



REQUEST FOR APPLICATIONS (RFA)

Temporary Assistance for Needy Families
(TANF) Out-of-School Time Program

Total Grant Award: \$6.5 Million
RFA No.: DELTANFOSTP07252014
Application Due: July 25, 2014 at 3:30pm EST

For more information contact:
Office of the State Superintendent of Education (OSSE)
810 First Street, NE, 9th Floor
Washington, DC 20002
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DEADLINES AND IMPORTANT DATES

Request for Applications (RFA) Release Date	Friday, June 27, 2014
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Deadline for Applications	Thursday, July 25, 2014 at 3:30 p.m. EST
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Award Announcement	Thursday, August 15, 2014
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Grant Award Conference	Thursday, August 21, 2014
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Grant Period	Wednesday, October 1, 2014 to Wednesday, September 30, 2015
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CHECKLIST FOR APPLICATIONS

All applications must be submitted electronically to OSSE.DELgrants@dc.gov, no later than **3:30 p.m. EST**, on the deadline date of **Thursday, July 25, 2014**

- The Applicant has responded to all sections of the Request for Applications (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the electronic application.
- The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes, listed in Attachments B and C are complete and contain the requested information.
- The Work Plan is complete and complies with the format found in Attachment D of the RFA.
- The Project Budget is complete and complies with the format found in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application uses Times New Roman or Arial 12 point-type font for body text, with one-inch margins.
- The total written part of all required sections of the application does not exceed 25-pages.
- The appropriate appendices, as outlined in the application and other supporting documentation are enclosed.



PURPOSE OF PROGRAM

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia and is charged with raising the quality of education for all DC residents. The Division of Early Learning (DEL) within OSSE is charged to provide leadership and coordination to ensure that all District of Columbia children, from birth to kindergarten entrance, have access to high quality early childhood development programs and are well prepared for school. OSSE administers a number of federally and locally funded programs for early care, child development and early intervention. OSSE provides funding for child care services (including before and after school care) to children ages birth through 13 years, including services through age 18 for children with disabilities. Quality out-of-school time programs are important elements of an effective system of community supports and services for families and children. Researchers have documented the negative effects of leaving children unsupervised during afterschool hours and highlight the importance of quality out-of-school time programs. These programs provide academic enrichment opportunities for children who come from economically disadvantaged families outside of regular school hours.

OSSE has a need for structured education and enrichment programs that serve children during out-of-school time(OST) hours during the regular school year and during the summer. The funding source is Fiscal Year 2015 is Temporary Assistance to Needy Families (TANF) funding that is transferred to OSSE by the District of Columbia Department of Human Services for the purpose of supporting direct child care services including OST. OSSE authorizes TANF funding to be utilized for the programs and services that are described in this RFA and in compliance with all rules and regulations that govern TANF eligibility. The services to be provided break down into the following components:

A. The Academic Component

The Academic Component is founded on the notion that students need time to attend first to homework assigned in the local school during a given day and then to participate in a broad range of educational activities which support skills development, especially in the areas of reading and mathematics. Health issues, nutrition issues, violence prevention matters, drug-use prevention activities, and pregnancy prevention activities may also be included in this component, where appropriate.

B. The Enrichment Component

Students will take part in enrichment activities that focus but are not limited to the performing and visual arts, athletics, and community services where practicable and age-appropriate. These activities will vary and depend upon the facilities available at the various local school sites. Community service activities will be geared toward



providing a rewarding and enjoyable experience for students and the local school community.

The regular school year and summer program will operate concurrently with the District of Columbia Public and Charter school calendar with limited exceptions. The regular school year program will be conducted from the end of the school day until 6:00 p.m. The summer afterschool program will operate concurrently with the Summer School session from the end of the summer school day Noon to 6:00 p.m. daily.

PROGRAM SERVICES

GRANTEES MUST:

- Distribute applications to and receive from all parents/guardians of participating students in affected local school sites.
- Ensure that all enrolled students meet all applicable eligibility criteria in order to qualify for TANF-funded subsidy. Documentation of eligibility and record keeping requirements are described in **Attachment G**. The following five (5) general criteria must be met:

- i. Relationship

- Each Applicant must provide verification that the adult requesting services has legal and/or financial responsibility for the children needing child care services and any other children to be considered as dependents.

