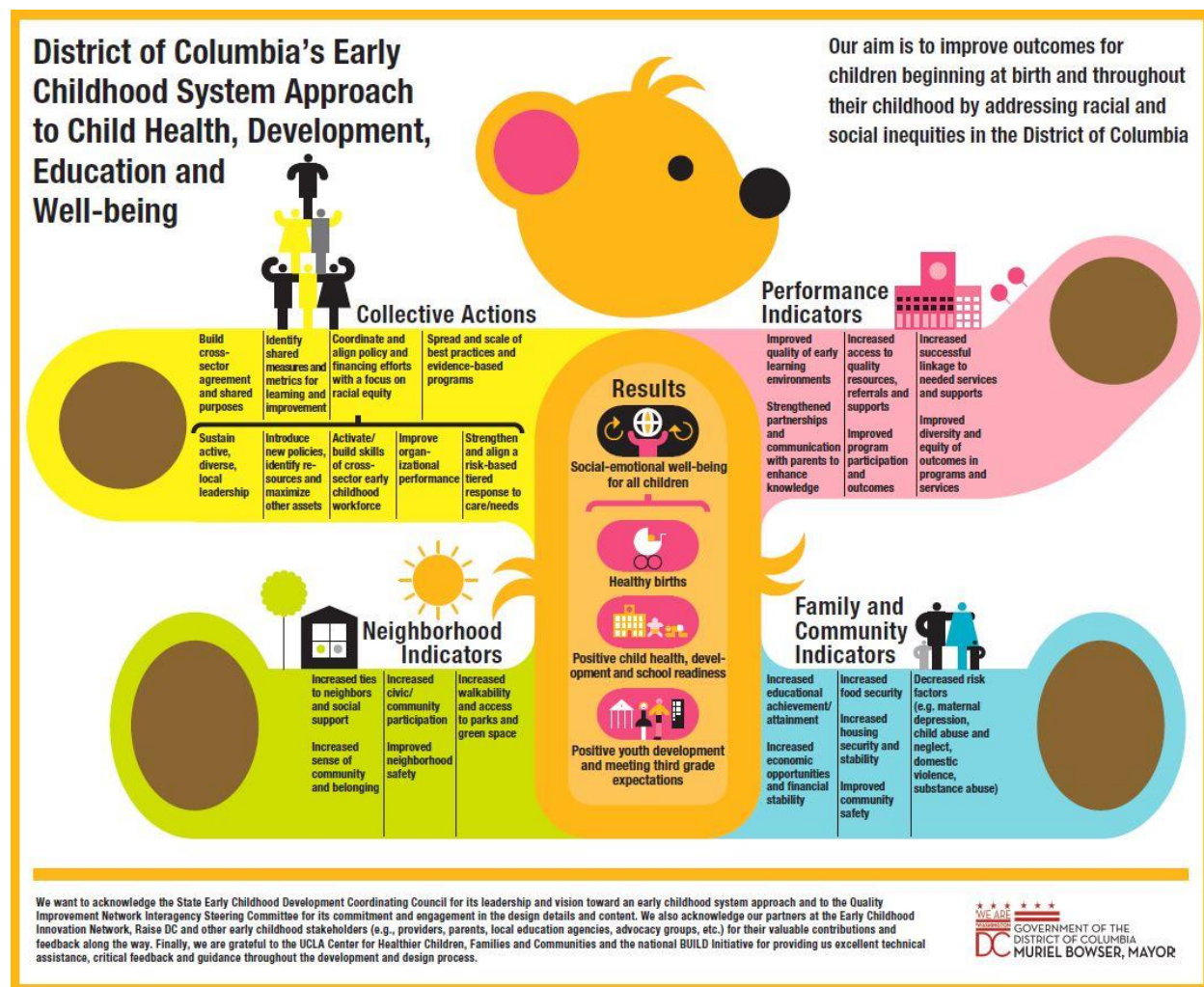
there are 1,473 children birth to age three living in families that receive TANF. Table 4 provides an overview of the current number of infants and toddlers (4,038) participating in subsidized child care across the District.

