



REQUEST FOR APPLICATIONS (RFA)

RFA NO.: DELCDA03012013

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

Fiscal Year 2013

**Child Development Associate (CDA) Training, Scholarship and
Promotion Program**

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

IMPORTANT DATES

RFA Release Date:	January 18, 2013
Pre-Application Conference Date:	February 14, 2013
Submission Deadline Date:	March 1 2013 3:30 p.m.

Late Applications Will Not Be Forwarded to the Review Panel.



NOTICE

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

WHEN: Thursday, February 14, 2013

WHERE: Office of the State Superintendent of Education
810 First Street, NE – 9th Floor Conference Rm. 9014
Washington, D.C. 20002

TIME: 10:00 a.m. – Noon EST

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

Please RSVP to the OSSE no later than Wednesday, February 13, 2013 as seating is limited. You may RSVP to Ms. Lilian Tetteh, Grants Management Specialist, via e-mail to lilian.tetteh@dc.gov .



DEADLINES AND IMPORTANT DATES

Request for Applications Announcement	January 11, 2013
Request for Applications Release Date	January 18, 2013
Last Day to Register for the Pre-Application Conference	February 13, 2013
Conduct Pre-application Conference	February 14, 2013
Written Question And Answer Deadline	February 15, 2013
Answers to Questions Available At: http://opgs.dc.gov/page/funding-alert or http://osse.dc.gov	February 20, 2012
Submission Deadline	March 1, 2013, 3:30 p.m. EST
Award Announcement	March 12, 2013
Grant Start and End Dates	March 15, 2013 to September 30, 2013



Checklist for Applications

- The Applicant 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 receipt.
- 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 Budget and Funding Information is complete and complies with the format found in Attachment I of the RFA.
- The Board of Directors List is complete and complies with the format found in Attachment J of the RFA. The budget narrative is complete and describes the category of items proposed.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form (Attachment K 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 20-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 17 of the RFA.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application is submitted to Office of the State Superintendent of Education, Office of Grants Management and Compliance, 810 First Street, NE – 4th Floor, Washington, DC 20002,
Attn: Walter C. Lundy, Jr. no later than **3:30 p.m. EST**, on the deadline date of **March 1, 2013**.



REQUEST FOR APPLICATIONS

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION1

 Introduction..... 1

 Target Populations2

 Eligible Organizations/Entities3

 Source of Grant Funding.....3

 Award Period4

 Grant Awards and Amounts.....4

 Terms and Conditions.....4

 Anti-Deficiency Considerations.....4

 Use of Funds5

 Contact Person5

 Internet5

 Pre-application Conference.....5

 Explanations to Prospective Applicants.....5

SECTION II: PROGRAM SCOPE.....6

 Overview.....6

 General Grantee Responsibilities.....6

 Additional Grantee Responsibilities.....6

 Performance Standards and Quality Assurance.....8

 OSSE.....8

 Confidentiality of Records.....9



Reporting Requirements	9
Security Certifications	9
Certifications and Assurances	10
SECTION III: GENERAL PROVISIONS	10
Insurance	10
Audits	10
Nondiscrimination in the Delivery of Services	11
Monitoring	11
Staff Requirements	11
SECTION IV: APPLICATION SUBMISSION	12
Submission Date and Time	12
Number of Copies	12
Location to Submit Application	12
Mail/Courier/Messenger Delivery	12
SECTION V: REVIEW AND SCORING OF APPLICATIONS	13
Review Panel	13
Scoring Criteria	13
Decision on Awards	15
SECTION VI: APPLICATION FORMAT	15
Description of Application Sections	15
Applicant Profile	16
Table of Contents	16
Application Summary	16



Project Narrative.....	16
Work Plan	16
Evaluation Plan.....	18
Staffing Plan.....	18
Program Budget and Budget Narrative.....	19
Certifications, Licenses, Assurances and Acknowledgement.....	19
Appendices.....	19
SECTION VII: LIST OF ATTACHMENTS	21
Attachment A: Applicant Profile	22
Attachment B: Certifications, Licenses, and Assurances.....	25
Attachment C: Acknowledgement of District and Federal Statutes	30
Attachment D: Submission Receipt	32
Attachment E: Work Plan	33
Attachment F: Evaluation Plan.....	34
Attachment G: Staffing Plan.....	35
Attachment H: Budget	36
Attachment I: Budget and Funding Information.....	37
Attachment J: Board of Directors List.....	38
Attachment K: Collaboration Commitment Form	39
Attachment L: Statement of Confidentiality.....	40
LIST OF TABLES	
TABLE 1: SCORING CRITERIA.....	13



SECTION I: GENERAL INFORMATION

Introduction

The Office of the State Superintendent of Education (OSSE) is responsible for coordinating early childhood education services for District of Columbia children and their families. The OSSE provides leadership and coordination to ensure all District of Columbia children from birth through age 12, or through age 18 for children with disabilities, have access to high quality early childhood development programs. OSSE works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet these standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports.

