



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

ACCESS TO QUALITY CHILD CARE EXPANSION

Announcement Date:

Nov. 1, 2017 (12 p.m.)

Application Submission Deadline:

Dec. 15, 2017 (3 p.m.)

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

Contents

SECTION I: GENERAL INFORMATION	4
1.1 Background Information	4
1.1.1 Release for Application	5
1.1.2 Pre-Application Meeting.....	5
1.1.3 Submission of Application	5
1.1.4 Application Deadline.....	5
1.1.5 Program Contact.....	5
1.2 General Information.....	5
1.2.1 Introduction.....	5
1.2.2 Purpose of Funds.....	6
1.2.3 Eligibility	6
1.2.4 Source of Funds	6
1.2.5 Award Period.....	6
1.2.6 Funds Available	6
1.2.7 Anti-Deficiency Considerations.....	7
1.2.8 Permissible Use of Grant Funds	7
1.2.9 Grant Award Notice and Payments.....	7
1.2.10 General Terms and Conditions	7
1.3 Program Scope	9
1.3.1 General Grantee Responsibilities Overview	9
1.3.2 OSSE/DEL Responsibilities	10
1.3.3 Performance Standards and Quality Assurance.....	10
1.3.4 Confidentiality of Records	10
1.3.5 Reporting Requirements.....	11
1.4 General Provisions.....	11
1.4.1 Document Retention	11
1.4.2 Audits.....	11
1.4.3 Appearance of a Conflict of Interest	11
1.4.4 Nondiscrimination in the Delivery of Services	12
1.4.5 Information Requests and Cooperation	12
1.4.6 Corrective Action and Termination of Funding	12
1.4.7 Delinquency	12

1.5 Award Process.....	13
1.5.1 Review Panel	13
1.5.2 Scoring Rubric.....	13
SECTION II: PROGRAM INFORMATION	17
2.1 Work Plan	17
2.1.1 Objectives.....	17
2.2 Evaluation and Data Collection Plan.....	17
2.3 Staffing Plan.....	17
2.4 Other Attachments	17
2.4.1 W-9	17
2.4.2 Attestation of Priority Areas (See Attachment A)	18
2.4.3 Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations (See Attachment B).....	18
2.4.4 Resumes and/or Qualifications of Key Staff	18
2.4.5 Audited financial statements for the past three (3) years.....	18
2.4.6 Documentation of organizational status (e.g. Tax Exemption Letter)	18
2.4.7 Conflict of Interest Policy	18
2.4.8 Separation of Duties Policy	18
2.4.9 Organizational Chart.....	18
Attachment A: Attestation of Priority Areas.....	19
Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations.....	20
Attachment C: Assurances and Certifications	21

SECTION I: GENERAL INFORMATION

1.1 Background Information

The District of Columbia is currently facing a serious shortage of quality child care. The Office of the State Superintendent of Education (OSSE) estimates only 6,950 slots for 22,000 children under the age of three in 2016. As demand outstrips supply, working parents must grapple with long waitlists and one of the nation's highest costs of care, estimated at over \$22,000 per year for child development centers and over \$16,000 for child development homes.¹

DC has demonstrated a strong commitment to early education through the provision of universal Pre-kindergarten (pre-K) services to all District residents through the passage of the Pre-K Enhancement and Expansion Act of 2008. However, addressing achievement gaps documented in later years requires a focus on the learning environments of children prior to entrance into Pre-K.²

For potential child development providers, most of whom are small, women-owned businesses, the high cost of physical space in the District coupled with the time required to obtain the appropriate licenses before the business can begin generating revenue requires significant capital that is often difficult for them to provide. Child care providers require additional support to be able to effectively respond to this shortage in supply.

To respond to these challenges, Mayor Muriel Bowser and the Council of the District of Columbia appropriated a total of eleven million dollars to OSSE's Access to Quality Child Care Fund, established in 2017.³ Of this eleven million dollars, nine million dollars will be disseminated through this grant specifically to "improve the supply of child care services for infants and toddlers, which may include establishing new or expanding existing child development facilities serving infants and toddlers."⁴ This funding is intended to respond to the high demand for quality child care by actively increasing the supply of child care by 1,000 slots over the next three years.⁵

In support of these efforts, the Bainum Family Foundation's Early Learning Facility Analysis and Financing Initiative is conducting a District-wide child care study assessing the availability, quality and willingness of child development facility operators to expand services for infants and toddlers in the District of Columbia. The initial findings of the study will be made available to OSSE around January 2018.