Table 4: Enrollment of Infants and Toddlers in Subsidized Child Care by Ward

Ward	Infants	Toddlers	Total
1	79	365	444
2	28	104	132
3	2	0	2
4	129	628	757
5	109	485	594
6	31	162	193
7	90	581	671
8	216	973	1,189
No Ward Assigned	6	50	56
Total	688	3,350	4,038

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 3 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 improved outcomes for children.

Figure 3: System Approach to Child Health, Development, Education and Well-being



The Office of the State Superintendent of Education (OSSE), in particular, implements high standards for programs and professionals, develops supports to meet these standards, adheres to rigorous accountability measures, engages private sector partners to secure strong financial supports and actively engages community stakeholders and other child and family serving District agencies in service of our most vulnerable children and their families.

The District supports innovative investments in early learning and maintains a targeted focus on children experiencing homelessness, children with special needs, children in foster care and/or children in families with very low incomes who are especially vulnerable. The Quality Improvement

Network (QIN), developed in 2015 is an innovative initiative to enhance the quality of infant and toddler care by supporting child development centers (CDCs) in meeting the Head Start Program Performance Standards (HSPPS). The QIN was established as part of DC's federally funded Early Head Start-Child Care Partnership (EHS-CCP) grant. Head Start and Early Head Start are designed to help break the cycle of poverty providing low income pregnant women and children birth to age five with a comprehensive program to meet their emotional, social, health, nutritional and psychological needs.¹⁷

In 2014, the Early Learning Quality Improvement Network (QIN) Act of 2015, emergency version initially effective Dec. 18, 2014 and permanently effective Feb. 26, 2016 (D.C. Law 21-66: D.C. Code § 4-415), aligned a child's subsidy eligibility determination with Early Head Start (EHS) eligibility and established neighborhood-based hubs to provide continuous and comprehensive services, job-embedded professional development and technical assistance to a network of child development centers and homes. Currently, QIN hubs support 16 child development centers and 19 child development homes. The hubs also support Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) functions as part of the HSPPS for the network of child development partners.

OSSE as the state education agency for DC, OSSE sets statewide policies, provides resources and support and exercises accountability for all public education, licensed and subsidized child care in DC. OSSE is also the lead agency for the Individuals with Disabilities Education Act (IDEA) Part C and Part B, the Head Start State Collaboration Office, the Child Care and Development Block Grant (CCDBG) and serves as the state-level grantee for the Early Head Start-Child Care Partnership (EHS-CCP) grant which supports the Quality Improvement Network.

¹⁷ <https://www.acf.hhs.gov/ohs/about/history-of-head-start>

1.1.1 Release for Application

The release date of the RFA is June 26, 2019. The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2 Pre-Application Meeting

Interested applicants are encouraged to attend an EGMS training on **June 26** as well as a Pre-Application meeting (in-person meeting **July 2** or online session **July 25**).

Technical training on OSSE's grant management system (June 26, 2019, 9:00 a.m. – 12:00 p.m.): Applicants are encouraged to attend the EGMS to prepare applicants to submit grant applications. Attendees will gain understanding on how to access and log into EGMS and who should have access at their organization. This event is available as a webinar and in-person meeting. RSVP here: <https://www.eventbrite.com/e/egms-training-tickets-62353228184>.

Pre-application meeting (in-person: July 2, 9:30 a.m. – 12:30 p.m. or online: July 25, 10:30 a.m. – 1:30 p.m.): Applicants are encouraged to attend an in-person (RSVP here: <https://www.eventbrite.com/e/quality-improvement-network-qin-grant-pre-application-in-person-meeting-tickets-62353366598>) or online (RSVP here: <https://www.eventbrite.com/e/quality-improvement-network-qin-grant-pre-application-online-webinar-tickets-62353473919>) session to:

1. Understand the major components of the RFA and gain proficiency in EGMS to apply for the grant; and
2. Network with other applicants and potentially develop partnerships.

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 8, 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 the challenges described in 1.1 Background and to promote the school readiness of infants and toddlers and improve the self-sufficiency of their families, OSSE/DEL is soliciting applications for the QIN Grant. This grant aims to provide services, to include ERSEA, continuous, comprehensive high quality services, job-embedded professional development and technical assistance to licensed child development facilities to ensure low income infants and toddlers and their families have access to programs that meet HSPPS see: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>).

