

## **Request for Application (RFA)**

RFA Number: -DELFIG07192013

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

**Fiscal Year 2013**

**Pre-K Facility Improvement Grant - Early Childhood Education**

The Office of the State Superintendent of Education (OSSE), Division of Early Childhood Education (ECE) invites the submission of applications for funding through the District of Columbia Local Funds which are authorized by the Pre-kindergarten Enhancement and Expansion Act of 2008.

**Late Applications Will Not Be Forwarded to the Review Panel.**

## **IMPORTANT DATES**

|                            |            |
|----------------------------|------------|
| Issuance Date:             | 06/21/2013 |
| Pre-Application Conference | 07/10/2013 |
| Closing Date:              | 07/19/2013 |
| Closing Time:              | 3:30 pm    |
| Award Announcement         | 07/29/13   |
| Grant Start Date           | 08/1/2013  |
| Grant End Date             | 12/31/2013 |

# PRE-APPLICATION CONFERENCE

## ATTENDANCE IS RECOMMENDED

**WHEN:** Wednesday, July 10, 2013

**WHERE:** 810 First Street, NE  
3<sup>rd</sup> Floor  
Grand Hall B  
Washington, D.C. 20002

**TIME:** Noon EST – 2:00 pm

**CONTACT PERSON:** Lilian Tetteh  
Grants Specialist  
Office of the State Superintendent of Education (OSSE)  
Division of Early Childhood Education (ECE)  
810 First Street, NE, 9<sup>th</sup> Floor  
Washington, DC 20002  
(202) 727-5045  
[lilian.tetteh@dc.gov](mailto:lilian.tetteh@dc.gov)

**Please RSVP to the OSSE no later than Tuesday, July 9, 2013 as seating is limited. You may RSVP to [OSSE.InfantandToddler@dc.gov](mailto: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 E of the RFA.
- The Program Budget is complete and complies with the format found in Attachment H of the RFA. The budget narrative is complete and describes the category of items proposed.
- The Budget and Funding Information is complete and complies with the format found in Attachment I of the RFA.
- The Applicant has read and signed the Statement of Confidentiality found in Attachment L 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 30-pages. Applications exceeding 30-pages will be disqualified from being reviewed.
- The Applicant is submitting four (4) copies of the application: the required original and three (3) copies.
- The application format conforms to the guide listed in Section VI, Application Format, listed on page 14 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](mailto:OSSE.InfantandToddler@dc.gov) no later than **3:30 p.m. EST**, on the deadline date of **July 19, 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 (SEO), 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. The OSSE launched its official name change on June 12, 2007, and was created by the District of Columbia Public Education Reform Act of 2007 (DC Act 17-38). 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 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. OSSE 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. To this end, government funding opportunities, such as the Facility Improvement Grant- Early Childhood Education, intends to promote improving the quality of child care service throughout the District.

The support for quality improvement programs designed to help community-based organizations (CBOs) and family child care providers understand the factors that determine quality and strengthen those elements within their settings are needed. Each of the below mentioned opportunities for both CBOs and family child care providers is a great opportunity. Support of this magnitude is often requested and such requests demonstrate a need for the foreseeable vision of increased quality within the child care community and throughout the District. The funding provided for facility improvements and enhancements includes:

- Expansion;
- New development and pre-development; and
- Renovation, repair, and move-in.

The Pre-k Facilities Improvement Grant will be available beginning July 19, 2013. Each grant is awarded for 1 year. The individual grant amounts will be up to \$25,000. The grant program will be based on funding availability.

### **Eligible Organizations/Entities**

- An organization/entity meeting one of the following criteria is eligible to apply for Facility Improvement grant funds under this Request for Applications: Only nonprofit

and community-based organizations, and faith-based, education, and government institutions possessing a 501(c)3 status are eligible to apply.

