



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

CHILD DEVELOPMENT ASSOCIATE (CDA) – TRAINING SCHOLARSHIP AND PROMOTION PROGRAM

Announcement Date:

June 9, 2017 (12 p.m.)

Application Submission Deadline:

July 24, 2017 (3 p.m.)

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

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SECTION I: GENERAL INFORMATION

1.1 Background Information

The Child Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education and is a stackable, gateway credential on the pathway of career advancement in the early care and education profession. The credential provides a much needed foundation for building the essential competencies needed by entry-level early childhood professionals providing infant/toddler, preschool, or family child care. The CDA Credential™ is portable across states and school-districts nationwide. It is competency-based and the only multilingual credentialing system that assesses early childhood professionals in the language of their daily work.

In the District of Columbia (DC), the CDA is recognized as a valid credential for early childhood professionals. The CDA fills a gap in DC by providing early childhood professionals with ongoing professional development and education opportunities, in addition to those offered through the District's Child Care Resource and Referral (CCR&R)¹ System.

The CDA represents the crossroad where education and experience meet. This crossroad epitomizes competence and is a pathway to learning best practices for early childhood professionals. The CDA credentialing process includes meaningful activities that incorporate reflective practice and culminates in a personalized Professional Portfolio, an observation by a designated CDA Professional Development (PD) Specialist, and a passing score on the CDA standardized content knowledge examination reflecting the six Competency Standards of the Council for Professional Recognition.

The Council for Professional Recognition issues the credential when the candidate completes the following: 120 hours of professional education in early childhood development covering children ages birth to five years old, 480 hours of work experience, a Professional Portfolio that demonstrates an understanding of competence, feedback from families, an observation by a designated CDA PD Specialist that demonstrates effective practice, and content knowledge via the CDA exam.

The Office of the State Superintendent of Education (OSSE) is soliciting applications for CDA grantee(s) that will collaborate with the Division of Early Learning (DEL), Postsecondary and Career Education, CCR&R, and higher education institutions. The CDA grantee(s) will provide ongoing, comprehensive support and implement a robust CDA – Training Scholarship and Promotion Program that will prepare our early childhood professionals and promote high-quality early care and education in DC.

¹ The DC's CCR&R System provides responsive services and evidence-based supports that promote high-quality early care and education in DC through connecting families with early care and education opportunities and providing technical assistance, consultation, and coaching to child development facilities.

1.1.1 Release for Application

The release date of the RFA is June 9, 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 on June 27, 2017 at OSSE (810 First St. NE, Eighth floor, Room 806 AB) from 10 a.m. – 12 p.m. To attend the pre-application meeting, please RSVP to Julie.Wennekes@dc.gov by June 21, 2017. Interested applicants are encouraged to participate in the pre-application meeting.

1.1.3 Submission of Application

The application must be submitted using the Enterprise Grants Management System (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 July 24, 2017 (3 p.m.). Applications must be submitted through EGMS. Late applications will not be accepted.

1.1.5 Program Contact

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

Julie Wennekes
Office of the State Superintendent of Education
Division of Early Learning
810 First Street, NE, Fifth Floor
Washington, DC 20002
(202) 741-6498
Email Address: Julie.Wennekes@dc.gov

1.2 General Information

1.2.1 Introduction

The CDA – Training Scholarship and Promotion Program provides for a structured course of study that covers six essential CDA Competency Standards for early childhood professionals earning the CDA Credential™. The CDA credential is a stackable, gateway credential that guides early childhood professionals in becoming qualified teachers of young children. The Council for Professional Recognition has administered the CDA National Credentialing Program since 1985. The CDA National Credentialing Program is designed to enhance the skills of early childhood professionals working in center-based² and family child care programs. The CDA Competency Standards and assessment process for early childhood professionals recognize the skills and competencies needed to meet the developmental and emotional needs of infants, toddlers, and preschoolers.