OSSE/DEL seeks applications from organizations interested in serving as a hub(s) for eligible child care partners to help them attain and maintain HSPPS.

1.2.2 Purpose of Funds

Through the QIN, the hub(s) will provide services, to include ERSEA, continuous, comprehensive high quality services, job-embedded professional development and technical assistance to licensed child care partners to ensure low income infants and toddlers and their families have access to programs that meet Head Start Program Performance Standards (HSPPS) see: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>).

The hub(s) will be responsible for implementing a hub-based model to support child care partners in the network to further the aim of Early Head Start (EHS), which is to: enhance intellectual, social and emotional development of infants and toddlers to promote later success in school and life; promote greater family self-sufficiency; and encourage parents to support their child's development.

Services are meant to support the full range of health, nutrition and family engagement services a child and their family needs from birth through the age of 36 months, or for a limited number of additional months following the child's third birthday. Services can be delivered through one of two main models. The options for a model include:

- a. City-wide hub: The recipient of funds would oversee the QIN for the entire city and deliver comprehensive services, either directly or through contractual agreements with other organizations (e.g. specialty hubs). The City-wide hub may provide services to:
 - a. Both child development centers and homes (1a)
 - b. Child development centers only (1b)
 - c. Child development homes only (1c)

- b. Neighborhood-based hub model¹⁸: The recipient of funds would serve as the hub for their designated neighborhood area (Wards 1, 2, 4, 5, 6 or 7 or 8), based on established linkages in these communities and understanding of the unique challenges in these different areas. The hub would provide all comprehensive services, either directly or through contractual agreements, to the facilities (including centers and homes) in their neighborhood.

Independent of the model selected, the successful applicant must demonstrate its ability to ensure the delivery of services, to include: ERSEA services and the continuous, comprehensive services, job-embedded professional development and technical assistance, needed for a network of child care partners to meet HSPPS and ensure infants and toddlers and their families receive the benefits of these services. The method of service delivery will vary based on the model selected above. The services are defined as such:

- 1) ERSEA services include assessing the needs of the community to and develop a recruitment plan to ensure the children and families most in need are enrolled. Delivery of ERSEA services requires partnering with families and child care partners to promote attendance. This also involves tracking, monitoring and supporting programs in maintaining 100 percent enrollment and 85 percent attendance for all children enrolled. The family engagement specialist will carry out these services.
- 2) Comprehensive services include, but are not limited to, providing health, mental health, oral health, nutrition, parent engagement and family support. Family Engagement services use a strength-based approach and help link families to services and resources.
- 3) Job-embedded professional development and technical assistance includes, but is not limited to, practice-based coaching for all QIN teachers with an emphasis on continuity of care, and relational learning that supports infant/toddlers and their families and fosters school readiness. Communities of Practice for child development facility owners and directors should focus on business practices, staff wellness and early education and development practices that support effective transitions and promote school readiness.

Applicants must agree to collaborate on this grant with OSSE/DEL to ensure that available funds are maximized to support children and families most in need. In particular vulnerable families, defined as those living at or below 100 percent of the federal poverty level, families involved with the foster care system, children of teen parents, children whose parents misuse or abuse substances or are incarcerated or deceased, children who are homeless or whose families receive Temporary Assistance for Needy Families (TANF) and children with special needs.

¹⁸ Neighborhood-based means that the hub would provide services to child care centers in the neighborhood in which they are located and the surrounding areas. OSSE/DEL is looking to provide services across the city and to that end, neighborhood based hubs are encouraged to partner with others to expand their geographic reach.

1.2.3 Eligibility

OSSE/DEL will accept applications from eligible applicants, including non-profit, for-profit and faith-based community based organizations. Applicants are encouraged to propose bold and innovative strategies to achieve the objectives of the RFA.

