

INVITATION TO PARTICIPATE
NEIGHBORHOOD-BASED QUALITY IMPROVEMENT NETWORK (QIN) OF
CHILD CARE PARTNERS

Announcement Date
Tuesday, Sept. 3 2019

Application and Submission Deadlines
Tuesday, Sept. 24, 2019

For more information, contact the
Office of State Superintendent of Education (OSSE)
1050 First St. NE, Sixth Floor, Washington DC 20002
(202) 741-7637
OSSE.DELgrants@dc.gov

GENERAL INFORMATION

1. Introduction

The Division of Early Learning (DEL) of the Office of the State Superintendent of Education (OSSE) of the District of Columbia (DC) seeks applications from child care partners, to include child development centers, interested in joining the Quality Improvement Network (QIN). No financial awards will be directly awarded to successful applicants. Selected child care centers will receive the QIN reimbursement rate for subsidized child care services¹, training and technical assistance to meet and maintain Head Start Program Performance Standards (HSPPS).

2. Eligibility

Eligible applicants include child development centers that currently meet the following requirements:

- Provide subsidized child care services to eligible children pursuant to a valid Provider Agreement with OSSE;
- Operate in Wards 7 or 8;
- Have a current designation of Quality or High Quality in Capital Quality, DC's Quality Rating and Improvement System (QRIS);
- Licensed to operate a child development center by OSSE, have not been grandfathered in, or exempt from certain licensing standards or received a waiver from any licensing requirements;
- Not currently operating under a restricted license;
- Have participated in training or education programming to learn best practices in caring for infants and toddlers in the past two years; and
- Serve children between birth and age 3 whereby:
 - At least 10 percent of the current children enrolled have an Individualized Family Service Plan (IFSP); and
 - At least 50 percent of the current children enrolled are recipients of subsidized child care services.

3. Purpose

OSSE is the State Education Agency for DC charged with raising the quality of education for all DC residents. OSSE is the lead agency in the District for the Individuals with Disabilities Education Act (IDEA) Part C and Part B, the Head Start State Collaboration Office (HSSCO), the Child Care and Development Block Grant (CCDBG), the Preschool Development Grant – Birth to Five (PDG B-5) and the Early Head Start–Child Care Partnership (EHS-CCP) grant. OSSE is seeking applications from licensed child care centers whom want to be considered for participation in the QIN. The network of providers will be led by a community-based organization(s) that will serve as a hub(s).

Through this initiative, the hub(s) support(s) child care centers in the QIN to further the aim of Early Head Start (EHS), which is to “provide family-centered services for low-income families with very young children. These programs are designed to promote the development of the children, and to enable their parents to fulfill their roles as parents and to move toward self-sufficiency.”²

In addition, child care centers selected to join the QIN will benefit from the following:

¹ 5-A DCMR § 203.6

² Department of Health and Human Services, Administration for Children and Families, retrieved from: <https://eclkc.ohs.acf.hhs.gov/programs/article/about-early-head-start-program>

- Reimbursement at the QIN rate for subsidy eligible enrolled infants and toddlers in a child development center (see 5-A District of Columbia Regulations (DCMR) § 203.1(e));
- Full subsidy reimbursement for QIN-eligible children based on enrollment and not daily attendance;
- Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) services, continuous and comprehensive services, job-embedded professional development and technical assistance aligned to DC Early Learning Standards and HSPPS;
- Assistance with recruitment to fill vacancies and support with transitions to pre-Kindergarten or Head Start programs; and
- Stipends for teachers and prioritization of QIN staff in programs supporting degree attainment.

The hub(s) is/are responsible for ERSEA services and the continuous, comprehensive services, job-embedded professional development and technical assistance, needed for a network of child care centers to meet HSPPS and ensure infants and toddlers and their families receive the benefits of these services. The network will be led by a community-based organization(s) that will serve as a hub(s).

The Office of Head Start (OHS) grant will fund two (2) education coaches who will provide practice-based job-embedded professional development, two family engagement specialists, one (1) early learning manager for all six centers to supervise the family engagement and education coaches and support a stronger home to school connection, one (1) nutrition coordinator for the six centers, and two (2) mental health consultants for the six centers, teacher stipends for 18 teachers at the three new centers and overall facilitation of comprehensive services at all six centers. The OHS funding will also be used to support the cost of the development of the shared services hub which will allow center directors to focus more time on supporting quality learning environments and teacher-child interactions. These services include, but are not limited to, staffing support, professional cleaning services, human resources, payroll, business development and record keeping.”

4. Early Head Start (EHS) Model; Head Start Program Performance Standards (HSPPS)

OSSE will align the QIN program with the EHS model to support improved outcomes for children and their families. EHS is an evidenced-based model: Children with high needs who participate in EHS show statistically significant, positive impacts on standardized measures of cognitive and language development at age 3, as compared to control group children eligible for EHS who did not participate.³ This is accomplished through implementation and monitoring of the HSPPS within each child care partner (see: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>).