- ii. Residence

- Each Applicant must be a resident of the District of Columbia, and each recipient of services must be a District resident throughout the period of eligibility. The only exceptions are children under Foster Care or protective services or who are wards of the D.C. Superior Court that are placed by the District of Columbia government in Maryland, Virginia, or another state.

- iii. Need

- Need in this context relates to children or families who are TANF recipients or TANF-eligible. However, income verification is required to determine TANF eligibility. Grantees shall make eligibility determinations for the child care subsidy program, in accordance with D.C. Official Code § 4-401 *et seq.* and 42 U.S.C. § 9858 *et seq.*



iv. Income

1. The adjusted gross income must fall within the established income range for a particular family size in order for the family to be eligible for subsidized childcare. **See Attachment H.**
2. Any Applicant/recipient whose adjusted gross annual income exceeds the amount on the income scale for the family size is not considered TANF subsidy eligible.
3. Any of the following who reside in the same household are considered to be members of the same family: mother, father, children, or children by a previous relationship of either parent if living in the same household. Also included are other children living in the same household and for whom guardianship status can be verified.

v. Legal Status

1. Legal status is not a condition to enrolling in OSTP programs. It is only relevant if a family elects to receive the TANF-funded co-payment subsidy.
 2. Children applying for a subsidy must provide documentation that they are U.S. citizens or eligible noncitizens.
 3. The legal status of participating children's family members will not and should not be confirmed.
- Ensure children enrolled in the program on a first come, first serve basis up to the allocated capacity of the site.
 - Ensure each site meets [*DCMR 29 Childcare Licensing Regulations*](#).
 - Ensure program activities are supervised by certified and qualified staff, tutors, and/or volunteers.
 - Ensure student participants are picked up by their parents or other authorized persons at the end of daily program operations unless there are approved walkers or other approved transportation has been arranged.
 - Provide structured program activities as described in Section II of this RFA including, but not limited to, an academic component and an enrichment component, which meet the needs of the children in the neighborhoods of the participating local schools.



- Hire afterschool/summer personnel who will monitor operations daily and supervise teachers and aides that work in the afterschool program. The afterschool personnel will: (1) maintain appropriate documentation for children participating as TANF eligible; (2) observe children engaged in the various program components; (3) review records relating to student attendance and performance; (4) ensure age specific adult/child ratio requirements are maintained; (5) prepare quarterly reports; and (6) provide advice to teachers, aides, volunteers, and community partners working in the afterschool program in an effort to ensure that program services attain and retain high performance levels which ensure that the highest benefits to students result from program activities.
- Participate in the Child and Adult Care Food Program administered by OSSE in order to provide a snack and/or supper meal.
- Participate in OSSE/DEL mandated trainings.
- Conduct satisfaction surveys to improve program operations/outcomes.
- Submit any proposed external materials for OSSE/DEL's review and approval. Where appropriate, translate program information into the language of the target population or into the languages required by the Language Access Act.
- Provide appropriate accounting for all funds collected at the local school level, including, but not limited to, materials/activities fees, and any other monies collected on behalf of the program.
- Cooperate with OSSE staff in the area of monitoring, corrective action plans and quality control, including the provision of program monitoring instruments appropriate to its needs and accompaniment of OSSE staff on monitoring and quality control visits to sites upon request.
 - a. Provide program documentation in the form of print and/or online brochures in English and in Spanish to explain program components to the public. Provide translation of these materials into other languages upon request in accordance with the Language Access Act of 2004.
 - b. Use the budget template in **Attachment E** as a guide for project expenditures.

TARGET POPULATION

- During the regular school year, enroll TANF subsidy eligible children in the OSTP afterschool program. TANF eligible students must be enrolled in Title I DC Public or Charter schools. In accordance with 45 CFR Parts 98 and 99, in order to be eligible for services under Section 98.50, a child must be under 13 years of age or under age 19 if child is special needs.