Eligible organizations to serve as the hub(s) must:

- Have the capacity and experience to serve providers in one or more of the following Wards: 1, 2, 4, 5, 6, 7 and 8.
- Have a proven track record and experience providing technical assistance and training to child development centers and/or child development homes.
- Commit to fully support OSSE's long term strategy to improve the quality of infant and toddler care in the District, including sharing of data and necessary information and participating in evaluation efforts, as needed.
- Have the capacity to serve as a federal recipient of funds, including current or former status as a recipient or sub-recipient of EHS or Head Start funds or other federal grants currently and be able to provide the date of most recent independent financial audit.
- Demonstrate significant previous experience with and knowledge of federal EHS/HSPPS.
- Be in full compliance with OSSE child care licensing regulations with no enforcement actions within the past two years if the applicant provides child care and early learning services. An enforcement action does not include the issuance of a statement of deficiency and accompanying plan of correction.

1.2.4 Source of Funds

The funds are being made available through District of Columbia local funds and federal funds. Local funds are authorized through the Early Learning Quality Improvement Network Amendment Act of 2015, D.C. Code §4-415. Federal funds are authorized through the Early Head Start-Child Care Partnerships Grant, 42 U.S. Code 9801, et seq.

1.2.5 Award Period

The period for this grant will be five years, ending on Sept. 30, 2024, contingent upon availability of funds. Each budget period will be one year, with the first period ending Sept. 30, 2020. Applicants must re-apply for the second year funding.

Continuation of awards in year two 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 recipient;
- 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 implementing the Quality Improvement Network (QIN) is at least \$2,300,000 in local funds. Potential range of awards includes \$500,000 - \$2,300,000.

OSSE is anticipating supplementing the awards with federal funds from the U.S. Department of Health and Human Services (HHS). OSSE anticipates, but does not guarantee, approximately \$750,000 - \$900,000 in federal funds to be awarded to the hub, based on similar amount of funding received for this grant in previous fiscal years.

OSSE/DEL anticipates issuing one to five award(s) from this funding opportunity. 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 Hub Responsibilities Overview and the budget included in the applicant's submission.

Funds may be used for repairs and minor renovations to facilities to ensure that the physical environment and facilities of all QIN child care partners meet all HSPPS, including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements. Repairs are defined as maintenance that is necessary to keep a Head Start facility in working condition. Repairs do not add significant value to the property or extend its useful life. 45 CFR 1305.2; see also 45 CFR 75.452. Minor renovations are defined as improvements to facilities, which do not have a cost equal to or exceeding \$250,000. 45 CFR 1305.2.

1.3 Program Scope

1.3.1 Hub Responsibilities Overview

- a. Meet with OSSE/DEL staff on a regular basis to share information on the status of the grant activities and progress.
- b. Document and describe program success, unmet needs, barriers and problems encountered, through reports to OSSE/DEL. Monthly and quarterly reports are detailed in Section 3.3 Monitoring and Reporting.
- c. Document and validate the implementation of the work plan and report on outcomes for the QIN child care partners receiving services. Develop and implement the delivery of services, including ERSEA services, continuous, comprehensive services, job embedded professional development and technical assistance in the QIN, as defined in Section 1.2.1 Introduction.
- d. Provide professional development, practice-based coaching for all teachers with emphasis in continuity of care, and relational learning that supports infant/toddlers and their families and fosters school readiness.
- e. Ensure there is at least one full-time family engagement specialist per every 40 enrolled infant/toddler children and families.
- f. Ensure that QIN child care partner staff carry out a minimum of two annual home visits and two parent teacher conferences for each enrolled child.