OSSE is issuing this Request for Application (RFA) to obtain assistance in fulfilling its mission of meeting the child development needs of the community. Specifically, OSSE seeks to enhance the availability of quality child care and improve the skills of child care providers by funding scholarships to individuals seeking to obtain the Child Development Associate (CDA) credential sponsored by the Council for Professional Recognition (Council). OSSE also seeks to increase the availability of CDA Advisors.

The CDA is an individual who has demonstrated competence to meet the specific needs of children and work with parents and other adults to nurture children's physical, social, emotional and intellectual growth in a child development framework. The Council for Professional Recognition administers the CDA National Credentialing Program. The CDA National Credentialing Program is designed to evaluate and improve the skills of child care providers in center-based care (as well as family child care and home visitor programs). Center-based settings include child care centers, nursery schools, preschools, child development programs, and Head Start centers. The CDA Competency Standards and assessment process for center-based child care providers define, evaluate, and recognize the skills needed both to manage a well-run program and to meet the developmental needs of infants, toddlers, and preschoolers.

The CDA Professional Preparation Program (CDA P₃) is intended for individuals who do not meet the specific education and experience requirements to apply for CDA assessment and credentialing. This one-year formal education program provides candidates with child development course work and field experience in child care settings, enabling them to build the necessary skills to become a CDA.

A candidate seeking a CDA Credential must select a CDA Advisor. The role of the Advisor is to observe the candidate, evaluate performance, supply the Council with detailed comments about the candidate behavior, interview the candidate, and complete the Council's CDA Observation Instrument document. The Council maintains an Advisor Registry to help CDA candidates identify and select individuals to serve as their Advisors.



To help ensure that there are a sufficient number of CDA Advisors available to scholarship applicants, OSSE seeks assistance in training qualified potential advisors in the steps necessary to be added to the Advisor Registry.

OSSE intends to fund one (1) or more Grantees to provide comprehensive support to CDA candidates from the application to the Direct Assessment Application phase. At a minimum, support shall include:

- Purchasing materials from the Council for Professional Recognition;
- CDA assessment and renewal fee scholarships;
- Portfolio assembly and review;
- Career counseling and referral to resources that can help candidates continue to expand understanding for best practices in early childhood;
- Advisor assignment and observation completion;
- Technology support; and
- Referral to other resources based on the needs of the candidates

To be eligible for the grant, applicants must be a non-profit entity based in the District of Columbia. OSSE is issuing this Request for Application (RFA) to obtain assistance in fulfilling its mission of meeting the child development needs of the community. Specifically, OSSE seeks to enhance the availability of quality child care and improve the skills of child care providers by providing technical support and funding scholarships to individuals seeking to obtain the Child Development Associate (CDA) credential sponsored by the Council for Professional Recognition (Council).

Target Populations

The target population is **prospective** scholarship applicants for a CDA Credential who meet the following eligibility requirement:

- Must reside in the District of Columbia or work in a licensed child care center, licensed family child care home, or home visitor program in the District.
- Must complete the documentation or information collection requirements specified by the Council.
- Must submit a 300-word essay that describes why they have selected a career in early childhood education.

Candidates for a CDA credential must meet the following requirements:

- Be 18 years of age or older.



-
- Hold a high school diploma or General Equivalency Diploma (GED)
 - Have 480 hours of experience working with children within the past five years.
 - Have 120 clock-hours of formal child care education within the past five years.

All candidates must have had experience working in the environments for which they are seeking credentials. For example, candidates for the center-based credential must have had experience working in a center-based early child and education environment.

Candidates for the CDA Professional Preparation Program must meet the following requirement:

- Must be 18 years of age or older.
- Must hold a high school diploma or equivalent.
- Must identify a Field Advisor.

The target population also includes **prospective** CDA Advisors who meet the criteria established by the Council for center-based, family child care, or home settings.

Eligible Organizations/Entities

Applications are requested from:

- Community-based organizations that provide early childhood education programs in the District of Columbia and that are Nonprofit or for-profit and participate in federally-funded and/or District funded early childhood programs, including the OSSE-administered Child Care Subsidy Program; or
- Faith-based organizations that are licensed to operate a child development facility in the District of Columbia.