¹ https://www.washingtonpost.com/news/local/wp/2015/12/09/a-d-c-day-care-costs-three-times-as-much-as-college-tuition/?utm_term=.8f1b7fa73665; http://usa.childcareaware.org/wp-content/uploads/2017/07/DC_Facts.pdf

² A Call for Excellence in Early Childhood Education <http://www.naeyc.org/policy/excellence>

³ Access to Quality Child Care Fund Establishment Act of 2017 (D.C. Act 22-0130)

⁴ Section 4103(c)(1) of the Fiscal Year 2018 Budget Support Act of 2017, enacted July 31, 2017 (D.C. Act 22-0130)

⁵ <https://cfo.dc.gov/node/1231841>

1.1.1 Release for Application

The release date of the RFA is November 1, 2017 (12 p.m.). The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2 Pre-Application Meeting

The pre-application meeting will be held November 13, 2017 at OSSE (810 First St. NE, Third floor, Grand Hall A) from 11 a.m.-1 p.m. To attend the pre-application meeting, please RSVP to Tara.Dewan-Czarnecki@dc.gov by November 6, 2017. Interested applicants are encouraged to participate in the pre-application meeting.

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 December 15, 2017 (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 person for matters concerning this RFA is:

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

1.2 General Information

1.2.1 Introduction

The lack of access to quality early education settings for infants and toddlers is a major challenge with consequences for working parents and the children themselves, as they enter school less prepared than their peers. Providers are often unable to fill the gaps in supply due to the high cost of capital required to open or expand a child development facility.

One promising approach to respond to these challenges in other cities, including Philadelphia, Newark, NJ, San Francisco and Alameda County, has included conducting an analysis of gaps in access and providing much-needed start-up capital and technical assistance to providers through grants. Grants focusing on building developmentally appropriate learning spaces for infants and toddlers are particularly effective for two reasons: (1) grants provide capital for facilities and reduce the financial

burden to providers aiming to expand or would-be providers aiming to open a center and (2) facilities improvements have a tremendous impact on the quality of existing and new slots.

Accordingly, this grant seeks to improve the supply of child care services in the District by providing financial and technical support to child development facilities in establishing new, renovating existing, or expanding existing child development facilities to serve more infants and toddlers.

1.2.2 Purpose of Funds

The goal of the Access to Quality Child Care Expansion Grant is to increase the supply of child care services for infants and toddlers, which may include establishing new or expanding child development facilities serving infants and toddlers. Specifically, this Grant seeks to add a total of 1,000 new infant and toddler slots to DC's infant and toddler child care supply by Sept. 2020, with the goal of an average of 300 new seats in 2018, 2019 and 2020. The Division of Early Learning (DEL), within OSSE, is soliciting applications from organizations interested in (1) developing and implementing a sub-granting mechanism for enabling child development providers to improve the supply of such child care services and (2) providing technical assistance for the same purpose.

The Grantee will design a sub-granting mechanism and administer a grant fund as well as provide technical assistance to sub-grantees and to other new or existing child development facilities regarding the licensure and expansion process in order to expand access to quality early childhood services using data from the most current research studies on the supply and demand of child care in DC.

1.2.3 Eligibility

OSSE/DEL will accept applications from eligible applicants. Eligible applicants must be non-profit organizations but are not required to provide direct child care services to infants and toddlers. Additionally, eligible applicants must have a proven track record of success in providing financing and investment approaches and technical assistance in child development facility financing and development and specifically in grant-making related to child development facilities.⁶ Applicants are encouraged to seek and propose bold and creative solutions.

1.2.4 Source of Funds

The funds are being made available solely through District of Columbia local funds as part of a strategic citywide effort to expand access to child care through the Access to Quality Child Care Fund, available here: [Section 4103 of the Fiscal Year 2018 Budget Support Act of 2017](#).

1.2.5 Award Period

The period for this grant will be three years, ending on September 30, 2020, contingent upon availability of funds. Each budget period will be one year, with the first period ending September 30, 2018.