- g. Support the recruitment and enrollment of infant/toddlers with developmental delays or disabilities (at least 10 percent of funded enrollment).
- h. Ensure all QIN child care partners meet full enrollment. If a program falls below full enrollment, ensure that full enrollment is reached within 30 days.
- i. Support QIN child care partner staff in developing transition plans for all enrolled children and their families to pre-kindergarten.
- j. Ensure infants/toddlers retain services until they transition into a Pre-K or Head Start program.
- k. Serve children and families/providers in one or more of the following Wards: 1, 2, 4, 5, 6, 7 and 8.
- l. Provide ongoing and appropriate orientation to the Head Start Program Performance Standards for any service provider and for the QIN child care partner and their staff.
- m. Assist OSSE in recruiting licensed child development facilities in one or more identified wards if necessary.
- n. Ensure all QIN teachers meet required staff qualifications.
- o. Ensure the physical environment and facilities of all QIN child care partners meet all HSPPS, including requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements.
- p. Support all QIN child care partners in maintaining full compliance with OSSE child care licensing regulations.
- q. Ensure all QIN child care partners maintain HSPPS group size and ratio requirements and use research based curriculum and assessments that are aligned to the DC Common Core Early Learning Standards.
- r. Provide supplementary equipment, supplies, technology and materials, such as curriculum and assessments.
- s. Conduct a quarterly assessment for every QIN child care partner.
- t. Complete a quality improvement plan in partnership with each QIN child care partner on a quarterly basis.
- u. Ensure children's physical, mental and oral health needs are met.
- v. Participate in any federal review, monitoring visits and mandated trainings.
- w. Participate in the evaluation of the program by appropriate internal/external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, surveys to families and facility staff, record reviews or other data collection activities.
- x. Comply with federal requirements for data and reporting of program, financial and administrative data and information for QIN child care partners.
- y. Collaborate with OSSE on developing solicitation materials to be posted and awarded by Sept. 1, 2019 for any contracted service providers or staff to include services, which include ERSEA, continuous and comprehensive services, job-embedded professional development and technical assistance, as previously defined in Section 1.2.1 Introduction.
- z. Collect information using a management software approved by Head Start and report monthly to OSSE on participants' demographics, enrollment at each child care partner and other reporting requirements related to family services, coaching, nutrition, health etc.

1.3.2 Objectives

The objectives for this grant are as follows:

1. Ensure all infants and toddlers served in QIN CCPs are in safe and healthy environments and receive continuous nurturing care that is responsive to their individual needs.
2. Support and retain a qualified early learning workforce with professional development (PD), coaching and technical assistance using individualized approaches that reflect the diversity of experience and expertise of staff.
3. Maintain the use of evidence-based family engagement strategies and practices across hub(s) and CCPs and increase participation.
4. Ensure all CCPs meet or exceed evidence-based quality program standards to improve outcomes for children and families.
5. Ensure families and children are linked to and receiving comprehensive supports and services.
6. Improve the health and well-being of QIN teachers through activities and initiatives.

1.3.3 OSSE/DEL Responsibilities

As the EHS-CCP grantee, OSSE/DEL is responsible for overseeing all grant activities and ensuring successful implementation of the program model to meet grant requirements. OSSE/DEL is responsible for the fiscal and legal management of the program, as well as the development and implementation of the Policy Council and Governing Board. OSSE/DEL is responsible for the ongoing monitoring of the QIN hubs including, but not limited to, collection of performance data, and review of reimbursement requests. All data submitted to OSSE/DEL will be subject to verification, and OSSE/DEL may require additional information from the grantee.

1.3.4 Performance Standards and Quality Assurance

OSSE/DEL expects that the grantees' performance will result in measurable, quality improvements in 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 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. Performance will be measured based on implementation of the Hub Responsibilities stated in Section 1.3.1 and achievement towards the Objectives stated in Section 2.1.1.

1.3.5. Recordkeeping:

The hub(s) shall keep accurate records of activities of the program. When delivering services, the hub(s) must maintain records reflecting initial and periodic assessments, if appropriate; record of contacts with the child development facility involved in the provision of services and the ongoing progress of program activities. To ensure confidentiality and security, records must be kept in a locked file controlled by appropriate staff, or in an encrypted file system.

The hub(s) shall secure the complete contents (original) of records within three (3) months after the child leaves the program and forward to OSSE for proper storage.

1.4 Award Process

1.4.1 Review Panel

OSSE/DEL will make the funds available through a competitive process to identify eligible organizations, as outlined in Section 1.2.3 Eligibility, interested in implementing the QIN 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.

1.4.2 Scoring Rubric

1.4.2.1 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.

1.4.2.2 Executive Summary

- ☐ **Overview:** Briefly describe the applicant organization, the target population (i.e. neighborhood centers and / or homes vs. city-wide centers and / or homes), and its proposed model (Options 1a, 1b, 1c or 2) for providing services (including ERSEA, continuous and comprehensive services, technical assistance and job-embedded professional development), designing, implementing and monitoring the selected QIN model in support of ensuring families receive services that meet HSPPS. Applicants must also demonstrate a plan to ensure services delivered continue uninterrupted for families currently in the QIN.

