



RFA: DELPREKCLASS02132013
FISCAL YEAR 2013 PRE-KINDERGARTEN PROGRAM
FREQUENTLY ASKED QUESTIONS

GENERAL

When will the Applicants be notified of the selection?

The Grantee(s) will be notified of the award on February 22, 2013.

Will the selected Grantee(s) receive assistance in finalizing their work plan and budget?

Yes, an assigned OSSE Grant Monitor will meet with the individual Grantee(s) to review and refine (as needed) the work plan and budget submitted with the initial application.

Will the Pre-Application conference PowerPoint presentation be available to all participants?

To request the PowerPoint, e-mail Mr. Walter Lundy, Associate Director, at walter.lundy@dc.gov.

Is there an electronic copy of the RFA on which data can be typed?

To request an electronic Word version of the RFA, e-mail Mr. Walter Lundy, Associate Director, at walter.lundy@dc.gov.

What are the hours of operation of the program?

The Grantee(s) are expected to operate Monday through Friday, no earlier than 7 a.m. and follow the holiday and closing calendar schedule of the District of Columbia Public Schools as well as provided 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/ECE, five days weekly, thirty-nine (39) weeks per year for a total of at least one hundred eighty (180) full days.

What are teacher/staffing requirements?

Grantees must staff each classroom with a qualified and skilled teacher and teacher assistant that meet the following minimum educational requirements:

- Hold at least an Associate's Degree in child development, early childhood education, or child and family studies. Teachers with an Associate's Degree must be enrolled at the time of employment, in a Bachelor's Degree program and on track to receive a degree within five (5) years;



- Hold a Bachelor's Degree in a field other than child development, early childhood education, or child and family studies and will complete eighteen (18) credits in early childhood within three (3) years; and
- Assistant teachers must hold at least a Child Development Associate (CDA) credential and be enrolled in an Associate's degree program and on track to receive the degree within five (5) years at the time of employment.

Does the RFA only apply to services delivered in the District of Columbia?

Yes, services must be delivered within the District of Columbia.

How current does our certificate of Good Standing have to be?

Certificate of Good Standing are only good for 12 months. Thus, every 12 calendar months you will need to secure a new Certificate of Good Standing.

Are applications required to be submitted in binders?

No, simple binder clips or rubber bands are preferred as the OSSE has to make multiple copies of the application. Binders and/or spirals make it very difficult to make copies for the reviewers.

What are allowable expenses on this grant?

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

What is the indirect cost rate for this grant?

The OSSE indirect cost rate is 10%. Applicants may use a different indirect cost rate if they can show proof a higher federally negotiated indirect cost rate for their agency.

Are letters of recommendation required?

No, letters of recommendations are not required but are strongly recommended as a part of your application.

Because this is a planning grant, will programs need to estimate or give an exact number of children who will be served?

This is not a planning grant but an expansion of services grant. Per the RFA, the Grantee(s) must serve a minimum of 15 students per classroom. Thus, it is up to the Grantee to determine the final enrollment of each classroom. If OSSE funds the classroom, it will be done so at the enrollment level placed in the Applicant's budget. Any changes to the enrollment will change the funding level.

Will programs have time to remodel space and recruit during the months leading up to the DCPS school year calendar starting day?

Applicants applying for the grant must either demonstrate a current waiting list or an aggressive recruitment strategy that will lead to immediate placement of children into the

newly created slots. Thus, services should be up and running within 45 days of the grant award. Grantees must maintain safe, secure, and developmentally appropriate classroom(s) and facilities with a minimum of thirty-five (35) square feet per child of usable Pre-K classroom space.

What is the comprehensive health and support services component?

The Grantee(s) must provide comprehensive health and support services for all children enrolled in the program. The Grantee(s) must provide behavioral health screenings, speech and language screenings, vision and wellness checks to classrooms. When preparing the budget, the total amount must not exceed \$2,253 per child.

What do we do when we expend the \$2,253 per child requirement and the child needs additional services?

When budgeting for the comprehensive health services view the money as a pool of funds and distribute services on a need basis. For example, if one child only needs \$1,000 in comprehensive health services, the \$1,253 balance can go back into the pool and be used on a child that is in need of more robust and intense services. At a minimum, all children must receive services.

We are preparing our response to the Pre-K RFA and would like to know if Howard University or another entity will continue to facilitate the following program assessments (ECERS-R, ELLCO, and CLASS) for the Pre-K programs.

It is my understanding that no entity is slated to facilitate the following program assessments (ECERS-R, ELLCO, and CLASS) for the Pre-K programs.

Are programs permitted to remodel and become accredited during this planning time before the school year, and what should our planned accreditation process look like for the purpose of this application?

As stated, this grant program expands Pre-K slots and is designed to fund those agencies that are already accredited and/or have a Gold designation under the OSSE's *Going for the Gold* Tiered Rate Reimbursement System.