Benefits of EHS for participating families, include reduced parental stress levels, more positive parent-child relationships and higher levels of employment and pursuit of education. Services are meant to support the full range of health, nutrition and family engagement services a child and his/her family needs from birth until children transition into a pre-K or Head Start program.

5. QIN CCP Eligibility

Pursuant to D.C. Code § 4-415(b), child development centers within the QIN must:

- Partner with the hub agency/agencies to develop and implement a quality improvement

³ Zero to Three, 2017, retrieved from: <https://www.zerotothree.org/resources/477-early-head-start-works>.

plan: Continuation in the program will depend on demonstrated progress on the quality improvement plan;

- Implement and maintain a high-quality program that meets all HSPPS;
- Ensure all QIN teachers meet required qualifications;
- Support the provision of comprehensive services for children and families by the hub agency, including developing and supporting the implementation of IFSP;
- Participate in the Child and Adult Care Food Program (CACFP);
- Partner with the hub to actively recruit and enroll families and assist them in obtaining child care subsidy;
- Consistently maintain a required enrollment number for each month throughout the program period and continuously enroll new children as vacancies become available;
- Be in full compliance with OSSE child care licensing regulations with no enforcement actions within the past two years if the applicant provides child care and early learning services.
- Support families in their children's transitions to pre-K or Head Start programs; and
- Follow EHS guidelines for school readiness.

AGREEMENT PERIOD

The agreement period is from Sept. 1, 2019 until Feb. 29, 2024. Failure to adhere to the child care partnership agreement may result in early termination.

TERMS AND CONDITIONS

Should the child development center partners fail to achieve the stated goals and objectives described in the individual proposal under this application and the child care partnership agreement, the child care partner may be subject to penalties that include, but are not limited to, termination of the partnership agreement.

OSSE, at its sole discretion, reserves the right to cancel this invitation. Additionally, OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the invitation, or to rescind it in its entirety. OSSE may suspend or terminate an outstanding Invitation to Participate pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

OSSE also 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 shall notify the Applicant if it rejects the Applicant's proposal. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the Invitation to Participate.

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

APPLICATION SUBMISSION

In order to be considered, interested applicants must submit an application to OSSE. Applications must be received electronically to Lizbeth.White2@dc.gov, Attention: Lizbeth White no later than Tuesday, Sept. 24, 2019, at 3 p.m.. Applications received after the deadline will not be considered.

REVIEW PANEL

The review panel for Applications will be composed of neutral, qualified professional individuals who have been selected for their unique and related experiences. OSSE, the QIN Hub(s) and Bainum Family Foundation will have representation on the panel. The panel will review, score, and rank each applicant's application. When the panel has completed its review, it shall make recommendations for awards based on the Application Requirements. OSSE will make the final decisions regarding child development centers that will be joining the QIN. The scoring criteria are based on a 100-point scale reflected below.

REVIEW AND SCORING OF APPLICATIONS

Points will be allocated in the following manner:

- Section I- Agency/Organization Information
- Section II- Licensed Capacity and Current Enrollment (5 pts.)
- Section III- Enrolled Children Receiving Subsidized Child Care (5 pts.)
- Section IV- Child Development Facility Staff (15 pts.)
- Section V- Quality Improvement (75 pts.)

Appendices: Section with technical materials, additional requirements, supporting documentation, and endorsements, including:

- Applicant Profile (Attachment A)
- Certifications, Licenses, and Assurances (Attachment B)
- Applicable District and Federal Statutes and Regulations Acknowledgement (Attachment C)
- Statement of Confidentiality (Attachment D)
- If Applicant employs more than one administrative staff member: Separation of Duties Policy that indicates how the Applicant separates financial transactions/duties between people for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled, such as assets handling, book keeping, and transaction comparison or review; and

SUBMISSION TO OSSE

**INVITATION TO PARTICIPATE IN A NEIGHBORHOOD-BASED QUALITY IMPROVEMENT NETWORK (QIN)
OF CHILD CARE PARTNERS**

SECTION I - Agency/Organization Information

Provider Name	
Child Development Site(s) Address and License Number	
Point of contact for application	
Phone/email information for point of contact	
Starting year of business	

Please fill in each element below as of June 2019

SECTION II - Licensed Capacity and Current Enrollment (5 pts.)	Total	SECTION III - Enrolled Children Receiving Subsidized Child Care (5 pts.)	Total
Licensed Capacity: 0-12 months		Infant: 0-12 months	
Licensed Capacity: 12 months – 24 months		Toddler: 12-24 months	
Licensed Capacity: 24 months – 36 months		Preschooler Slots: 24 months to 36 months	
Total square footage available for child care in facility currently			
Currently Enrolled Children (0-36 months)			

SECTION IV - Child Development Facility Staff (15 pts.)