1.4.2.3 Information about the Organization (Maximum: 10 points)

- ☐ **Mission and History (Maximum: 5 points):** Provide the applicant organization's mission statement, a description of its core programs and explain the relevance of the organization's programmatic and operational activities to providing technical assistance, designing, implementing and monitoring the selected QIN model. Provide an organizational history as it relates to supporting EHS/other federally funded programs in the community and other eligibility criteria outlined in Section 1.2.3. Describe how the mission and / or vision of the organization links to OSSE's long term strategy to improve the quality of infant and toddler care in the District, including sharing of data and necessary information and participating in evaluation efforts, as needed.

- ❑ **Strategic Logic (Maximum: 5 points):** Describe the strategic logic for the applicant organization to manage this grant at this point in the organization's history (i.e., describe how the organization is prepared to provide services and monitor the selected QIN model), the rationale for selecting this model and for selection of any partners and how it will directly result in high-quality care for infants and toddler and their families in DC and how this work is consistent with the organization's strategic objectives and goals).

1.4.2.4 Applicant Organizational Knowledge (Maximum: 35 points)

- ❑ **Experience in Providing Technical Assistance and Monitoring of Child Development Facilities (Maximum: 10 points):** Describe the applicant organization's experience in implementing, monitoring or providing technical assistance (aligned to HSPPS) and coaching to licensed child development facilities to improve outcomes for children and families in alignment with HSPPS or other national best practices. To the extent that the proposed project involves child development homes, applicants should demonstrate knowledge of key differences in HSPPS between child development homes and centers. Provide details about prior engagement with the target population in the proposed project.
- ❑ **Organizational Expertise in Early Childhood Development and HSPPS (Maximum: 10 points):** Describe the applicant organization's experience and expertise (and that of any partners) related to federal HSPPS early childhood development and children and families served in Wards 1, 2, 4, 5, 6, 7 and 8 in the District. Applicants should demonstrate knowledge of similar programs implemented in other cities nationwide and a plan to glean best practices and lessons learned from those program models and apply them to the District context.
- ❑ **Proposed Organization and Staffing Structure (Maximum: 10 points):** Describe the applicant's proposed organization, staffing and positions or services to be contracted out to support the provision of all comprehensive and family engagement EHS services across the entire QIN. This should include a well delineated breakdown of how the model will be designed and implemented and the structure of any partnerships. Describe the senior management team and their capacity to provide effective oversight and accountability for the program, including establishing systems of ongoing monitoring and self-assessment and involving the parent committees/policy council in planning and decision-making consistent with HSPPS. If the proposed program engages with child development homes, describe staff knowledge and experience this group.
- ❑ **Organizational Networks (Maximum: 5 points):** 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 technical assistance and services to the child care partners. The organizational network should maximize impact of the grant beyond the work of the applicant's program alone.

1.4.2.5 Process to Provide and Monitor Adherence to HSPPS (Maximum: 45 points)

- ☐ **Communications Strategy (Maximum: 10 points):** Based on the organization's prior experience working with child development facilities, children and families, please describe your communication strategy for program planning and community engagement. Describe the process your organization will use to spread awareness of the opportunity and engage child care partners and the target population in the District regarding HSPPS standards and participation in the QIN. If the proposed program engages with child development homes, describe any particular communication strategies that will be used with this group.
- ☐ **Delivery of Professional Development (Maximum: 10 points):** Based on experience with or knowledge of similar initiatives and initial research into the landscape of EHS programs, describe the approach to providing teachers with continuous, job-embedded professional development and coaching aligned to DC Common Core Early Learning Standards, QIN School Readiness Goals and HSPPS (see Attachment C for additional information).
- ☐ **Continuity of Services (Maximum: 10 points):** Applicants must demonstrate a plan to ensure QIN services continue uninterrupted for families currently in the QIN (if applicable). This is in addition to having a plan to communicate this to the child care partners, teachers and families.
- ☐ **Monitoring and Continuously Improving Delivery of Services and Technical Assistance to Child Care Partners (Maximum: 10 points):** Describe the methodology for monitoring the quality of services and technical assistance delivered to the child care partners and the process for continuous enhancement and improvement. Monitoring procedures must describe: (1) programmatic monitoring on the achievement of goals and activities, as stated and approved in the applications; and (2) adherence to terms agreed upon in notices or other agreements. Applicants may submit sample programmatic and financial reporting materials.
- ☐ **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 five 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, ongoing learning and program improvement.

