

Request for Application (RFA)

RFA Number: -DELINFANT&TODEXPAN12202013

Government of the District of Columbia
Office of the State Superintendent of Education (OSSE)
Division of Early Learning (DEL)

Fiscal Year 2014

Infant and Toddler Expansion - Early Childhood Education

The Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL) invites the submission of applications for funding through the District of Columbia Local Funds.

Late Applications Will Not Be Forwarded to the Review Panel.

IMPORTANT DATES

Issuance Date:	11/22/2013
Pre-Application Conference	12/11/2013
Closing Date:	12/20/2013
Closing Time:	3:30 pm
Award Announcement	12/20/2013
Grant Start Date	01/1/2014
Grant End Date	12/31/2014

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

WHEN: Wednesday, December 11, 2013

WHERE: 810 First Street, NE
9th Floor
Conference Rm 9014
Washington, D.C. 20002

TIME: 1:00 pm EST – 2:30 pm

CONTACT PERSON: Lilian Tetteh
Grants Specialist
Office of the State Superintendent of Education (OSSE)
Division of Early Learning (DEL)
810 First Street, NE, 9th Floor
Washington, DC 20002
(202) 727-5045
lilian.tetteh@dc.gov

Please RSVP to the OSSE/DEL no later than Tuesday, December 10, 2013 as seating is limited. You may RSVP to OSSE.InfantandToddler@dc.gov.

Checklist for Applications

- The Applicant organization/entity 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 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 Program Budget is complete and complies with the format found in Attachment E of the RFA.
- The Applicant has read and signed the Statement of Confidentiality found in Attachment F of the RFA, and has submitted signed copies for all staff who will work on this project.
- The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side.
- The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- The total application **MUST** not exceed 25-pages. Applications exceeding 25-pages will be disqualified from being reviewed.
- The application format conforms to the guide listed in Section III, Application Format, listed on page 15 of the RFA.
- The application is submitted electronically to Office of the State Superintendent of Education, Division of Early Learning to OSSE.InfantandToddler@dc.gov no later than **3:30 p.m. EST**, on the deadline date of **December 20, 2013**.

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SECTION I: GENERAL INFORMATION

Introduction

The Office of the State Superintendent of Education (OSSE), formerly known as the State Education Office is a high-performing, transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment in the creative economy. As the State Education Agency for DC, the OSSE sets statewide policies, provides resources and support, and exercises accountability for ALL public education in DC.

OSSE Division of Early Learning (DEL) provides 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. The OSSE/DEL works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders, and securing strong financial supports.

Over the past decade, there has been much focus on school readiness and the role of Pre-K and Kindergarten in setting the foundation for a child's success in school. Recent research points to the need to prepare children even-earlier-a realization that school readiness begins in infancy and that birth-to-three years are critical for growth and development. The quality of care and education provided in those decisive early years establishes a child's social cognitive trajectory for the rest of his or her life.

The period from ages zero to three is the most vulnerable and most important time in a child's development. The importance of developing and implementing quality early childhood programs is rooted in sound science: children are born with billions of neurons, and the connections between these neurons are rapidly modified and "hardwired" as children grow, experience the world, and establish relationships with caregivers. "Hardwired" connections are responsible for all of a child's major cognitive and emotional functions, including vision, hearing, language, social-emotional development, and movement.

For infants and toddlers, experiences and relationships during these first three years have a profound impact on brain development – more specifically, the development of cognitive achievements, linguistic, social and emotional capacities. When teachers and parents fail to support an infant or toddler's biologically inherent desire to learn, grow, and succeed, his/her motivation is diminished. Accordingly, ensuring that infants and toddlers have good health, strong families, and positive early learning experiences will lay the foundation for success throughout their lives.

The importance of early learning experiences should not be underestimated. Physical, intellectual, and social learning occur in everyday experiences – the interaction between caregivers and infants engaged in the daily rituals of talking, exploring, playing, and cuddling create incredible opportunities for early learning.⁴ Early learning experiences can build the

intellectual and academic skills necessary to enter school and life ready to learn and engage, which provides a compelling reason to invest in the early learning experiences of infants and toddlers. Babies and toddlers need (1) nurturing relationships and responsive care, and (2) safe and stimulating environments. Children who do not have quality relationships and early learning experiences fail to develop their full potential.

Quality infant and toddler care is marked by lower caregiver-to-child ratios; small group sizes; continuity of care; compassionate caregivers; safe, clean, and stimulating environments; and cultural and linguistic continuity. Research also suggests that qualified, well-compensated teachers are the cornerstone of quality programs. Teachers need specialized knowledge and skills and require high-quality preparation and support including education, mentoring, training and ongoing professional development.