- Among the eligible organizations and institutions, Child Development Home providers with a capacity of more than five (5) children are eligible.
- Provider subsidy recipients are eligible to apply when in compliance with all mandated certifications and regulations as stipulated in their provide agreement.
- Each applicant school should provide evidence to show that it has resources and management procedures sufficient to implement the proposed project; and can provide project accountability.
- Entities with licensing infractions will receive preference points.
- **Individuals are not eligible to apply.**

### **Source of Grant Funding**

Funding for the Pre-k Facilities Improvement Grant Program is made available through the District of Columbia Local Funds authorized by the Pre-kindergarten Enhancement and Expansion Act of 2008. 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**

Grants under this Program will be awarded for up to five (5) months. The award period will be for five (5) months, beginning August 1, 2013 and ending December 31, 2013.

### **Grant Awards and Amounts**

The OSSE/DEL seeks to fund multiple grant awards with **funding up to a maximum of \$25,000**. 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 loss of funding, suspension or termination.

The OSSE/DEL has made no determination of a set number of awards. The OSSE/DEL may enter into negotiations with an Applicant and adopt a firm funding amount or otherwise revise the Applicant's proposal.

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 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.

## **SECTION II: PROGRAM SCOPE AND OBJECTIVES**

Facility Improvement Grant funds must be spent to improve District of Columbia community based organizations serving children birth- 5years old. As such, applicants must provide copies of leases, use agreements, or other occupancy agreements.

The building may need improvements such as improvements to building systems to meet fire and safety needs (sprinklers, ramps, etc.), or the creation of new or improved resources (playground equipment, privacy fences, landscape, etc.). Such projects are eligible, particularly for schools with long-term leases. The following factors convey the program scope and objectives expected to assist OSSE in fulfilling its mission:

1. The Facility Improvement Grant – Early Childhood Education is a one-time funding opportunity for Child Care Providers interested in securing funding for improvements and enhancements to their child care facility(s).
2. The application should account for the current provider capacity, past improvements and enhancements -- the type, costs, and impact, if any; increases to enrollment over a the period of operation,
3. A method for monitoring and evaluating the relationship between the improvement and/or enhancements and the effect on quality of service;

### **Instructions to Applicants**

Eligible entities interested in submitting an application for consideration of this funding opportunity should follow the following instructions:

#### **Evaluation Criteria**

##### ***Criterion A: Location Identification***

Provide copies of leases, use agreements, deeds.

***Criterion B: Reasonableness of Project Scope*** – The proposed investment in the building is reasonable given the duration of the lease or use agreement.

***Justification of Need*** – Demonstrate a thorough facility assessment and estimated cost of improvements.

##### ***Criterion C: Public Benefit***

The proposed project maximizes the benefit of the grant dollars, by leveraging other public and/or private grant dollars, loans and/or in-kind support.

##### ***Criterion D: Project Plan***

Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the CBO to the current location.

The location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for this grant funds.

Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, playground, therapy rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student.

Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. Please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, etc.

Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.

### ***Criterion E: Financial Feasibility***

Describe the process for determining cost estimates, financing estimates and any other economic assumptions.

#### **Priority will be given to:**

1. **Leverage:** Proposals that leverage significant private financing, other governmental or philanthropic funds;
2. **Vision:** Proposals that indicate long term strategic planning and vision on the part of the Grantee;
3. **Environmentally Friendly:** Proposals that create energy efficiencies or otherwise generate long term savings for the CBO and proposals that utilize environmentally friendly building techniques.

## **Allowable Uses of Funds**

|   |     |
|---|-----|
| Acquisition   | NO  |
| Lease Payments  | NO  |
| New Construction  | NO  |
| Major Renovation  | NO  |
| Minor Renovation  | YES |
| General facility operating support                                  | NO  |
| Systems upgrades  | YES |
| New resource rooms, labs, athletics, etc.                           | YES |
| Feasibility studies, pre-development and other similar “soft” costs | YES |
| Mixed use facilities  | NO  |

## **Facilities Improvement**

- Improvements to meet the Americans with Disabilities Act accessibility requirements (access to building, drinking fountains, outdoor play space, classroom and therapy areas, etc.)
- Equipment repairs/replacement
- Refurbishing Pre-k classrooms (painting, flooring, etc.)
- Toilets and sinks
- Tables, chairs, shelving, cubbies
- Play units (slides, climbers, climbing gyms, etc.)
- Changing stations
- Laundry rooms
- Storage areas
- Improvements to meet DCMR 29 Facilities Requirements (CBOs only)

## **Award**

The grant awards will be available through December 31, 2013. Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed twelve (6) months.