The CDA – Training Scholarship and Promotion Program will: (1) provide a coherent sequence of learning experiences aligned with defined learning outcomes, and a comprehensive system of assessment that ensures candidates demonstrate reflective skills and competent practice; (2) provide scholarship funds to support the early childhood professionals seeking an initial or renewal CDA credential; (3) include a planned program inclusive of a qualified CDA instructor leading classroom instruction, practicum field experience, Professional Portfolio development and review, observation in child care settings, and the preparation for the CDA standardized exam based on the area of endorsement chosen by the candidates; and (4) provide ongoing support, such as, but not limited to, offering child development classes and flexible schedule, and ensuring non-traditional students have what they need to enroll and succeed. The scholarship applies to fees for the CDA credential application and assessment, instruction, coursework materials, career counseling and coaching support, and the supports needed for candidates completing the CDA credential requirements.

1.2.2 Purpose of Funds

DEL, within OSSE, is soliciting applications from organizations, institutions, and agencies interested in offering the CDA – Training Scholarship and Promotion Program for early childhood professionals in DC. The goal of the CDA – Training Scholarship and Promotion Program is to increase the number of early childhood professionals in the District that demonstrate the competencies needed by providing technical support and funded scholarships for individuals earning the CDA credential issued by the Council for Professional Recognition.

1.2.3 Eligibility

OSSE/DEL will accept applications from eligible applicants, to include public agencies, not-for-profit, for-profit, and faith-based organizations. Applicants must have experience in financial management, quality assurance, and ongoing monitoring of scholarships or other awards to community members, as well as previous experience providing quality instruction to English and bilingual adult learners in early childhood settings.

² Center-based settings include child care centers, nursery schools, preschools, child development programs, and Head Start centers.

1.2.4 Source of Funds

The funds are being made available solely through the U.S. Department of Health and Human Services (HHS), Administration for Children and Families (ACF), and Child Care and Development Fund (CCDF) through the Child Care and Development Block Grant Act of 2014, effective November 19, 2014 ((P.L. 113-186; 42 U.S.C. 9858 *et seq.*) (2012 Repl. and 2015 Supp.)).

OSSE/DEL maintains the right to adjust the grant award and amount based on funding availability. This RFA does not commit OSSE/DEL to make an award.

1.2.5 Award Period

All grants under this RFA will be five-year awards, beginning on October 1, 2017 and ending on September 30, 2022, contingent upon availability of funds. Each budget period will be one year, with the first period beginning October 1, 2017 and ending September 30, 2018.

1.2.6 Funds Available

The total funding available for providing comprehensive support to CDA scholarship candidates from the initial enrollment in the program of study to the Direct Assessment Application phase is at least \$500,000. OSSE/DEL intends to issue at least two awards from this RFA. Determinations regarding the number of competitive grants to be awarded will be based on the quality and number of applications received and available funding. Successful applicants may be awarded amounts less than requested. Applicants are encouraged to propose innovative and creative solutions. OSSE/DEL strongly encourages collaborative applications that meet or exceed the scope of work outlined in the RFA. For applications that include multiple organizations, one organization must be designated to submit and manage the grant.

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 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.

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 Overview, Section 1.3.2 Additional Grantee Responsibilities, and the Grant Budget included in the applicant's submission.

1.2.9 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 grant making 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 sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee(s) 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(s).
- 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(s) will provide comprehensive instruction and support to CDA scholarship candidates beginning with the enrollment application to the Direct Assessment Application phase. The CDA credential is issued by the Council for Professional Recognition and is awarded to early childhood professionals who work in a variety of settings.

The grantee(s) will be responsible for marketing the program to the workforce and conducting outreach activities for recruiting specific language groups and relevant target population(s), identifying eligible candidates for CDA scholarship awards, and ensuring that CDA scholarship candidates meet the eligibility, and complete the preliminary steps for enrollment. The grantee(s) is/are also responsible for recruiting and training prospective CDA instructors. The grantee(s) will work collaboratively with CCR&R to market, recruit, and retain students for initial and renewal CDA cohorts. The grantee(s) will also work with CCR&R to ensure CDA students have access to OSSE-sponsored educational resources and ongoing professional development requirements and/or opportunities.