1.2.6 Funds Available

⁶ Section 4104(b)(1) of the Fiscal Year 2018 Budget Support Act of 2017, enacted July 31, 2017 (D.C. Act 22-0130)

The total funding available for developing and implementing the Access to Quality Child Care Expansion grant is approximately \$9,000,000. Grant funds will be made available over the three year period of the grant, in accordance with the grantee's work plan and budget as approved by OSSE/DEL. OSSE/DEL anticipates issuing one award from this funding opportunity. At least 90 percent of the award must be used towards competitive sub-grants, for terms of at least 2 years, to organizations that provide child care services to infants and toddlers in the District for the purposes of improving the supply of child care services for infants and toddlers, which may include establishing new, renovating existing, or expanding child development facilities serving infants and toddlers; or carrying out other activities necessary to expand access to child care and improving the quality of child care services provided in the District consistent with the findings of the evaluation and studies conducted, as identified by OSSE. 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 Anti-Deficiency Considerations

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 U.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, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.2.8 Permissible Use of Grant Funds

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

1.2.9 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. Once OSSE has fully approved the application and issued an official Grant Award Notification (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 the applicable reimbursement workbook/s electronically.

1.2.10 General Terms and Conditions

- a. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE/DEL to make an award.
- b. OSSE/DEL reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE/DEL shall notify the applicant if it rejects that

applicant's proposal. OSSE/DEL may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable regulation or requirement.

- c. OSSE/DEL reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- d. OSSE/DEL 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/DEL 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/DEL 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/DEL shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; 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/DEL; and compliance conditions that must be met by the grantee.
- h. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

1.3 Program Scope

1.3.1 General Grantee Responsibilities Overview

The Grantee will:

- a. Design and implement a competitive sub-granting mechanism with the following specifications:
 - a. Align the sub-grant competition with data from the most current research studies on the supply and demand of child care in DC, including the study completed by the Bainum Family Foundation's Early Learning Facility Analysis and Financing Initiative, and with other DC initiatives focused on expanding the supply of quality, affordable child care for infants and toddlers, as identified by OSSE;
 - b. Hold a public engagement forum or forums in anticipation of the release of the sub-grant request for applications covering eligibility requirements, sub-grant amount range, application review process, reporting requirements, and other relevant information for sub-grant applicants;
 - c. Conduct additional marketing across the District to spread awareness of the grant opportunity.
 - d. Design a sub-grant competition as well as evaluation and awarding processes to be approved by OSSE/DEL. Requests for applications must include, but are not limited to, the following elements:
 - i. Purpose of the subgrant: (i) establishing new child development facilities; (ii) renovating existing facilities; (iii) expanding facilities; (iv) other activities necessary to expand access to child care and improving the quality of child care services provided;
 - ii. Eligibility requirements for subgrantees;
 - iii. Average funding amounts;
 - iv. Deadline for applications (time and date);
 - v. Method of application delivery;
 - vi. Application format: Applications for all subgrants must include a section on how the funds will be used to create sustainable infant and toddler seats and/or sustainably expand access to child care and improve the quality of child care services provided. This may take the form of a Sustainability Plan, a five-year business plan, or explanation of the Multiplier Effect of the grant funds, depending on the nature and scope of the specific subgrant type.
- e. Distribute at least 90% of the total award through competitive sub-grants with the following specifications:
 - i. Sub-grantees shall be organizations that provide child care services to infants and toddlers.
 - ii. The term of sub-grants shall be 2 years, subject to the availability of funding.
 - iii. Sub-grants shall be awarded for the following purposes: (i) Improving the supply of child care services for infants and toddlers, which may include establishing new, renovating existing, or expanding child development facilities serving infants and toddlers; or (ii) Carrying out other activities necessary to expand access to child care and improving the quality of child care services provided in the District consistent with the findings of the evaluation and studies conducted, as identified by OSSE