1.4.2.6 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 grant, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant funds according to approved budgets and applications. This should include an explanation of fiscal monitoring and tracking of expenditures according to approved budgets and contractual documents. 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 five-year grant and narrative description of the use of grant funds to address the requirements of this grant. 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 five-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. The applicant should propose an evaluation plan for the proposed program that describes the methodology it will use to measure and assess the effectiveness of the efforts employed.

2.3 Staffing Plan

The applicant must provide an organizational chart and a detailed staffing plan for the project, including full-time and part-time employees. The staffing plan must also include a full-time QIN manager position, an infant and toddler disability specialist, health and nutrition coordinator, education program manager and a family and community engagement coordinator. 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. All staff must meet the minimum education requirements based on HSPPS. According to §1302.91 Staff qualifications and competency requirements¹⁹:

- Teachers and child development home staff are required to have a minimum of a Child Development Associate (CDA) credential.
- Child and family services management, including family, health and disabilities staff, must have a minimum of a baccalaureate degree, preferably related to one or more of the disciplines they oversee.
- Education management staff must have a minimum of a baccalaureate or advance degree in early childhood education, or equivalent coursework with teaching experience.

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.

¹⁹ Early Childhood Learning and Knowledge Center: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-91-staff-qualifications-competency-requirements>

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

SECTION III: AWARD Administration

3.1 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 electronic 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.

3.2 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 grantee's expenditure statements and source documentation.

3.3. Monitoring and Reporting

The grantee will cooperate with any evaluation of the program, such as providing OSSE requested data and access to records and pertinent staff. 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 hub(s) will be required to report information in a manner consistent with OSSE's database management information system requirements, which will be discussed with the hub(s). The hub(s) will be required to submit monthly reimbursement requests, monthly program reports, quarterly Quality Improvement Plan, annual Program Information Report and a final report and other reports (as detailed below) to OSSE/DEL, in a format and manner as determined by OSSE/DEL.

Monthly Reports: The monthly reimbursement request report shall be due no later than ten (10) calendar days after the end of each month during the funding period and shall be submitted in the Enterprise Grants Management System (EGMS).

Payment requests shall be based on invoices with supporting source documentation as may be required by OSSE. Failure to submit monthly program reports as detailed below and reimbursement requests in accordance with the terms and conditions of the agreement may result in the disallowance, suspension and/or termination of grant funds.

The hub(s) shall submit a monthly program report, including enrollment data, to the grant monitor and/or designated staff, to be received by the 5th calendar day after the end of each month of service, regarding the progress towards completion of tasks and requirements in the scope of services and approved work plan. Such reports must contain the following information in a format approved by the grant monitor.

- Number and demographics of enrolled children and families;
- Collaboration with other organizations serving the target population;
- Work plan updates based on what the grantee submitted and OSSE agreed upon, indicating the extent to which established milestones for the reporting month have been accomplished, identifying proposed revisions to the work plan to address problem areas, as well as the HSPPS;
- List of dates and locations of all outreach activities conducted and type and quantity of materials distributed during the reporting month;
- Services provided to children and families in the QIN child care partners using ChildPlus; and
- Additional data and information as required by OSSE.

Quarterly Reports: The quarterly Quality Improvement Plan is submitted for each participating child care partner. Reporting may require detailed, as well as aggregate reporting of accomplishments. The quarterly Quality Improvement plan shall be due no later than ten (10) calendar days after the end of each quarter during the funding period.

Annual Reports: The hub(s) shall submit to the OSSE/DEL grant monitor and/or designee a final closeout report no later than the 30th calendar day after expiration of the grant year, following the established format for the particular program area and summarizing all service delivery data, accomplishments, issues and recommendations. Additionally, the applicant shall submit an annual Program Information Report.