- In the 2015 summer afterschool program, use best efforts to enroll TANF eligible students in the summer 2015 afterschool program. At least 100% of those enrolled must come from Title I schools.
- Priority will be given to Grantees serving TANF-eligible children in Wards 1, 5, 7, and 8.
- Priority will be given to sites that do not already offer afterschool/summer/childcare programs funded by other OSSE sources (e.g., school-based programs, community-based organizations, subsidized childcare and other grants).
Note: Afterschool/Summer enrollment cannot be double counted for reimbursement purposes. If the Applicant has existing afterschool/summer school funding, enrollment must reflect new children and not existing children being served by the organization. If an OSSE/DEL audit results in double counting of children, funding will be terminated and the organization will be required to repay OSSE/DEL all funds.
- Ensure that staffing is in compliance with the Criminal Background Checks for the Protection of Children Act of 2004, codified at D.C. Code §4-1501 et seq., and attendant regulations (the “Criminal Background Checks Act”).
- Ensure that the hiring complies with the Criminal Background Checks Act and any other substantially similar and applicable succeeding legislation. This shall include criminal records background checks and drug and alcohol screenings for each staff member who is in a safety sensitive position, or who provides direct services to children or youth. In addition, each staff member who is responsible for transporting children or youth shall be subject to a traffic records check and drug and alcohol screening. The Grantee shall maintain a record of the criminal records background check and the results for each employee.
- For children in grade kindergarten and above, ensure that staff is allocated in alignment with an adult/child ratio of no more than 13 children per one adult during the academic portion and no more than 25 children per one adult during the enrichment portion of the program.
- Each Child Development Center shall have at least two (2) staff persons caring for each group at all times. In Centers serving infants, toddlers, and/or preschoolers, there shall be a teacher, who may also be the Center Director, or an assistant teacher or aide for each group at all times, except as further specified herein.
- All services shall be delivered in District of Columbia Public School sites.



RECORD KEEPING/INCIDENT REPORTS

GRANTEES MUST:

- a. Report any serious unusual incident by telephone, by facsimile, or via email to the assigned OSSE monitor as soon as practicable, but no later than twenty-four (24) hours following the incident.
- b. Submit a quarterly written report of any unusual incidents to the OSSE assigned monitor not later than the following due dates: January 31, 2014, April 30, 2014, July 31, 2014, and October 31, 2014 using the OSSE Unusual Incident Report form. An unusual incident is an event that affects the DCPS OSTP employees, volunteers, or enrolled children and their parents, that is significantly different from the regular routine or established procedures. Examples include, but are not limited to: 1) death, injury, the elopement of an enrolled child or any circumstance under which a child is deemed missing or unaccounted for; 2) physical, sexual, or verbal abuse of any person by staff or any other person, 3) staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant, and 4) any other situation as defined by DCMR Title 29, Chapter 3, Section 322, or as may be updated.
- c. Submit quarterly progress reports on the status of each incident as part of the quarterly reports specified in this agreement.

PERFORMANCE MEASURES

GRANTEES shall use best efforts to achieve the following performance measures for the OSTP:

- a. Spend 100% of their approved budget;
- b. Maintain at least an average eighty percent (80%) afterschool program attendance rate. Please review the [*OSSE Eligibility Determination Policies for Subsidized Child Care Manual*](#) for guidance on calculating attendance and counting absent days;
- c. Eighty percent (80%) of parents surveyed will be very satisfied with the overall afterschool program;
- d. Maintain a TANF Eligibility Error Rate not more than five percent (5%) of student files audited or lower;
- e. Maintain equitable distribution and training of personnel on how to use supplies and any established curriculum;
- f. Comply with all reporting requirements; and



- g. Comply with daily student attendance and recordkeeping.

ELIGIBILITY REQUIREMENTS

Applicants are from organizations that can provide out-of-school time services to children who reside in the District of Columbia, attend a District of Columbia Public School/Charter School and are TANF eligible. This includes District of Columbia Public Schools/District of Columbia Public Charter Schools, licensed childcare providers, not-for-profit organizations, faith-based organizations, and private and for-profit community-based agencies currently serving the needs of the target populations. As an extended learning grant program, priority will be giving to Grantees that partner with public schools and teachers to create a comprehensive approach to education that links services to supporting achievement in the classroom. Applicants must also be licensed to do business in the District of Columbia.