To be eligible for the grant, applicants must be certified as a District of Columbia OSSE Certified Trainer. **Note:** Two or more entities partnering together to design and implement services under this grant are required to complete and submit the Collaboration Commitment Form, Attachment K, with their application submission.

Source of Grant Funding

Funding for Child Development Associate (CDA) Scholarships and Promotion Program is made available through funds awarded to the District of Columbia by the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) Child Care and



Development Fund (CCDF) and District of Columbia local appropriations. This Request for Applications (RFA) does not commit OSSE to make an award.

Award Period

The base period of performance will expire September 30, 2013. At its option, the OSSE may extend the performance period up to 12 months (i.e., one year) at a time and may exercise this option up to four (4) times. The total performance period of this grant will not exceed sixty (60) months, which will be the sum of the base period plus the total of all one (1) year option periods. Any extension of the performance period is contingent upon compliance with the terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds. Funding for this award is contingent on continued funding from the District of Columbia appropriations.

Grant Awards and Amounts

The OSSE seeks to fund one (1) or more Grantees. Under this initiative, a maximum of \$250,000 is available for this purpose. Grantees will be required to award eighty percent (80%) of the award in scholarships.

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:

Mr. Walter C. Lundy, Jr.
Associate Director
Office of the State Superintendent of Education
Office of Grants Management and Compliance
810 First Street, NE – 9th Floor
Washington, DC 20002
(202) 442-4780
Walter.Lundy@dc.gov

Internet

In order to receive updates and/or addenda to this RFA, or other related information, Applicants who obtain this RFA through the Internet are advised to immediately email the following information to Mr. Walter C. Lundy, Jr., Associate Director, OSSE, at Walter.Lundy@dc.gov:

- Name of Applicant organization
- Contact person
- Mailing address
- Telephone numbers
- E-mail address

Pre-Application Conference

The Pre-Application Conference will be held on **Thursday, February 14, 2013 from 10:00 a.m. until Noon EST**, at 810 First Street, NE – 4th Floor Conference Rm. 9014, Washington, DC 20002.

Explanations to Prospective Applicants

Applicants are encouraged to e-mail their questions to Ms. Lilian Tetteh, Grants Management Specialist, OSSE, at Lilian.Tetteh@dc.gov on or before **Friday, February 15, 2013**. A response to all questions will be posted on the Office of Partnerships and Grant Services website, Funding Alert link @ <http://opgs.dc.gov/page/funding-alert> or the Office of the State Superintendent of Education (OSSE) website, <http://osse.dc.gov/> on Friday, February 20, 2013.



SECTION II: PROGRAM SCOPE

Overview

OSSE intends to fund one (1) or more Grantees to provide comprehensive support to CDA candidates from the application to the Direct Assessment Application phase. At a minimum, support shall include:

- Purchasing materials from the Council for Professional Recognition;
- CDA assessment and renewal fee scholarships;
- Portfolio assembly and review;
- Career counseling and referral to resources that can help candidates continue to expand understanding for best practices in early childhood;
- Advisor assignment and observation completion;
- Technology support; and
- Referral to other resources based on the needs of the candidates

General Grantee Responsibilities

The Grantee(s) will be responsible for targeted outreach activities in order to promote the program and recruit the target population(s) for participation in the program(s). The Grantee(s) will be responsible for identifying potential candidates for scholarship awards; ensuring that scholarship candidates must meet the eligibility; and recruiting and training prospective CDA advisors. The Grantee(s) will be expected to award eighty percent (80%) of the grant award in scholarships during the grant period.

Additional Grantee Responsibilities

The Grantee will be required to:

1. Develop an appropriate monetary award program for scholarship awardees that successfully completes their CDA assessment or renewal application.
2. Purchase materials from the Council for Professional Recognition.
3. Provide CDA assessment and renewal fee scholarships.
4. Assist with Portfolio assembly and review.
5. Provide career counseling and referral to resources that can help candidates continue to expand understanding for best practices in early childhood.
6. Make Advisor assignments and ensure observations are completed.