- iv. At least 50% of the amounts sub-granted shall be used to improve the supply of child care services for infants and toddlers eligible for subsidized child care.
- v. The following priorities must be considered when awarding sub-grants :
 - 1. Increasing the number of sustainable infant and toddler slots in the District;
 - 2. Improving the supply of child care services for infants and toddlers eligible for subsidized child care
- vi. Ensure that all design for new construction work, addition, alteration, repair, expansion increase in occupancy for permitting and licensing, for a home or child development center shall be prepared by registered architects or professional engineers licensed to practice in the District of Columbia.
- b. Monitor the impact of sub-grants to ensure the financial and technical support is directly resulting in the creation and expansion of quality child care slots, and adjust technical assistance to sub-grantees if determined necessary to impact results.
- c. Carry out other activities, as determined by OSSE, related to expanding access to infant and toddler child care and improving the quality of child care services provided in the District, including providing technical assistance to sub-grantees or to other new or existing child development facilities regarding the licensure and expansion process.

1.3.2 OSSE/DEL Responsibilities

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

1.3.3 Performance Standards and Quality Assurance

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

1.3.4 Confidentiality of Records

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

- a. The records of sub-grantees and other child care providers 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 a sub-grantee or other child care provider 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 sub-grantees or other child care providers.
- d. All records regarding children receiving services from a sub-grantee or other child care provider shall be subject to the confidentiality requirements of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and applicable regulations.

1.3.5 Reporting Requirements

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

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

1.4 General Provisions

1.4.1 Document Retention

Recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of five years from the end date of the grant period to ensure that such documentation is available to authorized entities for review upon request.

1.4.2 Audits

The grantee shall agree to undergo an independent annual audit. At any time before final payment and up to three years thereafter, OSSE/DEL and other respective jurisdictional administrative agencies of the District of Columbia may audit the applicant's expenditure statements and source documents as permitted by applicable law.

1.4.3 Appearance of a Conflict of Interest

All applicants 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 sub-grant or contract.

1.4.4 Nondiscrimination in the Delivery of Services

The applicant 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, or place of residence or business.

1.4.5 Information Requests and Cooperation

The applicant 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.

1.4.6 Corrective Action and Termination of Funding

In the event that programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of OSSE, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

1.4.7 Delinquency

Any entity delinquent on District of Columbia debts may not apply.

1.5 Award Process

1.5.1 Review Panel

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

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

1.5.2 Scoring Rubric

1.5.2.1 Overview

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

1.5.2.2 Executive Summary

- ☐ **Overview:** Briefly describe the applicant organization and its proposed methodology for providing technical assistance, designing an appropriate sub-granting mechanism to expand access to quality early childhood services, and administering the grant fund in a manner that will directly result in the creation and expansion of 1,000 quality child care slots in DC.

1.5.2.3 Information about the Organization (Maximum: 10 points)

- ☐ **Mission and History:** Provide the 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 an appropriate sub-granting mechanism to expand access to quality early childhood services, and administering the grant fund in a manner that will directly result in the creation and expansion of quality child care slots in DC. Provide an organizational history as it relates to work in community development financing, specifically as it relates to early childhood, early childhood development facilities and grant making and/or financial investments to child development facilities. (5 points)

- ❑ **Strategic Logic:** Describe the strategic logic for the organization to manage this grant at this point in the organization's history (i.e., describe how the provision of technical assistance, designing an appropriate sub-granting mechanism to expand access to quality early childhood services, and administering the grant fund in a manner that will directly result in the creation and expansion of quality child care slots in DC is consistent with the organization's strategic objectives and goals). (5 points)

1.5.2.4 Organizational Knowledge (Maximum: 35 points)

- ❑ **Experience in Expanding Access to Quality Child Care through Grant-making and Provision of Technical Assistance:** Describe your organization's experience in designing a grant competition and providing technical assistance to improve the supply of child care based on existing child care supply and demand data and how your organization used both the sustainability of a child care facility and the need for child care in an area to prioritize the distribution of funding. (10 points)
- ❑ **Organizational Expertise in Financing and Investment in Early Childhood Development:** Describe your organization's experience and expertise in providing financing and investment approaches for community development initiatives and technical assistance in child development facility financing and development and specifically, in grant-making related to child development facilities. (10 points)
- ❑ **Plan to Leverage Best Practices in Expanding Access to Quality Child Care:** 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. (10 points)
- ❑ **Organizational Networks:** 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 providing technical assistance to sub-grantees. The organizational network should maximize impact of the grant beyond the work of the applicant's program alone. (5 points)

