



## **REQUEST FOR APPLICATIONS (RFA)**

**Infant and Toddler Facilities Improvement Grant**

**Total Grant Award: Two Million Eight Hundred Thousand Dollars  
(\$2,800,000)**

**RFA No.: DELCEPINTOD03282014**

**Application Due: March 21, 2014 at 3:30pm EST**

**For more information contact:**

**Office of the State Superintendent of Education (OSSE)**

**810 First Street, NE, 9th Floor**

**Washington, DC 20002**

**(202) 442-4780**

**OSSE.DELgrants@dc.gov**



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## DEADLINES AND IMPORTANT DATES

<b>Request for Applications (RFA) Release Date</b>	<b>Friday, February 14, 2014</b>
<b>Pre-Application Conference</b> <i>(Must pre-register by Thursday, February 20, 2014 at 5:00 p.m.)</i>	<b>Friday, February 21, 2014</b>
<b>Deadline for Applications</b>	<b>Friday, March 21, 2014 at 3:30 p.m. EST</b>
<b>Award Announcement</b>	<b>Friday, April 4, 2014</b>
<b>Grant Award Conference</b> <i>(First time grantees must attend; optional for others.)</i>	<b>Monday, April 7, 2014</b>
<b>Grant Period</b>	<b>Friday, April 4, 2014 to Tuesday, September 30, 2014</b>

## PRE-APPLICATION CONFERENCE

WHEN:	Friday, February 21, 2014
WHERE:	810 First Street, NE 3 <sup>rd</sup> Floor Conference Room Washington, D.C. 20002
TIME:	1:00 pm – 3:00 p.m. EST
CONTACT PERSON:	Walter C. Lundy, Jr., M.Ed. Associate Director Office of the State Superintendent of Education (OSSE) 810 First Street, NE, 9 <sup>th</sup> Floor Washington, DC 20002 (202) 442-4780 <a href="mailto:walter.lundy@dc.gov">walter.lundy@dc.gov</a>
<b>Please RSVP to the OSSE no later than Thursday, February 20, 2014 as seating is limited. You may RSVP to Lilian Tetteh via e-mail to <a href="mailto:lilian.tetteh@dc.gov">lilian.tetteh@dc.gov</a></b>	



## CHECKLIST FOR APPLICATIONS

\*\*\*All applications must be submitted electronically to [OSSE.DELgrants@dc.gov](mailto:OSSE.DELgrants@dc.gov), no later than **3:30 p.m. EST**, on the deadline date of **Friday, March 21, 2014**\*\*\*

- The Applicant has responded to all sections of the Request for Applications (RFA).
  
- The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the 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 Project Budget is complete and complies with the format found in Attachment F of the RFA. The budget narrative is complete and describes the category of items proposed.
  
- The application uses Times New Roman or Arial 12 point-type font for body text, with one-inch margins.
  
- The project description section is complete and is within the 20-page limit for this section of the RFA submission. The total written part of all required sections of the application does not exceed 25-pages.
  
- The appropriate appendices, including project descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.



## PURPOSE OF PROGRAM

The Office of the State Superintendent of Education (OSSE) is inviting applications from high-quality infant and toddler providers to expand their current capacity to serve additional children by providing resources for facilities improvements. The funding for the ***Infant and Toddler Facilities Improvements Grant*** is designed to address the unmet demand for high-quality infant and toddler childcare in the District. Through this opportunity, OSSE aims to increase infant and toddler capacity by, at minimum, 200 new slots for children ages six weeks to 36 months, in targeted areas of the District.

The grants may be used for:

- New facilities development and pre-development;
- Facilities renovations, repairs, and move-in; and
- Start-up expenses, such as early childhood classroom materials, equipment, and professional developments costs.

The application period for the ***Infant and Toddler Facilities Improvement Grant*** will open on **Friday, February 14, 2014**, and remain open for 45 days.