The grantee(s) will provide the full scale CDA instruction in approximately nine initial CDA cohort groups with a minimum enrollment of 25 participants per cohort, reaching a total of 225 participants. The grantee(s) will offer approximately four renewal CDA cohort groups annually with a minimum enrollment of 25, reaching a total of 100 participants annually. Cohorts should be operated at least once per quarter, if not more frequently. Preference will be given to grantees that offer CDA instruction on-site for cohorts of staff working in child development centers. The grantee(s) must:

- a. Develop and implement the CDA – Training Scholarship and Promotion Program to support the early childhood professionals seeking an initial or renewal CDA credential;
- b. Recruit and train qualified CDA instructors who meet the educational and professional experience requirements for teaching adult learners and early childhood professionals;
- c. Purchase textbooks and all informational materials related to the program from the Council for Professional Recognition. The information materials may include, but are not limited to, handouts, brochures, signs, banners, books, and booklets. The training curriculum must adhere to the Council for Professional Recognition guidelines;
- d. Work collaboratively with CCR&R to market, recruit, and retain students for initial and renewal CDA cohorts. The grantee(s) will also work with CCR&R to ensure CDA students have access to OSSE-sponsored educational resources and ongoing professional development requirements and/or opportunities;
- e. Support CDA scholarship candidate’s enrollment, preparation, assessment, completion, and renewal;
- f. Ensure CDA scholarship candidates include employer endorsements of their participation in the CDA program, or in the case of family child care home providers, award a candidate bonus;
- g. Execute instruction and practicum field experience in cohort groups to include expert content area professional development and certifications required for entry-level early childhood professionals in early learning centers;
- h. Pay CDA scholarship candidates’ application fees to the Council for Professional Recognition. Pay additional fees related to CDA credential assessment, instruction, coursework materials, career counseling and coaching support, and the supports needed for candidates completing the CDA credential requirements;
- i. Assist CDA scholarship candidates in developing their personalized Professional Portfolio and review Portfolio prior to submission;
- j. Offer career counseling services, as needed;
- k. Assist CDA scholarship candidates in finding a CDA PD Specialist recognized/approved by the Council for Professional Recognition;
- l. Execute PD Specialist CDA verification visit assignment for CDA scholarship candidate’s formal observation and track results on the CDA exam and awarding of the CDA credential;
- m. Institute a release of information and post-credential survey to be completed by scholarship awardees, in order to collect data about ongoing employment of CDA scholarship candidates over time;
- n. Institute a procedural disclosure by CDA scholarship candidates that affords future communication between the grantee(s) and candidates that outlines expectations and demonstrates ongoing commitment to DC’s workforce by providing career planning support and higher education scholarship information;
- o. Monitor CDA scholarship awardees for completion of CDA credential;
- p. Track of CDA scholarship awardees after completion of credential to determine employment information;

- q. Propose training modules, curricula, resource materials and schedules, to be finalized with selected CDA instructors; and
- r. Comply with all the requirements of the Council for Professional Recognition (see: [CDA Credentialing Program FAQs](#)).

The grantee(s) will issue initial CDA and renewal CDA scholarships to prospective candidates who meet the following application requirements:

- a. Must reside in DC or work in a licensed child care center, or licensed family child care home program in DC;
- b. Must complete the documentation or information collection requirements specified by the grantee(s) and the Council for Professional Recognition; and
- c. Must submit a 300-word essay that describes why they have selected a career in early childhood education.

The Council for Professional Recognition requires that all the CDA credentialed professionals apply and pay for the assessment upon completion of all eligibility requirements:

- a. Must have a high school diploma, General Education Development (GED), or be a high school junior or senior in an early education/child development Career and Technical Program;
- b. Any time before the candidate applies, complete 120 clock hours of formal early childhood education training, covering the growth and development of children, with no fewer than 10 training hours in each of the eight CDA subject areas;
- c. Within three years of submitting an application, obtain 480 hours of professional work experience working with young children;
- d. Within six months of submitting an application, prepare a CDA Professional Portfolio according to the requirements outlined in the CDA Competency Standards book; and
- e. Find a CDA PD Specialist recognized/approved by the Council for Professional Recognition.

The Council for Professional Recognition requires revalidation of the CDA Credential™ every three years.