Eligible Organizations/Entities

Applications are requested from:

- Accredited community-based organizations that provide early childhood education programs in the District of Columbia and that are Nonprofit or for-profit and participate in federally-funded and/or District funded early childhood programs, including the OSSE/DEL-administered Child Care Subsidy Program;
- Faith-based organizations that are licensed to operate a child development facility in the District of Columbia and are accredited.
- **Child Care Home Providers are not eligible to apply.**

Applicants must meet high-quality standards and program requirements as defined by OSSE/DEL. Applicants must have a Gold designation under the OSSE/DEL's *Going for the Gold* Tiered Rate Reimbursement System.

Source of Grant Funding

Funding for the FY 14 Infant and Toddler Quality Expansion Program is made available through the District of Columbia Local Funds. Grantees will be subject to requirements set forth in District of Columbia statutes and any accompanying regulations. The OSSE/DEL maintains the right to adjust the grant award and amount based on funding availability. Funding for the award is contingent on continued availability of funds. This Request for Applications (RFA) does not commit the OSSE/DEL to make an award.

Award Period

The award period will be beginning January 1, 2014 and ending September 30, 2014. The base period of performance will not exceed nine (9) months from the date of execution of the award. At its option, OSSE/DEL may extend the performance period up to 12 months (i.e., one year) at a time and may exercise this option up to four (4) times. The total performance period of this grant will not exceed fifty-seven (57) months, which will be the sum of the base period plus the total of all one (1) year option periods. Any extension of the performance period is contingent

upon compliance with the terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds. Funding for this award is contingent on continued funding from the District of Columbia appropriations.

Grant Awards and Amounts

The OSSE/DEL seeks to fund multiple mixed-aged high quality classrooms. Grant awards will not exceed the OSSE/DEL combined Infant and Toddler per pupil funding amount of \$17,350 per Infant and/or Toddler child. Infant/Toddler programs are required to enroll and maintain a class size of no fewer than eight (8) students per classroom. Programs that are not able to maintain full enrollment will be subject to a reduction in funding. Under this initiative, a maximum of \$2.8 million is available for this purpose.

The per pupil funding amount includes the total cost of the Infant/Toddler classroom operations and a required \$2,500 per pupil set-aside to be used technical assistance and comprehensive health support services purposes only. Applicants can apply for one (1) or more classrooms. The OSSE/DEL also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE/DEL reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

The OSSE/DEL/DEL shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the Applicant's sole responsibility.

The OSSE/DEL also reserves the right to accept or deny any or all applications if the OSSE/DEL determines it is in the best interest of the Agency to do so. The OSSE/DEL shall notify the Applicant if it rejects that Applicant's proposal. OSSE/DEL may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

Terms and Conditions

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 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 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the Applicant’s submission the DC Child Development regulations

SECTION II: PROGRAM SCOPE AND OBJECTIVES

Overview

The purpose of the Infant/Toddler is to provide access to high-quality Infant/Toddler programs to children age birth - three- (3) year old in the District whose parents want it. OSSE/DEL seeks to expand Infant/Toddler access in the District by adding additional high-quality Infant/Toddler classrooms.

General Grantee Responsibilities

OSSE/DEL seeks Grantees to:

1. Provide at least 6.5 hours of developmentally appropriate practice as defined by the National Association of the Education of Young Children (NAEYC) and accepted by the OSSE/DEL, five (5) days weekly, thirty-nine (39) weeks per year for a total of at least one hundred eighty (180) full days;
2. Operate Monday through Friday, no earlier than 7 a.m., and follow the holiday and closing calendar schedule of the OSSE/DEL subsidy program;
3. The facility shall maintain the adult/child ratios and group sizes as specified herein:

AGE OF CHILDREN	ADULT/CHILD RATIO	MAX. SIZE OF GROUP
0-12 Months	1:3	9
0-12 Months	1:4	8
12-24 Months	1:3	8
12-24 Months	1:4	8
24-30 Months	1:4	12
30 Months through 3 years	1:8	16

4. Inform the widest audience through a comprehensive community outreach effort launched within the first thirty days of the grant period;
5. Purchase, inventory and maintain required equipment and furniture, including repair and replacement of broken or damaged parts;
6. Utilize as the basis for Infant/Toddler classroom instruction one of the following approved, research-based curriculums that are aligned with the “Early Learning Standards for Infant and Toddlers in the District of Columbia” as approved by the OSSE/DEL: (1) The Creative Curriculum for Infants, Toddlers & Twos; (2) High Scope Infant-Toddler Curriculum; and (3) High Reach Grow which is approved with the stipulation that programs purchase and use: Reaching and Relating: A Guide for

Early Learning Programs, High Reach Learning, Inc., 2009 and High Reach Curriculum for Toddlers; and/or High Reach Curriculum for Twos.