-
7. Provide technology support.
 8. Ensure that scholarship applicant obtain an employer endorsement of their application for a scholarship and report on situations where this endorsement has not been granted. Independent family child care providers meeting these requirements will receive a bonus directly from the Grantee.
 9. Survey all scholarship recipients to determine whether or not they have obtained their CDA credentials. Where the CDA candidates have failed to do so, the Grantee(s) will be expected to attempt to determine the reasons and recommend ways of remedying the situation.
 10. Recruit and train potential CDA Advisors who meet the educational and experience requirements. The training curriculum must adhere to Council guidelines.
 11. Produce and/or acquire informational materials related to the program. The information materials may include, but are not limited to, handouts, brochures, signs, banners, books, and booklets.
 12. Submit any proposed printed materials, or materials acquired from outside sources for OSSE's review and approval prior to their use and dissemination under this grant. Where appropriate, Grantee(s) must translate its program information into the languages of the target populations that it serves or, at a minimum, into the four of the six (6) languages required by the Language Access Act. These languages include Amharic, Chinese, French, Korean, Spanish and Vietnamese.
 13. Assist OSSE in reviewing translated materials for accuracy and field-testing the translated materials in the target populations being served to ensure that the translated materials are culturally and linguistically appropriate for the communities.
 14. Assist OSSE in distributing these materials, including translated materials, to the target communities.
 15. Participate in OSSE-sponsored training programs with subject areas such as team building, customer confidentiality, etc., that assist the Grantee's staff and assures OSSE that the Grantee's staff is adequately trained to work with the specified trainee population.
 16. Participate freely with the OSSE grant monitor, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
 17. Based on the need and population to be served, ensure OSSE that culturally sensitive activities will be utilized and that competent staff will be part of the proposed program.



-
18. Ensure that once referrals are made, the proposed population has a means to access additional sources of services and supports, as appropriate.

Performance Standards and Quality Assurance

OSSE expects that the Grantee's performance will result in measurable, quality improvements in early childhood education. 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

- A. OSSE will assign a Grant Monitor to monitor the project. The Grant Monitor will review all written policies and procedures applicable to the project, review all monthly and quarterly progress reports, conduct site visits, and hold periodic conferences with each Grantee to assess the Grantee's performance in meeting the requirements of the grant agreement.
- B. OSSE will monitor and evaluate the performance of each Grantee according to the Scope of Work and related service delivery standards set forth in the grant agreement. The Grant Monitor or his or her designee will make periodic scheduled and unscheduled site visits at least twice during each grant period to monitor the implementation of the grant agreement's Scope of Work and Terms and Conditions.
- C. The Grantee must provide the Grant Monitor and other authorized representatives of OSSE or other members of the District of Columbia Government such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes.
- D. The Grant Monitor will be authorized to assess the Grantee's performance with respect to accomplishing the purposes of the grant agreement. Specifically, the Grantee's performance will be assessed to determine the quality of the services delivered and the Grantee's ability to deliver services according to the Scope of Work, deadlines, and other requirements set forth in the agreement.
- E. Review all monthly and quarterly progress reports, track and review monthly invoices and supporting documentation, conduct site visits, and hold periodic conferences with each Grantee to assess the Grantee's performance.

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, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
- All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants and their families. The Applicant shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person and volunteer who will be working on the program.

Reporting Requirements

The Grantee 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 both monthly and quarterly performance reports to the Grant Monitor in an electronic format approved by the Grant Monitor. Monthly reports will provide data needed to monitor the status of activities. 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.

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.
- A Grantee receiving an award of at least \$100,000, and any of its sub-Grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid in compliance with the Living Wage Act of 2006, as amended. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE Grant Monitor.
- The Grantee must maintain an individual personnel file for each project staff member. Personnel materials must be made available to the Grant Monitor upon request. This file must contain, but not necessarily be limited to, the following:
 - The individual's application for employment.
 - Professional and personal references.
 - Applicable credentials and certifications.
 - Records of required medical examinations, if applicable.
 - Criminal background checks.
 - Tests for alcohol and illegal substances prior to employment, if applicable.



-
- Personnel actions, including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and the Grantee's action with respect to the allegations.
 - Date and reason if terminated from employment.

SECTION IV: APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than **March 1, 2013, 3:30 p.m. EST**. All applications will be recorded upon receipt. Applications accepted after 3:30 p.m. EST on February 13, 2013 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the Applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location:

D.C. Office of the State Superintendent of Education
Office of Grants Management and Compliance
810 First Street, NE – 4th Floor
Washington, DC 20002

Applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before **March 1, 2013**. Applications arriving via messenger/courier services after the posted deadline of **March 1, 2013 p.m. EST** will not be considered for funding. Application packages must be delivered to and received by an OSSE staff member and not left at the security desk or other location by the courier services.