FACILITY REQUIREMENTS

The Grantee must provide appropriate office facilities within the District of Columbia. These facilities must be handicapped accessible and convenient to public transportation. The Grantee must provide a description of the facility to be used, including, but not necessarily limited to:

- Location (Address/Ward)
- Size and layout
- Availability of parking
- Accessibility to individuals with disabilities
- Convenience to public transportation
- Furniture and equipment for use in the program
- Computers and other related technology

Note: OSSE/DEL will conduct a pre-award site visit to verify information submitted in the application.



FUNDING

The funding source is Temporary Assistance to Needy Families (TANF) funding that is transferred to OSSE from the District of Columbia Department of Human Services for the purpose of supporting direct child care services including extending learning time during the school day and out-of-school time programming (i.e. before, after and summer school services). There is a total of \$5,100,000 (\$1,500 per child) available for afterschool programming for 3,400 TANF eligible children during the SY 14-15 regular school year and \$1,400,000 (\$1,075 per child) available for summer afterschool programming for 1,300 TANF eligible children during summer 2015. All children must be District of Columbia residents. Total amount available is \$6,500,000. This Request for Applications (RFA) does not commit OSSE to make an award.

Award Period

The grant period is from October 1, 2014 to September 30 2015.

Grant Awards and Amounts

OSSE/DEL will fund several grant awards. The goal is to ensure that high quality services are provided to high-need at-risk target populations across the District. OSSE/DEL will make every attempt to make equitable distributions that reflect a diverse group of Grantees serving a diverse group of targeted TANF eligible students. The final amount of each grant award will be based on the recommendations of the review panel, thus OSSE/DEL will not automatically fund the full amount requested in the application.

TERMS AND CONDITIONS

Should a grantee 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 grant award.

OSSE, at its sole discretion, reserves the right to cancel this solicitation and not award any grant for this requirement. Additionally, OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA in its entirety. OSSE may suspend or terminate an outstanding RFA 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 RFA.

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

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Use of Funds

Grant funds shall only be used to support activities delineated in the Eligibility Requirements of this RFA and included in the Applicant's submission.



- Grantees must be in full compliance with all OSSE grants and programs as a condition to receive funds as part of the Temporary Assistance for Needy Families (TANF) Out-of-School Time Program.

Insurance

An Applicant that is awarded grant funding under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award. A copy of the binder or cover sheet of a grantee's current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements, must be provided.

All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability arising out of the performance of services under the award.

The Grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.



APPLICATION PACKAGE

Eligible entities interested in submitting an application for consideration of this funding opportunity should submit an application with the following elements:

- **Executive Summary – (Value: 5 points)**
 - Describe proposal and clearly state your goals.
 - The Applicant must describe either a regular school year afterschool component or summer component or both.
(2 page maximum)
- **Program Design and Work Plan- (Value: 25 points)**
 - The Applicant must describe in detail how the Program Scope and requirements will be accomplished in a manner that is timely, responsive, efficient and cost-effective.
 - The Applicant must describe either a regular school year afterschool component or/and summer component.
 - Describe proposal objectives, activities, and timeframe. Specify data indicators to measure effectiveness and progress (Complete Work Plan, Attachment D).
 - The Applicant's activities, work plan and budgets must be consistent with clearly defined measurable and time specific performance objectives. The proposed activities and work plan must result in timely project start-up.
 - The Applicant must demonstrate the ability to adequately evaluate the effectiveness of the program and for determining the extent to which objectives are accomplished.
 - The Applicant must demonstrate its knowledge and understanding of characteristics, challenges and barriers that the target population faces to access proposed program.
(7 page maximum)
- **Organizational & Personnel Experience and Qualifications- (Value: 15 points)**
 - The Applicant must describe the organization's knowledge and experience relevant to the project scope/requirements in serving the target population.
 - The Applicant must document professional ties and experience working with the target population, and the capacity to successfully meet the responsibilities associated with the grant program.
 - The Applicant must demonstrate the qualifications of the organization, any partner organization, and key staff that will play a role in achieving the goals and objectives.
 - The Applicant must demonstrate its ability to plan, implement, monitor, document and evaluate the program.
 - The Applicant must demonstrate relevant experience with providing extended learning services to the population to be served and consistency with the purpose of the grant program.
(3 page maximum)