7. Staff each classroom with a qualified and skilled teacher and teacher assistant that meet the following minimum educational requirements:

A teacher shall be at least twenty (20) years of age and meet one of the following requirements:

- (a) An associate's degree or higher from an accredited college or university in early childhood education or early childhood development;
- (b) An associate's degree or higher from an accredited college or university, at least fifteen (15) credit hours from an accredited college or university in early childhood education or early childhood development, and at least one (1) year supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction;
- (c) At least forty-eight (48) credit hours from an accredited college or university, at least fifteen (15) credit hours from an accredited college or university in early childhood education or early childhood development, and at least two (2) years supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction;
- (d) A valid Child Development Associate (CDA) credential, specifying that the individual is qualified for the assigned age classification; or
- (e) Satisfactory completion of a child care certification course of no less than 90 hours from an accredited college or university, approved by the Director of the Department of Health or his/her designee, and at least three (3) years supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction.

An assistant teacher in a Child Development Center shall be at least eighteen (18) years of age and shall meet one of the following qualification requirements:

- (a) At least twenty-four (24) credit hours from an accredited college or university, plus demonstrated skill and competence with young children as satisfactorily determined by the Center Director;
- (b) A high school diploma or General Education Development certificate, plus certification of training and competence in the field of early childhood education or early childhood development from an accredited vocational high school; or
- (c) A high school diploma or General Education Development certificate, plus one (1) year of supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction.

8. Ensure that teacher(s) and assistant teacher(s) participate in professional development activities as required;
9. Maintain safe, secure, and developmentally appropriate classroom(s) and facilities that comply the DCMR Child Development Facility Regulations;
10. Ensure that all children receiving services have on file completed documentation of a comprehensive physical health examination, including age-appropriate screenings and up-to-date immunizations for each child.
11. Ensure that all teachers are enrolled in the OSSE/DEL Professional Development Registry (PDR) and the classroom teachers complete at least eighteen (18) hours of early childhood certification training progressively by the end of the funding period and that all project staff participates in the professional development activities approved by the Infant/Toddler Program;
12. Obtain technical assistance and coaching support in the classroom from OSSE/DEL approved Training & Technical Assistance Specialists to enhance the skills of Infant/Toddler program professionals and expand the program's professional capacity for sustainability. Training must be aligned with the District of Columbia Professionals Receiving Opportunities and Support (DC-PROS) for new teachers and program leaders;
13. Participate in OSSE/DEL's monthly trainings;
14. Provide comprehensive health and support services for all children enrolled in the project. The Grantee must provide behavioral health screenings, speech and language screenings, vision and wellness checks to classrooms; and
15. Provide nutritious meals as defined by United States Department of Agriculture-Food Nutrition Services.

Additional Grantee Responsibilities

The Grantee will be required to:

1. Provide time each day for both quiet and active play, suitable to the ages and abilities of the children enrolled at the Facility.
2. Ensure that each child, including infants and toddlers has a minimum of two (2) hours of outdoor play or outdoor activity each day.
3. Devise and implement a program of activities suitable to the ages and abilities of all of the children enrolled at the Facility. A copy of the program schedule for each age group shall be furnished by the Facility to the Director for evaluation upon request.

4. The Director shall evaluate a Facility's program of activities, and shall approve it if the following requirements are met:
 - (a) The program shall include outdoor play each day, except that in extremely inclement weather the program may substitute indoor gross motor play such as climbing, jumping, running, riding wheel toys, and sports;
 - (b) All play materials shall be arranged in an orderly fashion, at heights that allow young children to select, remove, and replace materials with a minimum of assistance during appropriate times throughout the daily program; and
 - (c) The program shall include a balance of both quiet and active play throughout the day.
5. The Facility shall ensure that its staff observe and follow the Facility's established program of activities.
6. The Facility shall develop a written activity plan for each group of children that implements the elements of the program of activities.
7. The Facility shall ensure that the daily activities for each group of children include both structured and unstructured times, and both staff-directed and child-initiated experiences.
8. The Facility shall ensure that its program of activities provides periods of rest, the duration and scheduling of which are appropriate to prevent fatigue and to meet the physical needs of the children enrolled at the Facility, taking into account the ages and developmental levels of the children. Each child in a full-day program shall have specific times designated for rest each day.
9. The Facility shall ensure that each child has a supply of clean, dry clothing in case of an emergency, and that staff promptly remove all wet or soiled clothing from a child and replace it with this clean and dry clothing.
10. Maintain the following records: staff credentials, facility license, insurance coverage, enrollment policies, enrollment forms, class roster, daily attendance records, curriculum and lesson plans, financial records, equipment inventories and documentation of parent meetings;
11. Meet with the OSSE/DEL to share information related to the status of activities when requested;
12. Document and describe program successes, unmet needs, barriers and problems encountered and shall report the status and activities performed to the OSSE/DEL on a monthly basis; and
13. Submit any proposed printed materials, or reports for the OSSE/DEL's review and approval prior to their use and dissemination under this grant. Where appropriate, the Grantee must translate its program information into the languages of the target populations that it serves or, at a minimum, into four (4) of the five (5) languages required by the Language Access Act. These languages include Spanish, Chinese,