The grant will support facilities improvements, such as:

- 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, plumbing, partitions, sprinkler, etc.) to accommodate infants and toddlers;
- Age-appropriate toilets and sinks;
- Tables, chairs, shelving, cubbies;
- Changing stations;
- Kitchen;
- Storage areas; and/or
- Improvements to meet DCMR 29 Facilities Requirements (Community Based Organizations only).

Activities that are eligible for support under this funding opportunity are as follows:

- New facilities development and pre-development work;
- Facility renovations, repairs, and move-in activities that result in new slots to serve additional infants and toddlers;
- Affiliated licensing fees such as DCRA, FEMS, etc.; and
- Start-up expenses, such as early childhood classroom materials, equipment, and human resources and professional developments costs that result in new slots available to serve additional infants and toddlers.



***Note: OSSE will NOT automatically fund the full requested amount. It will evaluate the Applicant's proposed budget to determine reasonableness and appropriateness of costs.***

Applicants can propose multiple projects at multiple sites.

Also, please note, priority will be given to:

- Programs designated at the GOLD Tier in OSSE's *Going for the GOLD*, Tiered Reimbursement Rate System;
- Program expansion in Wards 1, 4, 5, 7, and 8;
- Projects that can be completed by September 30, 2014; and/or
- Projects utilizing construction methodologies aligned to Mayor Gray's Sustainable DC Plan. (A copy of this plan can be downloaded at: <http://sustainable.dc.gov/finalplan>)



## ELIGIBILITY REQUIREMENTS

Eligible applicants are limited to community-based, center-based early childhood programs that meet the following requirements:

- Currently participate in the OSSE administered Child Care Subsidy program;
- Meet high-quality standards and program requirements as defined by Section 38-272.01, Establishing High-Quality Standards, in the District Code;
- Possess a designation under the OSSE's *Going for the Gold* Tiered Rate Reimbursement System as follows:
  - Gold designation;
  - Silver designation and has initiated the accreditation process. (If a Silver designated applicant receives a grant award, OSSE will place special conditions on the award.);
- Successful applicants must agree to participate in OSSE-sponsored activities that will assist in refining the work plan and timelines submitted with the initial application;
- Adhere to requirements **to create new Infant/Toddler slots for families that participate in the OSSE administered Child Care Subsidy Program;**
- Agree to a pre-inspection visit by OSSE licensing staff prior to finalizing decisions about grant awards;
- Providers agree to utilize a current facility assessment to inform quality slot expansion plan. The assessment results and expansion plan must be submitted as part of the initial application;
- Continued eligibility will be dependent upon the providers' successful progress towards completion of facility enhancements stated in the initial application.

***Note: OSSE will conduct a minimum of three (3) site visits to document progress towards completion of the facilities project.***



## FUNDING

### **Source of Grant Funding**

Funding for the *Infant and Toddler Facilities Improvement Grant* is made available through District of Columbia local appropriations.

### **Award Period**

The grant period is from April 4, 2014 to September 30, 2014.

### **Grant Awards and Amounts**

This funding opportunity is designed to support the expansion of the number of high-quality infant and toddler slots that serve children in the child care subsidy program.

Programs can propose facilities projects at a maximum cost of \$10,000 per child. The total grant award available is Two Million Eight Hundred Thousand and 00/100 Dollars (\$2,800,000.00)..

After reviewing the recommendations of the review panel and other relevant information, the OSSE shall make a final decision on which Applicant(s) will receive funds, and determine the amount to be funded to each grantee.



## TERMS AND CONDITIONS

Should a grantee fail to achieve the stated goals and objectives described in the individual proposal under this application, the grantee may be subject to penalties that include, but are not limited to, termination of the grant award.

OSSE, at its sole discretion, reserves the right to cancel this solicitation and not award any grant for this requirement. Additionally, OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA in its entirety. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

OSSE also reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the Applicant if it rejects the Applicant's proposal. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA.