- **Partnership – (Value: 10 points)**

- The Applicant must describe any partnerships, including their roles and responsibilities and how their involvement adds value to the goals of the proposal.
- The Applicant must describe a systemic process in working with the public school and educators of the children in the program.
- The Applicant must describe how its out-of-school time services will be linked to the regular school day academic component.
- The Applicant must describe how it will work with public schools to improve reading, math and science scores on the DC CAS.
(2 page maximum)

- **Target Population – (Value: 10 points)**

- The Applicant must describe how it will serve one or more of the following high-need at-risk targeted populations ranging from birth through 13 years, including services through age 18 for children with disabilities. Priority will be given to the following targeted areas:
 - Children with special needs
 - English Language Learners
 - Residents of Wards 1, 5, 7 and 8
 - Children of incarcerated parents
(3 page maximum)

- **Facility Description – (Value: 10 points)**

- The Applicant must provide a description of the facility to be used, including, but not necessarily limited to:
 - Location (Address/Ward)
 - Size and layout
 - Availability of parking
 - Accessibility to individuals with disabilities
 - Convenience to public transportation
 - Furniture and equipment for use in the program
 - Computers and other related technology
(3 page maximum)

- **Outcome & Impact– How will you know? (Value: 10 points)**

- Describe the process you will use to identify, track and analyze the performance indicators.
(3 page maximum)



- **Budget– (Value: 10 points)**

- Describe how each line item expense will be used and how that relates to your objectives and activities.
- Complete the attached budget form (Attachment E).
- If this initiative’s budget is larger than the support from OSSE, please list other sources of funds you will use.
- If this initiative is ongoing, describe your ideas for long-term funding to sustain the project.
(2 page maximum)

- **Completeness of Application– (Value: 5 points)**

- **Appendices-** section with technical materials, additional requirements, supporting documentation and endorsements, including:

- Documentation of organizational status (e.g. Tax Exemption Letter);
- Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes (*Attachments B-C*);
- Conflict of Interest Policy, signed by all Board of Directors members for Applicant organization, consisting of a set of procedures outlining how the Applicant organization avoids the possibility that those in positions of authority over an organization receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members;
- Separation of Duties Policy that indicates how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled, such as assets handling, book keeping, and transaction comparison or review;
- Certificate of 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 Care License, if applicable.

Note: Total application written pages cannot exceed 25 pages. Applications over the 25-page written limit will be disqualified from being reviewed. Appendices and Attachments do not count against the 25-page total.



APPLICATION SUBMISSION

In order to be considered for funding, applications must be received electronically no later than **July 25, 2014, by 3:30 p.m. EST**. Applications received after 3:30 p.m. EST will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission. Applications must be electronically emailed to OSSE.DELgrants@dc.gov. Attention: Walter. C. Lundy, Jr., M.Ed., Associate Director.



REVIEW AND SCORING OF APPLICATIONS

Review Panel

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria outline in the application package (p. 15). The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, construction/facility improvement and/or childcare licensing. The review panel will review, score, and rank each Applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE shall make the final funding determination.

Award Determinations

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



ATTACHMENT A: Applicant Profile

Place this form at the front of the application.

Program: _____ Date of Submission: _____

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



MAIL REIMBURSEMENT TO	<p>Contact Name:_____ E-Mail Address:_____</p> <p>Phone Number:_____ Fax Number:_____</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____</p>
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>E-Mail Address:_____</p> <p>Mail Address of Site (If different than above)</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____ Ward:_____</p>



CLASSIFICATION

Type of Applicant

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Faith Based |
| <input type="checkbox"/> DC Public School | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> DC Public Charter School | <input type="checkbox"/> Profit |

Contact Person: _____

**AUTHORIZED TO SIGN
GRANT AWARD (GAN)**

Authorized Name: _____ Title: _____

E-Mail Address: _____

Phone Number: _____ Fax Number: _____



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.