1.3.2 Additional Grantee Responsibilities

Grantee(s) will also be required to:

- a. Submit any proposed printed materials, or materials acquired from outside sources for OSSE's/DEL'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 languages required by the Language Access Act. These languages include Amharic, Chinese, French, Korean, Spanish, and Vietnamese;
- b. Provide OSSE/DEL with translated materials for accuracy and field-testing. The translated materials in the target populations being served must ensure that the translated materials are culturally and linguistically appropriate for the communities represented;
- c. Report to OSSE/DEL when distributing these materials, including translated materials, to the target communities;

- d. Participate in OSSE/DEL-sponsored training programs with subject areas such as team building, customer confidentiality, etc., that assist the grantee(s)'s staff and assures OSSE/DEL that the grantee(s)'s staff is adequately trained to work with the specified trainee population on current topics relevant to early childhood priorities;
- e. Work with the OSSE/DEL grant manager, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed;
- f. Based on the need and population to be served, ensure OSSE/DEL that culturally sensitive activities will be utilized and that competent staff will be part of the proposed program;
- g. Ensure the proposed population has a means to access additional resources and education supports as appropriate; and
- h. Adhere to Section 1.3.6 Reporting Requirements.

1.3.3 OSSE/DEL Responsibilities

OSSE/DEL will utilize several monitoring strategies including, but not limited to, collection of performance data, and review of financial reports. All information in monitoring reports will be subject to verification, and OSSE/DEL may require additional information from the grantee(s). 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.

1.3.4 Performance Standards and Quality Assurance

OSSE/DEL expects that the grantee(s)'s performance will result in measurable, quality improvements in the early childhood education, which will be reported in the quarterly program performance reports. The grantee(s) will be expected to meet at least quarterly with OSSE/DEL to share information and review reports related to the status of grant activities. In addition, the grantee(s) will be required to meet performance standards and acceptable quality level to be determined by OSSE/DEL and the grantee(s).

1.3.5 Confidentiality of Records

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

- a. Participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- b. 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.
- c. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants.
- d. All records regarding children receiving services from a participant shall be subject to the confidentiality requirements of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g.

1.3.6 Reporting Requirements

The grantee(s) will be required to report information in a manner consistent with OSSE's/DEL's online grant monitoring database. The grantee(s) will submit quarterly financial and program performance reports to the grant monitor. Quarterly program reports will provide data needed to monitor the status of activities. The reports will also outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. Reporting may require detailed as well as aggregate reporting of accomplishments. The format for reporting will be prescribed by OSSE/DEL and will be required to facilitate prompt review of the grantee(s)'s accomplishments in support of payment. The quarterly reports will be due the 10th of the month following the end of the 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 three 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

At any time before final payment and up to three years thereafter, OSSE/DEL and other respective jurisdictional administrative agencies of DC may audit the applicant's expenditure statements and source documents.

1.4.3 Conflict of Interest

Grantee(s) must avoid apparent and actual conflicts of interest when administering grants. A conflict of interest may arise when, among other things, a person participating in an administrative decision regarding a project is likely to benefit from the decision or his or her immediate family member is likely to benefit from the decision.

1.4.4 Nondiscrimination in the delivery of services

The applicant shall comply with the DC Human Rights Act of 1977, as amended, which prohibits discrimination on the basis of race, color, religion, nationality, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, genetic information, disability, matriculation, political affiliation, source of income, status as a victim of an intrafamily offense, or place of residence or business be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.

1.4.5 Staff Requirements

The grantee(s) 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.

Grantee(s) must propose CDA instructors with qualifications described below:

- a. Hold a minimum of a Baccalaureate or Associate degree from an accredited college or university in one of the following disciplines:
 - Early Childhood Education/Child Development
 - Elementary Education/Early Childhood Education
 - Family and Consumer Sciences/Child Development
- b. Have in-depth experience and proficiency in knowledge area;
- c. Proficiency in training delivery; planning, adaptation, and evaluation of training;
- d. Have experience in course development; and
- e. Proficiency in course design, research development, and testing.

