



NOTICE OF INVITATION TO PARTICIPATE

**NEIGHBORHOOD-BASED QUALITY
IMPROVEMENT NETWORK (QIN) OF CHILD
DEVELOPMENT HOME PROVIDERS**

Announcement Date:

Aug. 19, 2016

Application Submission Deadline:

Sept. 9, 2016

For more information contact:

Office of the State Superintendent of Education (OSSE)

810 First St. NE, Ninth Floor Washington, DC 20002

(202) 741-7637

OSSE.DELgrants@dc.gov

GENERAL INFORMATION

1.1 Introduction

The Office of the State Superintendent of Education (OSSE) of the District of Columbia seeks applications from child development home providers interested in joining the neighborhood-based Quality Improvement Network (QIN), a multi-year effort to improve and expand the quality of infant and toddler care in DC, in order to receive training, technical assistance, and supports to attain and maintain federal Early Head Start (EHS) standards.

No financial awards will be directly awarded to successful applicants. However, Child development home providers that are selected to join a quality improvement network will benefit from the following:

- Payment at the QIN Level Rate for eligible children;
- Job-embedded, continuous, professional learning and technical assistance aligned to DC Early Learning Standards and EHS standards;
- Payment at the Gold Level rate for centers serving children eligible for QIN services for full-time traditional services, and Gold level rate for homes for non-traditional services;
- Full subsidy payment for EHS-eligible children based on enrollment and not daily attendance rates; and
- Assistance with recruitment to fill vacancies and support with transitions to pre-K.

1.2 Rationale for using the Head Start Program Performance Standards (HSPPS) for serving infants, toddlers, and their families

OSSE will align this program with the federal Early Head Start (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 three, as compared to control group children eligible for EHS who did not participate. Benefits also accrued to families, including reduced parental stress levels, more positive parent-child relationships, and higher levels of employment and pursuit of education.

1.3 Purpose

OSSE is seeking applications from licensed child development home providers that want to be considered to join a neighborhood-based QIN. The network is led by a community-based organization that will serve as a Hub. The Hub agency that operates the child development home network is Mary's Center for Maternal and Child Care.

Mary's Center is responsible for providing services and supports to participating home providers under the QIN and helps them meet the following goals:

- Implementation of an EHS model for serving infants, toddlers, and their families in a child development home;
- Assistance for caregivers and their assistants in attaining a Child Development Associate (CDA) certification with a focus on infant and toddler care within two years of becoming a participating provider;
- Provide comprehensive child development services for all children that enhance their physical, social, emotional, and intellectual development; and
- Coordinate an array of services to families including parenting education and family support.

1.4 Eligibility

OSSE seeks applications from child development home providers that have a subsidy agreement with OSSE to provide subsidized child care services and meet the following requirements:

- Operate in Wards 1, 4, 5, 6, 7 or 8;
- Are licensed by OSSE, have not been grandfathered in/as exempt from certain licensing standards, or received a waiver from any licensing requirements, and have no substantiated reports of licensing violations within the last year;
- Serve children between birth and age three;
- Commit to serve 50 percent subsidy eligible children;
- Have participated in training or education programming to learn best practices in caring for infants and toddlers in the past two years;
- Have experience serving children with special needs; and
- Have demonstrated commitment to achieving high-quality standards, as outlined in the federal HSPPS.

1.5 Expectations for child development home providers in the QIN

Within 18 months of becoming a partner, child development homes must:

- Partner with hub agency to develop and implement a quality improvement plan; continuation in the program will depend on demonstrated progress on quality improvement plan;
- Implement an EHS model for serving infants, toddlers, and their families;
- Meet or exceed DC regulations regarding child-adult ratios and group size in child development homes;
- Ensure all staff are working toward or successfully attain a CDA with training in infant/toddler development within two years of becoming a provider in the network;
- Support the provision of comprehensive services for children and families by the Hub agency, including developing and supporting the implementation of individualized family service plans (IFSP);
- Participate in the Child and Adult Care Food Program (CACFP);
- Assist families to obtain subsidies and maintain eligibility;
- Partner with hub agency to develop and implement an outreach and recruitment strategy;
- Consistently maintain required enrollment number for each month throughout the program period and continuously enroll new children as vacancies become available; and
- Support families in their children's transitions to pre-kindergarten and follow EHS guidelines for school readiness.

SOURCE OF FUNDING FOR SERVICES

For FY17, OSSE has allocated over \$2.1 million in local funding for improving and expanding the quality of infant and toddler care and leveraging a new federal funding opportunity to support EHS-child care partnerships. A portion of that funding is financing a grant to a Hub agency to provide technical assistance to child development home providers and comprehensive services for children and families. Eligible providers must already be serving children receiving child care subsidy which includes local and federal funding sources. This Invitation to Participate does not commit OSSE to make partnership agreements nor does it commit Mary's Center to provide funds.