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

### **Anti-Deficiency Considerations**

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

### **Use of Funds**

- Grant funds shall only be used to support activities delineated in the Eligibility Requirements of this RFA and included in the Applicant's submission.
- Grantees can take a maximum indirect cost rate of ten percent (10%).
- OSSE will provide each Grantee with a fifty percent (50%) percent advance to commence the project.
  - All receipts from the advance **MUST** be received and reconciled with OSSE no later than ninety (90) days from the date of receipt of the advance. All advances not reconciled within ninety (90) days will result in an automatic immediate suspension of the grant award and a payment hold with OSSE.



- Grantees must be in full compliance with all OSSE grants and programs as a condition to receive funds as part of the ***Infant and Toddler Facilities Improvements Grant***.

**Allowable Uses of Funds:**

- Major Renovations;
- Minor Renovations;
- Systems upgrades;
- New resource rooms and common spaces, etc.;
- Feasibility studies, pre-development and other similar “soft” costs;
- Purchase of classroom materials (books, toys, etc.);
- Equipment (Play units, slides, climbers, climbing gyms, cribs, etc.);
- Items and activities related to program quality (curricula, assessments, professional development for staff);
- Human Resource recruitment expenses.

**Non-Allowable Uses of Funds:**

- Land or facility acquisition;
- Lease payments;
- General facility operating support;
- New Construction will only be allowable if an applicant can provide evidence that funds from this grant would supplement existing plans and funds and utilized to enhance capacity for new infant and toddler services.

**Insurance**

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

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

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



## APPLICATION PACKAGE

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

- **Executive Summary** - concise summary of the program objectives, needs assessment, and proposal (2 page maximum);
- **Table of Contents** (excluded from page total);
- **Project Description** (maximum 23 pages)
  - *Statement of Need* -specifying the existing supply and demand for infant and toddler services in the proposed geographic area or for the program services provided by the applicant;
  - *Applicant Experience in Facilities Projects* – previous improvements and enhancements, expansions that the applicant has undertaken, including the type, costs, and impact, if any;
  - *Organizational Capacity to Absorb Expansion* – description of how the program will maintain high-quality services across all sites, including the sites that are supported with facilities improvement grant resources;
  - *Description of PSDM - Program Service Delivery Model* - information on how services meet the needs of working families, special populations, such as teen parents, families who qualify for Temporary Assistance for Needy Families (TANF), children in foster care, English language learners, homeless children, and children with disabilities. In addition, the description should include information that conveys how the program supports the school readiness of the children in the program;
  - *Current Enrollment and Proposed Enrollment* – specifying the increases expected from the proposed program;
  - *Detailed WP - Work Plan* - showing the applicants plans to provide the required services and a timeline for project implementation and delivery of services (*Attachment D*);
  - *Applicants must confirm that they will solicit and receive at least three bids for any construction work being completed as part of this grant.*
- **Project Financial Information, Budget Narrative, and Operating Budget** - containing detailed, itemized cost information that shows personnel and other direct costs and indirect costs. The detailed budget narrative must contain a



justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at each budgeted amount. (*Attachment E*);

- **Appendices-** section with technical materials, additional requirements, supporting documentation and endorsements, including:
  - Audited financial statements for the past three (3) years. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.
  - Documentation of organizational status (e.g. Tax Exemption Letter);
  - Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes (*Attachments B-C*);
  - Conflict of Interest Policy, signed by all Board of Directors members for Applicant organization, consisting of a set of procedures outlining how the Applicant organization avoids the possibility that those in positions of authority over an organization receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members;
  - Separation of Duties Policy that indicates how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled, such as assets handling, book keeping, and transaction comparison or review;
  - Certificate of Clean Hands - completed and submitted to the District of Columbia - Office of Tax and Revenue (DC OTR). Applicants must plan for the approximately seven (7) to fourteen (14) business days necessary to process an application for a Certificate of Clean Hands from the DC OTR.
  - Copy of District of Columbia Child Care License;

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



## APPLICATION SUBMISSION

In order to be considered for funding, applications must be received electronically no later than **March 21, 2014, by 3:30 p.m. EST**. Applications received after 3:30 p.m. EST will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Applications must be electronically emailed to [OSSE.DELgrants@dc.gov](mailto:OSSE.DELgrants@dc.gov), Attention: Walter C. Lundy, Jr., M.Ed., Associate Director.