Vietnamese, Amharic; Korean and French. Assist the OSSE/DEL in distributing these materials, including translated materials, to the target communities.

Performance Standards and Quality Assurance

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

OSSE/DEL Responsibilities

The OSSE will assign a Monitor to monitor the project. The Monitor will:

- Review all written policies and procedures applicable to the project;
- Review all monthly and quarterly progress reports, track and review monthly invoices and supporting documentation, conduct site visits, and hold periodic conferences with each Grantee to assess the Grantee's performance;
- Monitor and evaluate the performance of each Grantee according to the Scope of Work and related service delivery standards; and
- Make periodic scheduled and unscheduled site visits to monitor the implementation of the program.

The Grantee must provide the Monitor and other authorized representatives of the OSSE/DEL, as well as members of the District of Columbia Government, such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes. The Monitor will be authorized to assess the Grantee's performance to determine the quality of the services delivered and the Grantee's ability to deliver services.

Confidentiality of Records

Information concerning grant recipients is strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to the OSSE.

Specifically, the Applicant must agree to and abide by the following conditions:

- Participant records shall be kept confidential and shall not be open to the public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
- All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants and their families. The Applicant shall submit

with the application a signed confidentiality statement, found in Attachment H, for each current staff person and volunteer who will be working on the program.

Reporting Requirements

The Grantee will be required to report information in a manner consistent with the OSSE's database management information system requirements. At a minimum, the Grantee will be required to submit both monthly and quarterly performance reports to the Grant Monitor in an electronic format approved by the Grant Monitor. Monthly reports will provide data needed to monitor the status of activities. The quarterly reports will outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Reporting may require detailed as well as aggregate reporting of accomplishments. The format for reporting will be prescribed by the OSSE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Security Certifications

Applicants must provide certifications herein that, if awarded a grant, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under the grant, as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the Grantee's employees will be reported to the OSSE Compliance and Integrity Division which will determine the employee's suitability for employment.

Audits, Review or Examinations

At any time or times before final payment and three (3) years thereafter, the District and respective jurisdictional administrative agencies may have the applicant's expenditure statements and source documentation audited.

III: APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

Application Content Overview

- Executive Summary (*2 page maximum*)
- Table of Contents (*1 page maximum*)
- Project Description (*maximum 20 pages*)
- Project Financial Information, Budget Narrative, and Operating Budget (*2 page maximum*)

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

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete Attachments B and C and return the attachments with the application. If the Applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

Appendices

This section shall be used to provide technical materials, additional requirements supporting documentation and endorsements. Such items must include:

- Copies of ALL Infant/Toddler teacher and teacher assistant certifications.
- Audited financial statements for the past two (2) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members.
- **Separation of Duties Policy:** This statement should indicate 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.** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. *It will take approximately seven (7) to fourteen (14) business days to process.*
- Copy of District of Columbia Child Care License

IV: APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than **December 20, 2013, 3:30 p.m. EST**. All applications must be submitted electronically to the Office of the State Superintendent of Education, Division of Early Learning to OSSE.InfantandToddler@dc.gov no later than **3:30 p.m. EST**, on the deadline date of **December 20, 2013**.

Applications received **after 3:30 p.m. EST** on December 20, 2013 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission. **Note:** applications received via delivered, courier or mail will not be accepted, only signed electronic copies will be accepted.

V: REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. 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/DEL shall make the final funding determination.