AGREEMENT PERIOD

The agreement period is from Oct. 1, 2016 until Sept. 30, 2017.

TERMS AND CONDITIONS

Should the child development home provider fail to achieve the stated goals and objectives described in the individual proposal under this application, the grantee 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 RFA, 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 no later than Sept. 9, 2016. Applications received after the deadline will not be considered. Supplements, deletions, or changes to the application will not be accepted after submission.

Applications must be submitted electronically to: OSSE.DELgrants@dc.gov, Attention: Tara Dewan-Czarnecki.

REVIEW AND SCORING OF APPLICATIONS

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 and the Mary's Center 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 partner child development homes that will be joining the QIN. The scoring criteria are based on a 100-point scale reflected below.

Points will be allocated in the following manner:

- Section I- Agency/Organization Information (5 pts.)
- Section II- Licensed Capacity (5 pts.)
- Section III- Subsidy Enrollment (5 pts.)
- Section IV- Center Staff (10 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;
- Certificate of Clean Hands - Completed and submitted to the District of Columbia - Office of Tax and Revenue (DC OTR). Applicants must plan for the approximately seven (7) to fourteen (14) business days necessary to process an application for a Certificate of Clean Hands from the DC OTR; and
- Copy of District of Columbia Child Development Home License.

SUBMISSION TO OSSE

NOTICE OF INVITATION TO PARTICIPATE IN A NEIGHBORHOOD-BASED QUALITY IMPROVEMENT NETWORK (QIN) OF CHILD DEVELOPMENT HOME PROVIDERS

SECTION I - Agency/Organization Information (5 pts.)

Provider Name	
Child Care 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 **August 2016**

SECTION II - Licensed Capacity (5 pts.)	Total	SECTION III - Subsidy Enrollment (in licensed slots; 5 pts.)	Total
Infants and Toddler (0-24 months)		Infant (0-12 months)	
Preschool Aged Children (24 months - 5 years)		Toddler (12-36 months)	
		Preschooler Slots (36 months to 59 months)	
School Aged Children (5 years +)			
Total square footage available for child care in facility currently		Children Currently Receiving Subsidy of Enrolled Children (0-36 months)	
Currently Enrolled Children (0-36 months)			

SECTION IV - Center Staff (10 pts.)

Describe provider experience and qualifications, including qualifications specific to infant/toddler. (4 pts.)	
Describe experience and qualifications of any assistants in the home working with infants and toddlers. (3 pts.)	
Describe salary scales for assistants. (3 pts.)	

SECTION V - Quality Improvement (75 pts.)

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<p>Describe the strengths of your program services for <u>infants, toddlers, parents, and families</u>? (15 pts.)</p> <p>Describe your goals for improving your program and skills to work with parents and families to help them promote child development? (10 pts.)</p>	
<p>Describe your goals for improving your program and your skills to promote the early learning and development of infants and toddlers? (10 pts.)</p>	
<p>Why is it important to you to offer an Early Head Start model in your home? (10 pts.)</p>	
<p>Do you participate in the Child and Adult Care Food Program (CACFP)? (5 pts.)</p>	<p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p>
<p>Please select from the options if you have experience and expertise in serving the following populations. Please describe your experience. (15 pts.)</p>	<p><i>(Check all that apply.)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Homeless children <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 special needs
<p>Please describe the type of technical assistance and/or training you would like to receive as a child development home provider. (10 pts.)</p>	

Application Selection

The recommendations of the review panel are advisory only and are not binding on OSSE. After reviewing the recommendations of the review panel and other relevant information, OSSE shall make a final decision on which Applicant(s) will be selected to join the QIN.

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

Program: _____ Date of Submission: _____

ORGANIZATION	Organization Name: _____ Phone Number: _____ Fax: _____ Physical Address of Project Site: _____ City: _____ State: _____ Zip: _____ Ward: _____ 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;

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 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 the application, has:

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

Assurances

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; 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.



ATTACHMENT C: Applicable District and Federal Statutes and Regulations Acknowledgement

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

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*);
- Title II of the Americans with Disabilities Act;
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*);
- Rehabilitation of the Handicapped Act (Section 504);
- The Hatch Act, 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. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*);
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (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, (31U.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 §2-220.01 to .11);
- District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. 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;
- The Pro Children Act of 1994, Part C, Pub. L 103-227.



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

Authorized Representative Signature and Title

Date



ATTACHMENT D: 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