1.5.2.5 Process to Provide and Monitor Sub-Grants (Maximum: 45 points)

- ☐ **Communications Strategy:** Based on the organization's prior experience in grant-making related to child development facilities, describe the process your organization will use to spread awareness of the sub-grant opportunity and engage child development facilities in the District regarding the sub-grant competition to obtain an understanding of whether an investment in the facility will result in a sustainable quality child care slot. (10 points)
- ☐ **Cost Estimation:** Based on experience with or knowledge of similar initiatives and initial research into the landscape of child development facilities in the District, provide your organization's estimates for the projected cost for the creation of a new infant and toddler slot for each of the following activities a child care facility may undergo: (a) opening up a brand new facility, (b) renovating space in a current facility, and (c) expanding space in a current facility, or (d) obtaining technical assistance. (10 points)
- ☐ **Sub-Grant Competition:** Describe the process your organization will use to award sub-grants on a competitive basis to organizations that provide child care services to infants and toddlers for the purposes of expanding child care services by establishing new, renovating existing, or expanding child development facilities, according to the specifications made in Section 1.3.1: General Grantee Responsibilities Overview. Describe the sub-grant application requirements – including prioritization that reflects that the purpose of the grant is to increase the number of sustainable infant and toddler slots by 1,000 over three years in the District and that 50% of the funding shall be used to improve the supply of child care services for infants and toddlers eligible for subsidized child care, methodology for evaluation of applications, and awarding of sub-grants. Please provide a sample request for applications and sub-grant award notices or other agreements. (15 points)
- ☐ **Monitoring Sub-Grants and Providing Technical Assistance to Sub-Grantees:** Describe the methodology for monitoring of the sub-grants according to approved applications, timelines, budget and the terms of sub-grant award notices or other agreements as well as provision of technical assistance to the sub-grantees. Monitoring procedures must describe: (1) fiscal monitoring and tracking of expenditures according to approved budgets; (2) programmatic monitoring on the achievement of sub-grantee goals and activities, as stated and approved in their sub-grant applications; (3) adherence to sub-grant terms agreed upon in sub-grant award notices or other agreements. Applicants may submit sample programmatic and financial reporting templates. (10 points)

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

- ☐ **Financial Management:** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management of the grant and sub-grants, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant and sub-grant funds according to approved budgets and applications. 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). (5 points)

- ❑ **Proposed Budget:** Using the grant budget, provide a proposed budget for the first year of the three year grant and narrative description of the use of grant funds to address the requirements of this grant. However, until a sub-granting mechanism is finalized and approved by OSSE/DEL, sub-grants should be budgeted as a singular line item in the budget. 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. (5 points)

SECTION II: PROGRAM INFORMATION

2.1 Work Plan

Each applicant must submit a work plan for the first year of the three 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.

2.1.1 Objectives

The objectives for this grant are as follows:

- a. Develop and implement a sub-granting mechanism for enabling child care providers to improve the supply of such child care services by establishing new, renovating existing, or expanding child development facilities serving infants and toddlers.
- b. Provide technical assistance to sub-grantees regarding the creation and expansion of quality child care slots.
- c. Align awarding of sub-grants with data from the most current research studies on the supply and demand of child care in DC and with other DC initiatives focused on expanding the supply of quality, affordable child care for infants and toddlers.

2.2 Evaluation and Data Collection Plan

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

2.3 Staffing Plan

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

In addition to the detailed Staffing Plan, the applicant must also include an Organizational Chart.

2.4 Other Attachments

2.4.1 W-9

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

2.4.2 Attestation of Priority Areas (See Attachment A)

2.4.3 Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations (See Attachment B)