The format for reporting will be prescribed by OSSE/DEL and will be required to facilitate prompt review of the grantee's accomplishments in support of payment.

Ongoing Reports: The hub(s) shall report unusual incidents by electronic mail, facsimile or telephone to OSSE within 24 hours of the event and in writing within five (5) calendar days after occurrence. An unusual incident is an event, which affects staff (administrative agency's employees or applicant's staff) or clients that is significantly different from the regular routine or established procedure. Examples include, but are not limited to, death, injury, unexplained absence of a client from a program, physical, sexual or verbal abuse of a client by staff or other clients, staff negligence, fire, theft, destruction of property or sudden serious problems in the physical plant, complaints from the target population, requests for information from the press, attorneys or government officials outside the Department of Health and Human Services (HHS) involved with the grant, and client behavior requiring attention of staff not usually involved in their care.

3.4 Confidentiality of Records

Except as otherwise provided by local or federal law, no grantee 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 hub(s) 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 hub(s) 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.

3.5 Nondiscrimination in the Delivery of Services

The grantee shall comply with the District of Columbia Human Rights Act of 1977, as amended, (D.C. Official Code § 2-1401.01 et seq.) which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense, place of residence or business, or credit information.

3.6 Appearance of a Conflict of Interest

The grantee 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.

3.7 General Terms and Conditions

- a. Funding for this award is contingent on OSSE's 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 on-site 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.

SECTION IV. ATTACHMENTS

Attachment A: Central Data Assurances

Attachment B: Program Specific Assurances

Attachment C: Quality Improvement Network School Readiness Goals

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

Attachment A: 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.

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-fags/corporate-registration-fags-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.

Attachment B: Program Specific Assurances

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

All laborers and mechanics employed by contractors or subcontractors in the construction or renovation of facilities to be used to carry out Head Start programs shall be paid wages at not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Act of March 3, 1931, as amended (40 U.S.C. 276a et seq., commonly known as the "Davis-Bacon Act").

Attachment C: Quality Improvement Network School Readiness Goals

School Readiness Goals

Approaches to Learning is about how children learn to perceive and process information. Skills in this area of development are related to thinking: remembering, problem solving and decision-making.

- a. Children will approach knowledge acquisition and tasks with openness and curiosity.
- b. Children will show persistence as they approach tasks flexibly.
- c. Children will show cooperation and participate constructively in group situations and balance the needs and rights of self and others.

Social-Emotional Development is at the core of children’s learning because it affects all other areas of development. As children grow socially and emotionally, they are learning self-regulation skills that are crucial to developing executive function skills.

- a. Children will regulate emotions and behaviors including managing feelings, following limits and expectations and taking care of their own needs appropriately.
- b. Children will establish and sustain positive relationships with adults and peers.
- c. Children will develop a strong sense of self and belonging to family and community.

Communication, Language and Literacy Development involves learning to understand others and to use language to communicate. This area also reflects the growing emphasis on exposing young children to both informational texts and literature from an early age.

- a. Children will demonstrate understanding of increasingly complex language and use it to express self.
- b. Children will demonstrate an understanding of print concepts and printed materials read aloud.
- c. Children will discriminate the sounds of language and communicate in their home language.
- d. Children will demonstrate phonological awareness, have knowledge of the alphabet, comprehend and respond to books and text and use emergent reading and writing skills.

Cognition and General Knowledge involves connecting prior experiences with new knowledge to lay a foundation for children to understand and function in the world around them.

- a. Children will actively explore their environment to discover what objects and people do, how things work and how to make things happen.
- b. Children will begin to learn math concepts, including developing a sense of numbers and quantities, spatial awareness and classification.
- c. Children will observe, describe and demonstrate basic scientific concepts and reasoning.
- d. Children will use symbols and images to represent something not present.

Perception, Motor and Physical Development involves developing competence in physical development and coordination of the whole child. Children who feel good about themselves physically are often more successful in their work in school.

- a. Children will use perceptual information to guide actions in exploring objects, experiences and interactions.
- b. Children will develop strength and coordination of gross motor and fine motor movement in order to participate in daily routines and activities.
- c. Children will use sensory information and body awareness to understand and adjust their movements in their environment.

d. Children will identify and practice healthy and safe habits.