Proposed staff assigned to the grant should be limited to administrators running the grant and carrying out the responsibilities outlined in Section 1.3.1 General Grantee Responsibilities Overview and Section 1.3.2 Additional Grantee Responsibilities. Proposed individuals should be named in Section 2.3, Staffing Plan. Resumes and an organizational chart should also be provided in this section. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/DEL grant monitor.

1.5 Award Process

1.5.1 Review Panel

OSSE/DEL will make the funds available through a competitive process to identify organizations interested in offering the CDA – Training Scholarship and Promotion Program for early childhood professionals in DC. 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 DC 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(s) to fund.

1.5.2 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.

1.5.2.2 Executive Summary

- Overview:** Briefly describe the applicant organization and its proposed methodology for implementing the CDA grant.

1.5.2.3 Information about the Organization (Maximum: 20 points)

- ❑ **Mission and Vision:** Provide the organization's mission and vision statement, a description of its core programs, and explain the relevance of the organization's prior experience to the requirements of the grant. (5 points)
- ❑ **Logic Model:** In an attachment, describe the activities, inputs, outputs, and outcomes for the CDA – Training Scholarship and Promotion Program. (5 points)
- ❑ **Organizational Expertise in Early Childhood Education:** Describe your organization's experience and expertise in early childhood education and previous experience providing financial management and monitoring of scholarships or other awards provided to the local community as well as previous experience providing quality instruction to English and bilingual adult learners in early childhood settings. Applicants should demonstrate knowledge of existing scholarship programs in DC. (10 points)

1.5.2.4 Capacity to Implement the CDA – Training Scholarship and Promotion Program (60 points)

- ❑ **Plan to Implement the CDA – Training Scholarship and Promotion Program:** Describe your plan to implement the CDA – Training Scholarship and Promotion Program for early childhood professionals in DC. The plan should address all the aforementioned grantee responsibilities, that include but are not limited to, promotion of the scholarship program, with emphasis on the specific language groups, if applicable; identification and recruitment of qualified applicants; eligibility determinations; issuance of awards, with emphasis on the distribution of scholarships to special targeted populations, if appropriate; surveying scholarship awardees; follow-up with scholarship awardees to determine whether they have applied and completed the CDA credential and, in the case of those who have not, the remedial steps the applicant will take; to include a tracking mechanism to monitor employment of scholarship awardees after completion of program. (10 points)
- ❑ **Plan to Provide CDA Instructor Training:** Describe your plan to recruit and train highly-qualified and competent CDA instructors, specifically addressing the number needed for adequate staffing, and the descriptive qualifications: how the applicant will identify and recruit potential CDA instructor; the schedule for each training module; highlight resource materials to be used; describe provisions for working with non-English-speaking trainees; and equipment and facility to be used. (10 points)
- ❑ **Data Collection:** Using the Data Collection and Evaluation Plan, identify how data will be collected to assess and evaluate the implementation of the grant responsibilities on a regular basis. Include data collection methodology and frequency of data collection. Describe the evaluation plan to regularly assess the outcomes of the organization's professional development cohorts, using a system for monitoring student progress through the sequence of requirements leading to the earned credential; and tracking successes; credentials awarded and ongoing employment data. (20 points)

- Development of Work Plan:** Using the Work Plan, list the critical milestones/tasks, staff responsible for the implementation of the milestones/tasks, and approximate timeline needed to address the requirements of this grant. (10 points)
- Staffing Plan:** Using the staffing plan, describe the qualifications of the proposed staff to implement the CDA – Training Scholarship and Promotion Program. Uploaded documents in the Staffing Plan section should also demonstrate qualifications and their responsibilities on the grant. (10 points)

1.5.2.5 Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum: 20 points)

- Financial Management:** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability. 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). (10 points)
- Proposed Budget:** Provide a proposed budget and narrative description of the use of grant funds to address the requirements of this grant. (10 points)

SECTION II: PROGRAM INFORMATION

2.1 Work Plan

Each applicant must submit a work plan, 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. Early childhood professionals are able to access scholarships to further develop their knowledge and skills to work effectively with and on behalf of children and families.
- b. A robust CDA – Training Scholarship and Promotion Program is administered by a highly professionalized team of CDA instructors with the required experience and skills to serve DC’s early childhood professionals.
- c. Work collaboratively with CCR&R grantee to market, recruit, and retain students for initial and renewal CDA cohorts.