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, (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 §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

[illegible]



ATTACHMENT E: Budget

Organization:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number:	
CATEGORY	GRANT FUNDS	MATCHING FUNDS (If Applicable)	TOTAL
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost (specify)			
TOTAL			



ATTACHMENT F: 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 ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

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

Signature

Title

Date

Name of Organization



ATTACHMENT G: General Guidance Regarding Documentation of Eligibility and Record Keeping Requirements

GENERAL GUIDANCE REGARDING DOCUMENTATION OF ELIGIBILITY FOR TANF FUNDED SUBSIDY AND RECORD KEEPING REQUIREMENTS

Please refer to the OSSE ELIGIBILITY DETERMINATION POLICIES FOR SUBSIDIZED CHILD CARE MANUAL as well as:

- The Day Care Policy Act of 1979, effective September 19, 1979, D.C. Law 3-16, D.C. Official Code Section 4-401 *et seq.*;
- The Child Care Services Assistance Fund Act of 1988, effective January 6, 1989, D.C. Law 7-220, D.C. Official Code Section 7-2001 *et seq.*;
- Child Care and Development Fund State Plan, current version; and
- OSSE departmental policies and trainings that may be issued from time to time.

I. General Organization

- A. Individual record for each child shall be maintained to facilitate retrieval of information.
- B. Records may be organized by grade level; however, it is essential to file records alphabetically by children's names within each group.
- C. In cases where several children in a family are receiving OSTP services, there must be an application and eligibility information on file for each child receiving services.

II. The Application

- A. The application shall have several "student information" sections in which the parent or guardian will list every child that participates in the OSTP. The form can be copied for multiple children's records.
- B. The applicant must list any other children in the immediate family who are not in the program so that the family size may be determined.



- C. The application must capture both father's and mother's names and indicate whether they are living together. Both parents must be eligible if they are living together and both incomes must be counted.

III. Documentation of Relationship

- A. Relationship must be verified between the children receiving OSTP services and the parent or guardian. One of the following methods may be used:

B.

- Documentation of TANF status which includes children's names;
- Birth certificate (large format - must include parents' names);
- Passport including parents and children;
- Adoption papers; or
- A referral from a D.C. government agency.

OSSE and DCPS shall: (1) verify that the adult requesting services has legal and/or financial responsibility for the children needing child care services and any other children to be considered as dependents; (2) not proceed unless this primary factor can be verified; and (3) consider the following variables linked to “relationship”:

1. Child to Parent/guardian

Acceptable documentation for verification:

- A full size original birth certificate. The birth certificate must include the name of the parent/guardian(s) requesting services;
- A birth certificate in a non-English language with a certified translation;
- Hospital record of birth [acceptable for an infant under six (6) months old signed by a licensed physician or licensed health care practitioner]. The official birth certificate must be supplied within 30 days of the date of application;
- Adoption papers with a finalization date, issued by a court; or
- A referral for child care services from an authorized District of Columbia government agency or its vendor that verifies relationship has been established.

OSSE and DCPS may accept the applicant's statement in regard to marital status. However, whenever this statement is contradicted either by documentation seen or by behavior observed, the applicant must be required to clarify and confirm status by providing



additional proof of evidence. Even if it is established satisfactorily that a parent/guardian does not live with the child, if that person is observed to be an active participant in the child's daily life, they must provide a statement as to their financial contribution toward the child, which will be countable as part of the family income.

Determination of family relationship impacts the number of people to be counted relative to categories of eligibility that require co-payment consideration. Whenever both parents/guardians reside in the household with the children, both parent/guardians must qualify for the program. Each one (1) must be employed or meet some other qualifying standard. The income of both parents/guardians must be combined. This is required regardless of whether or not they are legally married.