ELIGIBILITY

Specifically, I am looking for details regarding eligibility requirements and additional information regarding how much funding and how many grants will be awarded?

To request the PowerPoint, e-mail Mr. Walter Lundy, Associate Director, at walter.lundy@dc.gov.

Eligible Organizations/Entities are requested from:

- Community-based organizations that provide early childhood education programs in the District of Columbia; and

- Nonprofit or for-profit organizations that participate in federally-funded and/or District funded early childhood programs, including the OSSE-administered Child Care Subsidy Program; or
- Faith-based organizations that are licensed to operate a child development facility in the District of Columbia.

Applicants must meet high-quality standards and program requirements as defined by Section 38-272.01 of the Act. Applicants must have a Gold designation under the OSSE's *Going for the Gold* Tiered Rate Reimbursement System.

The OSSE seeks to fund five (5) classrooms. Grant awards will not exceed the District of Columbia per pupil funding amount of \$11,629 per Pre-K child. The exact amount of the award will be based on the age of the children and the number of children per classroom. Pre-K programs are required to enroll and maintain a class size of no fewer than fifteen (15) 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 \$950,000 is available for this purpose.

Can we serve three- (3) year olds?

To be eligible for enrollment in a Pre-K classroom, a child shall be a resident of the District and become three (3) years of age on or before September 30, 2012; or children four (4) years of age; or children who become five (5) years of age after September 30, 2012.

Does our center have to be a Gold designated center?

Applicants must meet high-quality standards and program requirements as defined by Section 38-272.01 of the Act. Applicants must have a Gold designation under the OSSE's *Going for the Gold* Tiered Rate Reimbursement System.

FUNDING

What is the source of funding for this grant?

The funds are made available through District of Columbia appropriations. Grantees will be subject to requirements set forth in District of Columbia statutes and any accompanying regulations. The OSSE 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 to make an award.

What is the total amount available of this grant award?

The total amount available for this program is nine hundred and fifty thousand dollars (\$950,000) to be awarded to one (1) or more Grantees.

What is the award period of this program?

The base period of performance will not exceed six (6) months from the date of execution of the award. OSSE may exercise the option to extend the grant for a total of four (4) option years. The total performance period of this grant will not exceed five (5) years, which will be the sum of the one-year base period plus four (4) one-year option periods. Any extension of the performance period, after the base period and up to the maximum period of 5 years, is contingent upon compliance with all terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance, and the availability of funds.

Are these cost reimbursements or are funds given up front? How are payments made? Pre-Kindergarten Program Grants are cost reimbursement grants. The Grantee must submit proof of payment/receipts, line of credit purchases, and/or signed delivery receipts **(Note: The OSSE does not accept bills/invoices for any expenditure made).**

APPLICATION

When are applications due?

As stated in the RFA, applications must be received on or before February 13, 2013 no later than 3:30 PM EST at the following location:

Office of the State Superintendent of Education
Office of Grants Management and Compliance
ATTN: Pre-Kindergarten Program c/o Walter C. Lundy, Jr.
810 First Street, NE 9th Floor
Washington, DC 20002

Does the staffing plan need to be completed?

A staffing plan must be completed when staff is required to support the identified expenditures as outlined in the application. The staffing plan must include the percentage of effort to be applied to the grant and the salary amount.

What does the RFA mean by high targeted areas?

Points will be awarded to those Applicants that demonstrate the ability to serve the following: (1) children of families receiving subsidized child care; (2) children with special needs; (3) English language learners; and (4) residents of Wards 5, 7, and 8.

The grant start and end dates are March 1, 2013 -September 30, 2013. On page two of the RFA, it states that the per pupil funding amount is \$11,629. Should we assume that since the grant period is only seven (7) months that the award would be prorated accordingly? For example would we be applying for \$108,537.33 for 16 children as opposed to the \$186,064 we might apply for a year of services to 16 children?

Yes year one of the award will be prorated which means the max. you can apply for is \$108,537.33

Are we required to have a full-time program manager?

The RFA requires that a full-time program manager be designated to the program. If you have Pre-K classrooms that are currently being funded by OSSE, you may split that person's time on the newly awarded classroom. As a result, you would reduce that person's time on the existing Pre-K classroom grants and move those funds to other operational categories as the funds can only be used for the purpose of supporting the operation of the classroom. For example, if the existing Pre-K classroom supports 100% of a Program Manager salary (\$30,000), you may move 50% of that person's salary off the existing Pre-K classroom grant and charge 50% of the salary to the new grant. As a result, the additional \$15,000 that is now on the existing Pre-K classroom grant **MUST** be reprogrammed to support the operation of the existing classroom. This budget modification must be approved by OSSE.