## **Monitoring and Reporting**

The OSSE will monitor grant recipients through site visits and review of financial reports. The purpose of these semiannual reports is to demonstrate that substantial progress has been made toward meeting the plans outlined in the grant application.

Timely submission of these monthly reports is essential to ensure compliance with State protocol in managing this grant. All applicants are strongly encouraged to review and evaluate their organizational capacity to meet these reporting requirements. Failure to submit timely monthly reports may result in delayed award payments and possible suspension of the grant award.

## **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**

Applicants are required to follow the format below. The application must contain the following information:

- Executive Summary (*2 page maximum*)
- Table of Contents (*Excluded from page total*)
- Project Description (*maximum 10 pages*)
- Project Financial Information, Budget Narrative, and Operating Budget

**Note:** *Total application pages cannot exceed 30 pages. Applications over the 30-page limit will be disqualified from being review.*

#### **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:

- Audited financial statements for the past three (3) 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 **July 19, 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](mailto:OSSE.InfantandToddler@dc.gov), no later than **3:30 p.m. EST**, on the deadline date of **July 19, 2013**.

Applications received **after 3:30 p.m. EST** on July 19, 2013 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission. Note: applications received via and 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/ECE 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**

|          | <b>Scoring Criteria</b>  | <b>Points</b> |
|----------|--|---------------|
| <b>A</b> | <b><i>Location Identification</i></b>  |               |
|          | Provide copies of leases, use agreements, deeds.   | 10            |
|          | <b>Total</b>   | <b>10</b>     |
| <b>B</b> | <b><i>Reasonableness of Project Scope</i></b>  |               |
|          | The proposed investment in the building is reasonable given the duration of the lease or use agreement.              | 10            |
|          | <b><i>Justification of Need</i></b> – Demonstrate a thorough facility assessment and estimated cost of improvements. | 10            |

|          |   |            |
|----------|---|------------|
|          | <b>Total</b>  | <b>20</b>  |
| <b>C</b> | <b><i>Public Benefit</i></b>  |            |
|          | The proposed project maximizes the benefit of the grant dollars, by leveraging other public and/or private grant dollars, loans and/or in-kind support.   | 10         |
|          | <b>Total</b>  | <b>10</b>  |
| <b>D</b> | Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the CBO to the current location. The location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.). This assessment is then clearly tied to a needs-based statement for this grant funds.  | 15         |
|          | Describe the suitability of the site and project as an educational facility, in terms of quality, space utilization, amenities, and affordability. Include a floor plan/space utilization plan, indicating the types of spaces included in the plan, such as classrooms, resource rooms, admin space, playground, therapy rooms, etc. Include data about the square footage of the site, the project and each room. Indicate the number of square feet available per student. | 10         |
|          | Provide a description of the project and development team that indicates the applicant's capacity to carry out the project. Please provide a list and resumes of all professionals who will be assisting with the project including design, construction, engineering, etc.   | 15         |
|          | Describe at what stage the project is at currently. Provide a timeline for the project from conception to completion.   | 10         |
|          | <b>Total</b>  | <b>50</b>  |
| <b>E</b> | <b><i>Financial Feasibility</i></b>   |            |
|          | Describe the process for determining cost estimates, financing estimates and any other economic assumptions.  | 8          |
|          | <b>Total</b>  | <b>8</b>   |
| <b>H</b> | <b><i>Completeness and Format of Application</i></b>  |            |
|          | The extent to which the Applicant has provided all of the information requested in the application and attached all supporting documents.   | 1          |
|          | The extent to which the Applicant has followed the Application Format as specified in the Section VI and remained within the specified page limits.   | 1          |
|          | <b>TOTAL, Completeness &amp; Format of Application</b>  | <b>2</b>   |
|          | <b>Maximum Possible Score</b>   | <b>100</b> |