2. Legal Guardianship Arrangement

OSSE and DCPS shall consider guardianship arrangements that involve people other than the natural parent/guardian such as:

- Foster Care;
- Alternative placement for the child's immediate protection made by the Child and Family Services Agency or the D.C. Superior Court, Family Division, which involve active supervision of the child by a social worker or court representative;
- Temporary or permanent custody assigned by the D.C. Superior Court, with no ongoing supervision other than scheduled court hearings;
- TANF payee; and
- Other less formal legal guardianship situations.

Acceptable documentation for verification:

- A referral from the Child and Family Services Agency (Foster Care or Child Protective Services Social Worker) or from one of that agency's vendors;
- A referral from the Superior Court, Family Division (Probation Officer);
- Custody papers from the D.C. Superior Court;
- A referral from the Income Maintenance Administration (IMA) or one of its vendors;
- Documentation of payment from TANF;



- A letter verifying Social Security, Veterans' Benefits, child support, or any other benefit received by the applicant on behalf of a child;
- A letter on official letterhead from the Department of Corrections or another penal system, assigning temporary custody for a child of an incarcerated parent/guardian; or
- Admission form from the DHS/CCSD.

3. Adoptive Parent/Guardian

Acceptable documentation for verification:

- Revised birth certificate showing the adoptive parent/guardian(s) names and the child's name; or
- Adoption court papers.

- C. OSSE will not require relationship documentation for children living in the home but not receiving services, but they must be identified.

IV. Income Documentation

Family income of children receiving OSTP services must be documented. Income from employment shall be verified from one or more of the following:

A. TANF status may be verified by either:

- A letter from the TANF case worker that includes the child(ren)'s names; or
- An Automated Client Eligibility Determination System (ACEDS) printout from the TANF database.

B. Free or reduced-cost meal service status may be verified by either:

- A letter from the approving agency to the individual family, or
- A letter from the child's school on letterhead and signed by the principal, listing all of the children who are approved for this benefit. The letter should only include children participating in the OSTP afterschool programs. The OSTP school coordinator should obtain this letter. It may be kept separately for the entire site (but readily accessible to a monitor) or copies may be put in each child's file.



C. Income from employment may be verified by either:

- A letter from the employer is acceptable only for an applicant with a new job, or a person such as a domestic employee who does not receive pay statements. The letter must specify hours of work and salary.
- Three recent, consecutive pay statements (paper or printed electronic) must be submitted by applicants, so that an average salary may be computed from the three statements received.
- Gross annual income should be determined and recorded using the relevant "Calculator of Parent's Income" form. **Copies are attached.** These forms reflect weekly, biweekly, bimonthly, and monthly pay periods. Family size must be entered on the form and the attached parent fee scale should be used.

V. District of Columbia Residency Verification

The family's address in the District of Columbia must be documented. Either of the following is acceptable:

- A. A letter from the principal of the school on letterhead and signed by that official, listing the children's names and confirming that appropriate documentation of District residence has been received for each child, following the DC Public Schools' requirements, or
- B. Individual documentation for each family, which may include the following and all of which must be dated within 30 days of the application:
 - A current, official rent receipt (on the company's letterhead);
 - A current mortgage payment statement in applicant's name;
 - A new, recently signed lease;
 - A current electric, gas, water or telephone bill (not a cell phone bill alone);
 - A notarized letter from the person with whom the applicant lives and two pieces of current mail (bills, etc.), one of which may be a pay statement with the address;
 - Documentation of active TANF, Medicaid or Food Stamp status; or
 - A referral from a District agency such as Foster Care or Child Protective Services.



VI. Legal Status Verification

Children for whom federal child care assistance is sought must meet citizenship criteria prior to being found eligible for such assistance. **Only the status of the child is to be considered.**

The Eligibility Worker shall ensure that each child considered for subsidized child care is a United States citizen or national of the United States, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa or the Northern Mariana Islands or otherwise in the country legally.

All documents presented to verify legal status must be either an original or a copy certified by the issuing agency. Applicants who cannot provide verification of citizenship or legal status are not eligible to receive federal child care assistance.