2.4.4 Resumes and/or Qualifications of Key Staff

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

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

2.4.7 Conflict of Interest Policy

2.4.8 Separation of Duties Policy

2.4.9 Organizational Chart

ATTACHMENTS

Attachment A: Attestation of Priority Areas

Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations

Attachment C: Assurances and Certifications

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

Attachment A: Attestation of Priority Areas

ATTESTATION OF PRIORITY AREAS
Office of the State Superintendent of Education

☐ **ACCESS2017: ACCESS TO QUALITY CHILD CARE EXPANSION GRANT**

- ☐ In accordance with the Child Care Development Fund Act of 2014, priority for the **ACCESS TO QUALITY CHILD CARE EXPANSION GRANT** will be given to entities that : 1) focus on quality comprehensive early childhood programs, child care services, child development, family and community resources, and adult education and training for the purposes of professional development in the field of early childhood; 2) address the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs; 3) promote involvement by parents and family members in the development of and advocacy on behalf of their children in child care settings; 4) certify that parents, providers and the general public will have access to information about other programs (specifically Temporary Assistance for Needy Families (TANF), Head Start and Early Head Start, Low-Income Home Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), Women, Infants and Children (WIC) program, Child and Adult Care Food Program (CACFP), Medicaid and State Children’s Health Insurance Program (SCHIP)) for which families may also qualify; and 5) the ability to support inclusion services for special populations and young children and parents embarking on the process of identification of developmental delays and disabilities.

Please have an authorized representative of the applicant organization to sign and attest to the organization’s status in regard to the mission statement that reflects the organization’s priority areas justification that supports the application.

Administrator Name: _____

Title: _____

Administrator’s Signature: _____

Date: _____

Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations

APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS

The applicant shall be required to provide assurances of its compliance with all applicable District and Federal Statutes and Regulations including but not limited to those below:

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. The 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, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a 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 (see 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. Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
12. The Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. The Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
15. The Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
17. The District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964, Pub. L. 88-352, 78 Stat. 241 (42 U.S.C. § 2000d et seq.)
19. The District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

Attachment C: Assurances and Certifications

ASSURANCES AND CERTIFICATIONS

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

Central Data 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) of 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 *Subgrantee Policy for Carryover and Reallocation* issued January 1, 2012, as may be amended.
5. We shall comply with all terms and provisions of the *OSSE Monitoring Policy*, as may be amended.
6. We shall provide, upon request and pursuant to any timelines and/or formatting requirements established by OSSE in the OSSE Data Collection Handbook, as amended, 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.
7. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
8. 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.
9. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
10. 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;
11. 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;
12. 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;
13. We have a satisfactory record of integrity and business ethics;
14. We have the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
15. We are in compliance with the applicable District licensing and tax laws and regulations;
16. We meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;

17. 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;
18. 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.

Program Assurances

1. We agree to use 90% of the grant award to award sub-grants to child care providers, for the purpose of expanding child care services for infants and toddlers;
2. We agree to use at least 50% of the grant award to improve the supply of child care services for infants and toddlers eligible for subsidized child care; and
3. We agree to submit quarterly program reports as described in the request for applications, and such other information as OSSE may require.

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 certifies that it has provided the following disclosures, in writing, to OSSE as applicable.

- A. Whether the applicant or any of its officers, partners, principals, members, or key employees, within three (3) years prior to the date of the application have been indicated or had charges brought against them (if still pending) and/or been 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; or

- B. Whether the applicant has been the subject of legal proceedings arising directly from the provision of services by the organization.
- C. 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.

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

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

- A. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for one year after the general election for which the contribution or solicitation for contribution was made, whether or not the contribution was made before the primary election, to any of the following:
 - i. An elected District of Columbia official who is or could be involved in influencing or approving the award of this grant;
 - ii. A candidate for elective District of Columbia office who is or could be involved in influencing or approving the award of this grant; or
 - iii. A political committee affiliated with a District candidate or elected District official described in (i) or (ii) above.
- B. The applicant is ineligible to receive this grant from the date a contribution or solicitation for a contribution was made and continuing for eighteen (18) months after the general election for which the contribution or solicitation for contribution was made to any of the following
 - i. A constituent-service program or fund, or substantially similar entity, controlled, operated, or managed by:
 - (1) An elected District official who is or could be involved in influencing or approving this grant; or
 - (2) A person under the supervision, direction, or control of an elected District official who is or could be involved in influencing or approving this grant;
 - ii. A political party; or
 - iii. An entity or organization:
 - (1) That a candidate or elected District official described in (a) or (b) of this paragraph, or a member of his or her immediate family, controls; or
 - (2) In which a candidate or elected District official described in (a) or (b) of this paragraph

has an ownership interest of 10 % or more.

5. Compliance with Tax and Other Payments

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

6. 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.