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

ITEM	CRITERIA	POINTS
A.	PROGRAM DESIGN AND WORK PLAN	
	The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.	10
	The Applicant describes, in detail, how the Program Scope and requirements will be accomplished in a timely, responsive, efficient, and cost-effective manner.	10
	TOTAL, PROGRAM DESIGN AND WORK PLAN	20
B.	PERSONNEL EXPERIENCE AND QUALIFICATIONS	
	The program narrative and supporting documents clearly detail the qualification of key staff. Successful completion of the project is realistic given the qualification of key staff. In cases where the positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable	10
	The Applicant demonstrates proposed personnel’s experience and capability in analyzing data and presenting the results of their analyses.	10
	The Applicant describes how proposed personnel have demonstrated sensitivity to diverse populations.	5
	TOTAL, PERSONNEL QUALIFICATIONS AND EXPERIENCE	25
C.	ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE	
	The qualification of the applicant organization, any partner organization, and key staff should demonstrate the ability to: <ul style="list-style-type: none"> ▪ To achieve the program goals and objectives; ▪ To extend program outreach by eliminating the barriers to accessibility and 	20



ITEM	CRITERIA	POINTS
	<p>implementing strategies to recruit and retain program participants from the target population; and</p> <ul style="list-style-type: none"> ▪ Incorporate in plans, lessons learned for the continuation of programs and services found to be promising. 	
	<p>The applicant describes the knowledge and experience relevant to the project scope and requirements and in serving the target population. The applicant provides documented professional ties and experience working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.</p>	5
	<p>Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.</p> <ul style="list-style-type: none"> ▪ The applicant has identified and demonstrated an understanding of issues affecting the target population. ▪ The applicant provides letters of support from community-based organizations and/or advocacy groups. 	5
	<p>The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct personal communications and related activities with the target population and has helped remove customer barriers to self-reliance objectives. The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for OSSE.</p>	5
	TOTAL, ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE	40
D.	BUDGET	
	<p>The Applicant demonstrates that the proposed budget is reasonable, realistic, and will facilitate accomplishing the Project Scope.</p>	5
	<p>The Applicant provides evidence of sound fiscal management and financial stability. The Applicant will document the availability of resources that support the Applicant's organization other than the grant funds applied for.</p>	5
	TOTAL, BUDGET	10
E.	<p>The extent to which the Applicant has provided all of the information requested in the application and attached all supporting documents.</p>	2.5
	<p>The extent to which the Applicant has followed the Application Format as specified in the Section VI and remained within the specified page limits.</p>	2.5
	TOTAL, COMPLETENESS AND 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 (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 1 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Work Plan (**Not to exceed 5 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions [**Not counted in page total**]).

The maximum number of pages for the total application cannot exceed sixty (60) pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required. (New Times Roman or Courier type is recommended). All pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.



Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant 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

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

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Detailed description of the need to be address;
- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Proposed impact of the project due to the involvement of applicant’s organization;
- History with the specified community in general; and
- Experience with serving the target population in this capacity – if no experience has been acquired, describe how past linkages or experience will prove beneficial in this undertaking.

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.

Scholarship Awards. The Work Plan must include, but not necessarily be limited to, the following elements related to the scholarship awards program:



-
1. A description of how the applicant will promote the scholarship program, which emphasis on the specific language groups, if applicable.
 2. A description of how the applicant will identify and recruit qualified applicants.
 3. A description of how the applicant will award scholarship, with emphasis on the distribution of scholarships to special targeted populations, if appropriate.
 4. A description of how the applicant will survey scholarship awardees.
 5. A description of how the applicant will follow up on awardees to determine whether they have applied for the CDA credential and, in the case of those who have not, the remedial steps the applicant will take.
 6. A description of the information the applicant in its monthly and quarterly reports.

CDA Advisor Training. The Work Plan must also include, but not necessarily be limited to, the following elements related to the CDA Advisor training program:

1. A description of how the applicant will identify and recruit potential CDA advisors.
2. The number of potential CDA advisors the applicant proposes to train.
3. A description of training modules and the schedule for each module.
4. Proposed curricula for training modules.
5. Resource materials to be used.
6. Names and qualifications of the trainers.
7. Provisions for working with non-English-speaking trainees.
8. Equipment and facility to be used.

Supporting Information. The Work Plan must be supplemented by the following items, which may be submitted separately from the Work Plan itself:

1. Organizational charts showing both the applicant's organizational structure and the proposed organizational chart for this program. These charts must include the name, title, and reporting relationship of each individual.
2. Resumes for key individual shown on the organizational charts.