## REVIEW AND SCORING OF APPLICATIONS

### Review Panel

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below. The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, construction/facility improvement and/or childcare licensing. The review panel will review, score, and rank each Applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE shall make the final funding determination.

### Scoring Criteria

**Table 1: Scoring Criteria**

Scoring Criteria		Points
<b>A</b>	<b>LOCATION IDENTIFICATION</b>	
	<ul style="list-style-type: none"> <li>Copies of leases, use agreements, deeds, or other occupancy agreements.</li> </ul>	5
<b>TOTAL</b>		<b>5</b>
<b>B</b>	<b>REASONABLENESS OF PROJECT SCOPE</b>	
	<ul style="list-style-type: none"> <li>The proposed investment in the building is reasonable given the duration of the lease or use agreement.</li> </ul>	10
	<b>TOTAL</b>	<b>10</b>
<b>C</b>	<b>PROJECT BUDGET JUSTIFICATION</b>	
	<ul style="list-style-type: none"> <li>The extent to which the Applicant proposes a spending plan that supports the reasonable costs of the proposed project.</li> </ul>	10
	<ul style="list-style-type: none"> <li>The extent to which the Applicant describes and demonstrates access for the project to facilities, equipment, contractors, staff, licenses and collaborators; and, viability of the organization, and attach the most recent Financial Audit.</li> </ul>	5
<b>TOTAL</b>		<b>15</b>
<b>D</b>	<b>ADDITIONAL FUNDING SOURCES</b>	
	<ul style="list-style-type: none"> <li>If the dollars available under this funding opportunity are not adequate to complete the proposed project, include information about other funding sources - public and/or private grant dollars, loans and/or in-kind support.</li> </ul>	5
<b>TOTAL</b>		<b>10</b>
<b>E</b>	<b>PROJECT PLAN</b>	
	<ul style="list-style-type: none"> <li>Include a current facility assessment that outlines the condition of the current location as well as the financial obligation of the CBO to the</li> </ul>	10



	current location. Describe how the location is to handle enrollment growth (square footage, specialty needs, children per classroom, unused space, etc.).	
	<ul style="list-style-type: none"> <li>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 (minimum 50 square feet per child), resource rooms, admin space, playground, therapy rooms, etc. Include data about the square footage of the site, the project and each room.</li> </ul>	10
	<ul style="list-style-type: none"> <li>Provide a description of the project and development team that indicates the applicant's organizational capacity to carry out the project. Please provide a list and qualifications/certifications of all professionals who will be assisting with the project including design, construction, engineering, etc.</li> </ul>	15
	<ul style="list-style-type: none"> <li>Describe at the current stage of the project. Provide a timeline for the project from conception to completion.</li> </ul>	5
<b>TOTAL</b>		<b>40</b>
<b>F</b>	<b>FINANCIAL FEASIBILITY</b>	
	<ul style="list-style-type: none"> <li>Describe the process for determining cost estimates, financing estimates and any other economic assumptions.</li> </ul>	5
<b>TOTAL</b>		<b>5</b>
<b>G</b>	<b>TARGET POPULATION</b>	
	<ul style="list-style-type: none"> <li>Program designated at the GOLD Tier in OSSE's <i>Going for the GOLD</i>, Tiered Reimbursement Rate System</li> </ul>	7
	<ul style="list-style-type: none"> <li>Program can provide services in high priority wards 1, 5, 7, and/or 8.</li> </ul>	4
	<ul style="list-style-type: none"> <li>Program can serve special populations of children (English language learners, homeless children and children in foster care, children with disabilities)</li> </ul>	4
<b>TOTAL</b>		<b>15</b>
<b>H</b>	<b>COMPLETENESS &amp; FORMAT OF APPLICATION</b>	
	<ul style="list-style-type: none"> <li>The extent to which the Applicant has provided all of the information requested in the application and attached all supporting documents.</li> </ul>	2.5
	<ul style="list-style-type: none"> <li>The extent to which the Applicant has followed the Application Format</li> </ul>	2.5
<b>TOTAL</b>		<b>5</b>
<b>MAXIMUM POSSIBLE SCORE</b>		<b>100</b>

### **Award Determinations**

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



## ATTACHMENT A: Applicant Profile

Place this form at the front of the application.