**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: \_\_\_\_\_

|                              |   |
|------------------------------|---|
| <b>ORGANIZATION</b>          | <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> |
| <b>CONTACT PERSON</b>        | <p>Contact Name: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>  |
| <b>MAIL REIMBURSEMENT TO</b> | <p>Contact Name: _____ E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>  |

|                            |   |
|----------------------------|---|
| <b>CONTACT INFORMATION</b> | <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 <b>(If different than above)</b></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p>  |
| <b>CLASSIFICATION</b>      | <p><b>Type of Site</b></p> <p><input type="checkbox"/> Child Care Center <span style="margin-left: 200px;"><input type="checkbox"/> Faith Based</span></p> <p><input type="checkbox"/> Head Start <span style="margin-left: 200px;"><input type="checkbox"/> Non-Profit</span></p> <p><input type="checkbox"/> DC Public Schools <span style="margin-left: 200px;"><input type="checkbox"/> Profit</span></p> <p><input type="checkbox"/> DC Public Charter School</p> <p>Accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, what accrediting Body</b></p> <p><input type="checkbox"/> National Association for the Education of Young Children</p> <p><input type="checkbox"/> Council of Accreditation</p> <p><input type="checkbox"/> Other _____ (Specify)</p> <p>Contact Person: _____</p> |

|   |  |                  |              |             |                  |              |             |
|---|--|------------------|--------------|-------------|------------------|--------------|-------------|
| <b>AUTHORIZED TO SIGN<br/>GRANT AWARD (GAN)</b> | <p>Authorized Name: _____</p> <p>Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p>  |                  |              |             |                  |              |             |
| <b>SIGNATURES</b>                               | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Signature</b> </td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Title</b> </td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Date</b> </td> </tr> <tr> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Signature</b> </td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Title</b> </td> <td style="width: 33%; text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Date</b> </td> </tr> </table> | <b>Signature</b> | <b>Title</b> | <b>Date</b> | <b>Signature</b> | <b>Title</b> | <b>Date</b> |
| <b>Signature</b>                                | <b>Title</b>   | <b>Date</b>      |              |             |                  |              |             |
| <b>Signature</b>                                | <b>Title</b>   | <b>Date</b>      |              |             |                  |              |             |



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## **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)
- Pre-K Enhancement and Expansion Amendment Act of 2008
- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products
- The Pro Children Act of 1994, Part C, Pub. L 103-227

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

\_\_\_\_\_  
Authorized Representative Signature and Title

\_\_\_\_\_  
Date



## Attachment D: Work Plan

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

**Attachment E: Budget**

| <b>Organization:</b>                     |                    | <b>Program Year:</b>                      |              |
|--|--------------------|---|--------------|
| <b>Service Area:</b>                     |                    | <b>Project Manager:</b>                   |              |
| <b>Budget:</b>                           |                    | <b>Telephone Number</b>                   |              |
| <b>CATEGORY</b>                          | <b>GRANT FUNDS</b> | <b>MATCHING FUNDS<br/>(If Applicable)</b> | <b>TOTAL</b> |
| Occupancy                                |                    |   |              |
| Travel                                   |                    |   |              |
| Equipment                                |                    |   |              |
| Materials and Supplies                   |                    |   |              |
| Consultants/Contractual                  |                    |   |              |
| Other Direct Cost (specify)              |                    |   |              |
| Subtotal Direct Costs                    |                    |   |              |
| Indirect/Overhead<br>(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.

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Signature

Title

Date

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Name of Organization