Acceptable documentation for legal status verification:

- A referral from a District agency such as Foster Care or Child Protective Services.
- Birth certificate showing that the child was born in the United States or to parents holding U.S. citizenship;
- The Lawful Permanent Residency Document (formerly known as the “green card”);
- Immigration and Naturalization Service (INS) documentation or other official identification verifying citizenship or legal status;
- A visa such as the H-2 visa allowing presence in this country for the time period during which child care is to be provided;
- Refugees: Form I-94 to show entry as a refugee;
- Asylees: Form I-94 showing grant of asylum;
- Order from an Immigration Judge showing deportation withheld;
- Form I-94 showing admission under conditional entry;
- An approved or pending petition of a battered spouse or child; or
- A formal referral from one of the following sources:
 - o Temporary Assistance for Needy Families (TANF);
 - o Food Stamp Employment/Training Program;

The Eligibility Worker shall confirm that all documentation validating residence is in the applicant’s name; is an **original** document and dated no more than 30 days prior to the date eligibility is being established.



ATTACHMENT H: Calculations of Parent Income



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY LEARNING

CALCULATION OF PARENT'S INCOME

WEEKLY PAY

NAME OF CUSTOMER _____ **SS#** _____

All pay statements used for verification of employment must be the **ORIGINAL** document and must be current within the past 30 days. If several documents are presented, at least one must be dated no more than thirty (30) days prior to the date of the eligibility determination.

The three most recent consecutive pay statements should be submitted. In cases where the customer has a variable work schedule, an average salary is computed from the several payments. However, if the customer has a regular schedule of hours, such as 40 hours per week, the salary computation should be based on the regular earnings for that tour of duty, even though every pay statement may not reflect a full schedule.

All income is converted to a yearly figure.

Gross Amount	Pay Date
1. \$ _____	_____
2. \$ _____	_____
3. \$ _____	_____
Total \$ _____	divided by 3 \$ _____ x 52 = A) \$ _____

OTHER COUNTABLE INCOME _____ B) \$ _____

Source

TOTAL ANNUAL GROSS INCOME (add A+B) C) \$ _____

Minus **DEDUCTION** (If none enter -0)

(Check source) D) \$ _____

☐ Private Child Care \$ _____

☐ Child Support \$ _____

☐ Child w/ Disability \$ _____

Adjusted Annual Gross Income (Subtract D from C) E) \$ _____



FAMILY SIZE_____

Find parent co-payment on the fee scale. Fees should be assigned in order from the oldest receiving subsidized child care to the youngest.

Child 1 _____ Parent fee _____ Other fee _____

Child 2 _____ Parent fee _____ Other fee _____

Eligibility Worker

Signature

Date



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

DIVISION OF EARLY LEARNING

CALCULATION OF PARENT'S INCOME

BIWEEKLY PAY

NAME OF CUSTOMER _____ **SS#** _____

All pay statements used for verification of employment must be the **ORIGINAL** document and must be current within the past 30 days. If several documents are presented, at least one must be dated no more than thirty (30) days prior to the date of the eligibility determination.

The three most recent consecutive pay statements should be submitted. In cases where the customer has a variable work schedule, an average salary is computed from the several payments. However, if the customer has a regular schedule of hours, such as 40 hours per week, the salary computation should be based on the regular earnings for that tour of duty, even though every pay statement may not reflect a full schedule.

All income is converted to a yearly figure.

Gross Amount	Pay Date
1. \$ _____	_____
2. \$ _____	_____
3. \$ _____	_____
Total \$ _____	divided by 3 \$ _____ x 26 = A) \$ _____

OTHER COUNTABLE INCOME _____ B) \$ _____

Source

TOTAL ANNUAL GROSS INCOME (add A+B) C) \$ _____

Minus **DEDUCTION** (If none enter -0)

(Check source) D) \$ _____

☐ Private Child Care \$ _____

☐ Child Support \$ _____

☐ Child w/ Disability \$ _____

Adjusted Annual Gross Income (Subtract D from C) E) \$ _____



FAMILY SIZE_____

Find parent co-payment on the fee scale. Fees should be assigned in order from the oldest receiving subsidized child care to the youngest.

Child 1 _____ Parent fee _____ Other fee _____

Child 2 _____ Parent fee _____ Other fee _____

Eligibility Worker

Signature

Date