The Work Plan must include:

- Specific, measurable program objectives and the task/activities that will be carried out to achieve the objectives; and
- 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.

The Work Plan must be supplemented by the following items:

- Organizational charts showing both the Applicant's organizational structure and the operational structure of the proposed program. These charts must include the name, title, and reporting relationship of each individual; and
- Resumes for each key individual shown on organizational charts.

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.

Staffing Plan

The Applicant should provide a staffing plan for all personnel who will be assigned to the project on **Attachment G** including full-time and part-time employees. The Staffing Plan must also include a full-time Project Manager position and the names of the Teacher and Teacher Assistant. 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.



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. **Note:** The Grantee(s) will be expected to award eighty percent (80%) of the grant award in scholarships during the grant period.

1. Personnel:	Show proposed salaries and wages for all project staff.
2. Fringe Benefits:	Include proposed fringe benefit expenditures including what is included in fringe benefits and the fringe benefit rate.
3. Travel and Transportation:	Show proposed expenditures for local travel only, including estimated staff, consultant and participant travel. This grant does not support out-of-town travel expenditures.
4. Equipment:	List proposed expenditures.
5. Materials and Supplies:	List proposed supplies and educational and other materials expenditures. Include total and extended costs, where applicable.
6. 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.
7. Other Direct:	List other direct costs directly related to the scope of work (fees, materials, technology, stipends, bonus pay, etc.).
8. Indirect:	The indirect cost rate should not exceed ten percent (10%). Explain what is included in indirect cost.

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 ten (10) business days to process.*
- District of Columbia OSSE Certified Trainer Certificate.
- Proposed organizational chart for the project.
- Organizational budget (as opposed to project budget) for the current fiscal year.
- Letters of support or endorsements.
- Staff resumes.
- Planned job descriptions (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
Attachment E	Work Plan
Attachment F	Evaluation Plan
Attachment G	Staffing Plan
Attachment H	Budget
Attachment I	Budget and Funding Information
Attachment J	Board of Directors List
Attachment K	Collaboration Commitment Form
Attachment L	Statement of Confidentiality



Attachment A: Applicant Profile

Place this form at the front of the application.

Program: _____ Date of Submission: _____

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



AUTHORIZED TO SIGN GRANT AWARD (GAN)	Authorized Name: _____ Title: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____
MAIL REIMBURSEMENT TO	Contact Name: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____ Address: _____ City: _____ State: _____ Zip: _____
CONTACT INFORMATION	Site Name: _____ Site Address: _____ City: _____ State: _____ Zip: _____ Ward: _____ Site Phone Number: _____ Site Fax: _____ Contact Person: _____ Title: _____ E-Mail Address: _____ Mail Address of Site (If different than above) Address: _____ City: _____ State: _____ Zip: _____ Ward: _____



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 Due 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.



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, Pub. L. 76-252, Aug. 2, 1939, 53 Stat. 1147 (5 U.S.C. §1501 *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. 108-20I, 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 (29 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. 206(d)).
- 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. 373, (20 U.S.C. 1681 *et seq.*).
- 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).
- Family and 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 - 691, (D.C. Code § 2-1931 *et seq.*).
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 691, (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 § 4-1501.01 *et seq.*, 2005 Supp., as amended).
- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. 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. Code §§ 4-412, and 4-413(c) (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. Code § 7-2036(b) (2008 Repl.).
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Code § 16-2336).
- Pre-K Enhancement and Expansion Amendment Act of 2008.
- 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 Kids Act of 1994, Title XII, 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

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
OFFICE OF GRANTS MANAGEMENT AND COMPLIANCE
810 FIRST STREET, NE – 4TH FLOOR
WASHINGTON, DC 20002
ATTENTION: LILIAN TETTEH, GRANTS SPECIALIST

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

ECE USE ONLY:

Please Indicate Time:

ORIGINAL and

COPIES

RECEIVED ON THIS DATE

/

/

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

Applicant/Organization Name: _____

Date of Application Submission: _____

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

Attachment G: Staffing Plan

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

Attachment H: Budget

Note: The Grantee(s) will be expected to award eighty percent (80%) of the grant award in scholarships during the grant period.

Organization:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number:	
CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost Related to Scope of Work (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

Attachment I: Budget and Funding Information

Organization Name _____

Organizational Fiscal Year _____

FY Budget _____ Income _____ Expenses _____

List all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title (if applicable)</i>

Attachment K: 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 L: 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