What is included in the total number of pages?

The maximum number of pages for the application body cannot exceed forty-five (45) pages on 8½ by 11-inch paper. Margins must be no less than one (1) inch and a font size of 12-point is required. (Times New Roman or Courier type is recommended). All pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Included in forty-five (45) page limit:

- Applicant Profile (See Attachment A) – Page 1 of the application
- Table of Contents
- Application Summary (Not to exceed 1 page)
- Project Narrative

The Applicant should provide a full project description that addresses the following:

- *Organization:* The Applicant should provide descriptive information on the organization(s) and cooperating partners, including: experience in the program area; organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; and other pertinent information;
- *Need:* The Applicant should clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The Applicant should identify and cite applicable research and describe the need in the target community and by the target population for the services proposed;
- *Target Population:* The Applicant should provide a demographic profile of the participants to be served including the number of children, the age of the children, and the wards where they reside. The Applicant should also describe its experience serving the target population within the community in this capacity. If no experience has

been acquired, describes how past linkages to the community will prove beneficial in this undertaking;

- *Objectives:* The Applicant should specify and describe measurable objectives and expected outcomes specific to the project that clearly identify the results to be achieved. (**Attachment G**) The Applicant should also include a plan of action that describes the scope and details how the proposed work will be accomplished (**Attachment F**);
 - *Services:* The Applicant should describe the type and form of services to be provided, hours of operation, location, curriculum selection and reason(s) for the choice, and the process to be used to recruit and select program participants;
 - *Technical Assistance and Comprehensive Health Support Services:* The Applicant should describe:
 - The required training and technical assistance to be obtained related to the implementation of the prescribed curricula, classroom instruction, evaluation design and implementation, parent-involvement, marketing and community outreach, and use of computers and other equipment;
 - The process for accessing comprehensive health-related services (including but not be limited to social workers, psychologists, speech and language practitioners and play therapists) that will ensure that no child leaves the program with an undiagnosed health challenge that may affect his or her ability to learn; and
 - *Qualification and Experience:* The Applicant should describe the qualifications and experience of the organization and the assigned staff in providing the required services. It should provide evidence that demonstrates the qualifications and capacity to provide services and achieve the desired outcomes. It should provide a biographical sketch and job description for each key person including job descriptions for vacant key positions. The Applicant should also include a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with the Applicant and a short description of the nature of their effort or contribution.
- Work Plan
 - Budget Narrative

Not included in the forty-five (45) page limit:

- Certifications and Assurances (**Attachments B and C**)

- Work Plan (**Attachment E**)
- **Evaluation Plan (Attachment F)**
- Staffing Plan (**Attachment G**)
- Budget (**Attachment H**)
- Budget and Funding Information (**Attachment I**)
- Board of Directors (**Attachment J**)
- Collaboration Commitment Form (**Attachment K**)
- Statement of Confidentiality (**Attachment L**)
- Appendices - Appropriate technical material, supporting documentation and endorsements. Such items may include:
 - Resumes
 - Organization Chart
 - Position Descriptions
 - Audited Financial Statements
 - Organizational Status (i.e. Tax Exempt Letter)
 - Letters of Support or endorsements
 - 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 Good Standing Request: This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. **Note:** It will take approximately seven (7) to fourteen (14) business days to process.

What are the submission requirements?

As stated in the “Checklist for Applications” the original and three (3) copies of the application must be submitted in a sealed envelope or package by February 13, 2013 at 3:30 PM EST. Two (2) copies of the Submission Receipt must be attached to the outside of envelope or package. Applications will not be considered for funding if the Applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Does the Work Plan have to fit into the space provided on Attachment E?

No. The work plan included is an example. The individual work plan to be submitted must include the same data elements.

What staff is required to submit clearance information and confidentiality statements?

Confidentiality statements and clearance information must be submitted for staff involved in work funded by the Pre-Kindergarten Program.

How do we handle the Good Standing Requirements?

The Office of Tax and Revenue (OTR) issues a Certificate of Clean Hands (formerly Certificate of Good Standing) to an individual or business that has no outstanding tax

liability with the District of Columbia. Only the taxpayer or their representative with a DC Power of Attorney may request a Certificate of Clean Hands. The Clean Hands Law (DC Official Code §§47-2861 through 47-2866) provides that an applicant for a license or permit cannot owe more than \$100.00 to the District of Columbia Government. If an applicant for a license or permit has failed to file District tax returns, they are also subject to the Clean Hands Law and will be denied the license or permit. A Clean Hands certification form is required to be submitted with any application for a license or permit in the District of Columbia, including a Basic Business License.

To obtain this certificate, complete the online form at:

<http://dcforms.dc.gov/webform/clean-hands-certificate-request-formerly-certificate-good-standing>.

CONTACT PERSON:

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