2.2 Evaluation and Data Collection Plan

By 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 should provide a staffing plan for all personnel who will be assigned to the project, including full-time (e.g., project manager) and part-time employees. The staffing plan must propose qualified individuals for all roles named in Section 1.4.5, Staffing Requirements. The staffing plan should be supplemented by resumes, qualifications/credentials, and position descriptions, including minimum requirements, for proposed personnel that have not been identified, the process for recruitment and selection, and the timeline for other support persons included in the budget.

In addition to the staffing plan as detailed above, the applicant should also include an organizational chart.

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 Status 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

2.4.10 Logic Model

ATTACHMENTS

Attachment A: Attestation of Priority Areas

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

Attachment C: Assurances

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**

CDA2017: CHILD DEVELOPMENT ASSOCIATE (CDA) – TRAINING SCHOLARSHIP AND PROMOTION PROGRAM

- In accordance with the Child Care Development Fund Act of 2014, priority for the **CHILD DEVELOPMENT ASSOCIATE (CDA) – TRAINING SCHOLARSHIP AND PROMOTION PROGRAM** will be given to agencies that can (1) provide a coherent sequence of learning experiences aligned with defined learning outcomes, and a comprehensive system of assessment that ensures candidates demonstrate reflective skills and competent practice; (2) provide scholarship funds to support the early childhood professionals seeking an initial or renewal CDA credential; (3) include a planned program inclusive of a qualified CDA instructor leading classroom instruction, practicum field experience, Professional Portfolio development and review, observation in child care settings, and the preparation for the CDA standardized exam based on the area of endorsement chosen by the candidates; and (4) provide ongoing support, such as, but not limited to, offering child development classes and flexible schedule, and ensuring non-traditional students have what they need to enroll and succeed. The scholarship applies to fees for the CDA credential application and assessment, instruction, coursework materials, career counseling and coaching support, and the supports needed for candidates completing the CDA credential requirements.

Please have the Executive Board involved in the eligible agency sign below to attest to the agency’s status in regard to the mission statement that reflects the agencies 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 comply with all applicable District and Federal Statutes and Regulations 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 (Sub grants over 41000, 000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85et 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. The 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
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)
21. The Individuals with Disabilities Education Act of 2004 (IDEA), 20 USC 1400 ET seq.

As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

Authorized Representative Signature and Title

Date

Attachment C: Assurances

ASSURANCES
Office of the State Superintendent of Education
CHILD DEVELOPMENT ASSOCIATE (CDA) – TRAINING SCHOLARSHIP AND PROMOTION PROGRAM

CDA2017

The duly authorized officer of the applicant, the truth of which is sworn or attested to by the applicant, and signed in the presence of a notary public, must sign this document.

Name: _____

Title: _____

Name of Applicant Organization: _____

Address of Applicant Organization: _____

Telephone Number of Applicant Organization: _____

Email Address of Named Person Above: _____

We hereby attest the following:

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
2. 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 we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good Standing from the District of Columbia Office of Tax & Revenue (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);
4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
5. If required by the grant making Agency, we are able to secure a matching 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;
6. We are not proposed for debarment or suspension or presently debarred or suspended 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;

7. 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;
8. We will ensure that the facilities under our organization's ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;
9. If required by The Healthy Schools Act of 2010 (HAS) (D.C. Law 18-209), our organization is in compliance of all of the requirements of this Act;
10. We know and understand that awarded funds shall be used to support the organization's functions and activities needed to address the requirements of this grant. The funds may not be transferred outside of, or within the organization, for any unrelated purpose;
11. We 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 with whom they have family, business, or other ties;
12. 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;
13. We will provide a sworn written statement by the applicant attesting to the truth whether the applicant, its officers, partners, principals, members associates, or key employees, within the last three years, 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 proceedings 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.

Authorized Representative Signature and Title

Date

Notary

Date