Scoring Criteria

Applicants’ proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

Table 1: Scoring Criteria

<i>ITEM</i>	<i>SCORING CRITERIA</i>	<i>POINTS</i>
A.	Need	
	<i>Need:</i> The extent to which the Applicant fully describes the market analysis conducted to identify the true need in the target community and by the target population for the services proposed and the cited applicable research supporting that need. The extent to which the Applicant has described the lack of similar services in the target community for the target population.	10
	<i>Target Population:</i> The extent to which the Applicant clearly justifies the number of children to be served as a reasonable percentage of the total population of unmet need in the ward; and the extent to which the Applicant profiles the average participant relative to the general target population.	10
	TOTAL, NEED	20
B.	Program Objectives, Services and Expected Outcomes Narrative	
	<i>Objectives:</i> The extent to which the expected outcomes of the Applicant’s stated Project Specific Measurable Objectives are realistic and measurable.	10
	<i>Services:</i> The extent to which the Applicant demonstrates adequate knowledge about and understanding of the selected curriculum and	

	meaningfully relates the proposed project services to the domains described in the “Early Learning Standards” for Infant and Toddler Children in the District of Columbia”.	10
	Work Plan: The extent to which the Applicant proposes a clear plan and reasonable timeline for the delivery of services.	10
	TOTAL, PROGRAM OBJECTIVES, SERVICES AND EXPECTED OUTCOMES NARRATIVE	30
C.	Targeted Areas	
	Programs that serve:	
	▪ Children of families receiving subsidized child care	2
	▪ Children with special needs	3
	▪ English Language Learners	2
	▪ Residents of Wards 1,5, 7 and 8	3
	TOTAL, TARGETED AREAS	10
D.	Accreditation	
	The extent to which the Applicant documents current accreditation or an active plan for achieving accreditation.	
	TOTAL, ACCREDITATION	8
E.	Evaluation Plan	
	The extent to which the Applicant describes a meaningful evaluation design for the proposed project, and provides a reasonable plan for timely corrective action and adjustments in response to material deficiency findings.	
	TOTAL, EVALUATION PLAN	10
F.	Applicant Experience	
	The extent to which the Applicant demonstrates prior Infant and Toddler program experience and skills sufficient to manage the proposed project, and the extent to which the key staff identified for the project are sufficiently experienced and skilled to implement the proposed project.	

	TOTAL, APPLICANT EXPERIENCE	10
G	Budget & Resources	
	<i>Resources:</i> The extent to which the Applicant describes and demonstrates access for the project to facilities, equipment, staff, licenses and collaborators; and, viability of the organization, and attach the most recent Financial Audit.	
	<i>Budget:</i> The extent to which the Applicant proposes a spending plan that supports the reasonable costs of the proposed project, including a full-time Project Manager and salaries for Teachers comparable with those paid by the DCPS, and the extent to which the Applicant proposes to identify and maximize the use of in-kind, matching and/or donated contributions.	
	TOTAL, BUDGET AND RESOURCES	10
H.	Completeness & Format of Application	
	The extent to which the Applicant has provided all of the information requested in the application and attached all supporting documents.	
	The extent to which the Applicant has followed the Application Format as specified in the Section VI and remained within the specified page limits.	
	TOTAL, COMPLETENESS AND FORMAT OF APPLICATION	2
	MAXIMUM POSSIBLE SCORE	100

SECTION VI: LIST OF ATTACHMENTS

Attachment A Applicant Profile

Attachment B Certifications, Licenses, and Assurances

Attachment C Acknowledgement of District and Federal Statutes

Attachment D Work Plan

Attachment E Budget

Attachment F Statement of Confidentiality

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: _____ E-Mail Address: _____ Federal Tax Identification No.: _____ D-U-N-S. No.: _____ Budget -Total Funds Requested: \$ _____
CONTACT PERSON	Contact Name: _____ Title: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____ Address: _____ City: _____ State: _____ Zip: _____

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

SIGNATURES	_____	_____	_____
	Signature	Title	Date
	_____	_____	_____
	Signature	Title	Date



ATTACHMENT B

Certifications, Licenses and Assurances

Financial Records

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

Overdue Taxes

Applicant is 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 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; E.O. 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.

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 hours 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-1 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 B

CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

The District of Columbia

This document was acknowledged before me on _____ [Date] by
_____ [name of principal].

[Notary Seal]

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: _____

Acknowledgement of Authorized Representative

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

Typed/Printed Authorized Representative and Title

Signature of Authorized Representative

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. 1001)
- 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)

- 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: Work Plan

Agency:							Submission Date:					
Services Area:							Project Manager:					
Budget:							Telephone #:					
Measurable Objectives	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July
Activities:												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

Attachment E: Budget

Organization:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	MATCHING FUNDS (If Applicable)	TOTAL
Personnel Costs			
Occupancy			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

Attachment F: Statement of Confidentiality

GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child 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