Describe provider experience and qualifications, including qualifications specific to infant/toddler, such as, specialized trainings or degrees. (5 pts.)	
Describe experience and qualifications of any teachers/assistants working with infants and toddlers. (5 pts.)	
Describe salary scales and benefits for teachers/assistants. (5 pts.)	

SECTION V - Quality Improvement (75 pts.)	
<p>Describe program services for infants, toddlers and families. What services are currently offered? (15 pts.)</p> <p>Describe strategies used to engage families in child’s education and to promote child development. (10 pts.)</p>	
<p>Describe strategies for improving program outcomes that promote early learning and development of infants and toddlers.</p> <p>How will the QIN support and maximize these strategies? (10 pts.)</p>	
<p>What is your goal in participating in an Early Head Start model? (5 pts.)</p> <p>What is your capacity for meeting HSPPS teacher-child ratio? (10 pts.)</p>	
<p>Do you participate in the Child and Adult Care Food Program (CACFP)?</p>	<input type="checkbox"/> Yes or <input type="checkbox"/> No
<p>Does your program participate in the following OSSE initiatives?</p>	<p><i>(Check all that apply.)</i></p> <input type="checkbox"/> Capital Quality: What is your designation? <input type="checkbox"/> Pre-K Enhancement and Expansion Program
<p>Please select from the options if you have experience and expertise in serving the following populations. Please describe your expertise or experience. Check all that apply. (15 pts.)</p>	<input type="checkbox"/> Children experiencing homelessness <input type="checkbox"/> Children in foster care <input type="checkbox"/> Children in immigrant families <input type="checkbox"/> Dual language learners <input type="checkbox"/> Teen parents <input type="checkbox"/> Children with delays and disabilities as described in the Individual Family Service Plan
<p>Please describe the type of technical assistance and/or training your program needs to meet Early Head Start goals. (10 pts.)</p>	

ATTACHMENT A: Applicant Profile
Place this form at the front of the

Program: _____ Date of Submission: _____

ORGANIZATION	Organization Name: _____ Phone Number: _____ Fax: _____ Physical Address of the Center: _____ City: _____ State: _____ Zip: _____ Ward: _____ Email Address: _____
CONTACT PERSON	Contact Name: _____ Title: _____ Email Address: _____ Phone Number: _____ Fax Number: _____ Address: _____ City: _____ State: _____ Zip: _____

CONTACT INFORMATION	<p>Site Name: _____</p> <p>Site Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>Site Phone Number: _____ Site Fax: _____</p> <p>Contact Person: _____ Title: _____</p> <p>Email Address: _____</p> <p>Mail Address of Site (If different than above)</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p>
AUTHORIZED TO SIGN PARTNERSHIP AGREEMENT	<p>Authorized Name: _____ Title: _____</p> <p>Email Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p>

SIGNATURES			
	Signature	Title	Date
	Signature	Title	Date



ATTACHMENT B: Certifications, Licenses, and Assurances

Financial Records

All Grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)**, and ensure accountability for all funds, tangible assets, revenue, and expenditures; that all fiscal records are accurate, complete, and current at all times; and that these records will be made available for audit and inspection as required.

Overdue Taxes

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

Administrative and Financial Capability

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

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

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by Office of Management and Budget (OMB) Guidelines to Agencies on Government wide Debarment and Suspension (non-procurement) 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

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

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

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

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

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

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



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

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

Misconduct Certifications

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

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

Assurances

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

The Applicant further provides assurances that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.



5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-l et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.



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

Authorized Representative Signature and Title

Date



ATTACHMENT C: Applicable District and Federal Statutes
and Regulations Acknowledgement

The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*);
- Title II of the Americans with Disabilities Act;
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*);
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*);
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 *et seq.*);
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-201, Feb. 24, 2004 (42 USC cha. 85 *et seq.*);
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*);
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201);
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*);
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*);
- Military Selective Service Act of 1973;
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. §§ 1681-1688);
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101);
- Executive Order 12459 (Debarment, Suspension, and Exclusion);
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*);

- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*);
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20;
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01;
- Title VI of the Civil Rights Act of 1964;
- District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*);
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693, (31 U.S.C. 1352);
- Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as



amended);

- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2220.01 to .11);
- District of Columbia Day Care Policy Act of 1979, as amended, effective Sept. 19,1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.);
- District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.);
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363);
- Pre-K Enhancement and Expansion Amendment Act of 2008;
- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products; and
- The Pro Children Act of 1994, Part C, Pub. L 103-227.



ATTACHMENT D: Statement of Confidentiality

GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, _____, hereby affirm that I will hold
(Name)

confidential any information gathered or disclosed to me as a staff member/volunteer of
_____ as set forth in Section §16-2363 of the Prevention of Child
(Organization)

Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

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

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

Signature

Title

Date

Name of Organization