Program: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

<b>ORGANIZATION</b>	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: \$ _____
<b>CONTACT PERSON</b>	Contact Name: _____ Title: _____ E-Mail Address: _____ Phone Number: _____ Fax Number: _____ Address: _____ City: _____ State: _____ Zip: _____



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



<b>CLASSIFICATION</b>	<p><b>Type of Applicant</b></p> <p><input type="checkbox"/> Child Care Center                      <input type="checkbox"/> Faith Based</p> <p><input type="checkbox"/> Head Start                                      <input type="checkbox"/> Non-Profit</p> <p><input type="checkbox"/> DC Public Schools                              <input type="checkbox"/> Profit</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 GRANT AWARD (GAN)</b>	<p>Authorized Name: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p>



<b>SIGNATURES</b>			
	<b>Signature</b>	<b>Title</b>	<b>Date</b>
	<b>Signature</b>	<b>Title</b>	<b>Date</b>



## ATTACHMENT B: Certifications, Licenses and Assurances

### **Financial Records**

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

### **Overdue Taxes**

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

### **Administrative and Financial Capability**

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

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

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

### **Implementation Capability**

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

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

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

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

The Applicant has the necessary organization, experience, accounting and operational



controls, and technical skills, or the ability to obtain them.

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

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

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

### **Misconduct Certifications**

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

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

### **Assurances**

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

The Applicant further provides assurances that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.



2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-l *et. seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.



10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.



## ATTACHMENT C: Applicable District and Federal Statutes and Regulations Acknowledgement

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

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*);
- Title II of the Americans with Disabilities Act;
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*);
- Rehabilitation of the Handicapped Act (Section 504);
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*);
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 *et seq.*);
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*);
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*);
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201);
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*);
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*);
- Military Selective Service Act of 1973;
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. §§ 1681-1688);
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101);



- Executive Order 12459 (Debarment, Suspension and Exclusion);
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*);
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*);
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20;
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01;
- Title VI of the Civil Rights Act of 1964;
- District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*);
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352);
- Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended);
- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11);
- District of Columbia Day Care Policy Act of 1979, as amended, effective September 19,1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.);
- District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.);
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363);
- Pre-K Enhancement and Expansion Amendment Act of 2008;
- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products;
- The Pro Children Act of 1994, Part C, Pub. L 103-227.



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

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Authorized Representative Signature and Title

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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 Period</b>		<b>Second Period</b>		<b>Third Period</b>		<b>Fourth Period</b>
<b>Objectives:</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</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 (If Applicable)</b>	<b>TOTAL</b>
<b>Occupancy</b>			
<b>Travel</b>			
<b>Equipment</b>			
<b>Materials and Supplies</b>			
<b>Consultants/Contractual</b>			
<b>Other Direct Cost (specify)</b>			
<b>Subtotal Direct Costs</b>			
<b>Indirect/Overhead (Not to exceed 10%)</b>			
<b>TOTAL</b>			



## ATTACHMENT F: Statement of Confidentiality



### GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, \_\_\_\_\_, hereby affirm that I will hold  
 (Name)  
 confidential any information gathered or disclosed to me as a staff member/volunteer of  
 \_\_\_\_\_ as set forth in Section §16-2363 of the Prevention of Child  
 (Organization)  
 Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from  
 any project meetings that is not a matter of public record.

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

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

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Signature	Title	Date
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Name of Organization