



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

**FY25 ACCESS TO QUALITY CHILD CARE FOR CHILDREN
WITH DISABILITIES**

RFA Release Date: May 8, 2024 at 12:00 p.m.

Application Submission Deadline: June 20, 2024 at 3:00 p.m.

Pre-Application Webinar: May 13, 2024 at 1:00 p.m.

Late or incomplete applications will not be reviewed or considered for an award

Please allow additional time for any issues you may experience in EGMS, as well as the consistency check to run, prior to application submission.

Contents

Section 1 - General Information	4
1.1 Background Information	4
1.2 Release for Application	5
1.3 Pre-Application Webinar.....	5
1.4 Submission of Application.....	5
1.5 Application Deadline.....	5
1.6 Program Contact	5
Section 2 - General Information	5
2.1 Introduction	5
2.2 Target Population	5
2.3 Purposes of Funds.....	6
2.4 Eligibility	7
2.5 Source of Funds.....	7
2.6 Award Period	7
2.7 Funds Available	7
2.8 Permissible Use of Grant Funds.....	8
2.9 Grant Award Notice and Payments	8
2.10 General Terms and Conditions	8
Section 3 - Program Scope	9
3.1 General Grantee Responsibilities Overview	9
3.2 OSSE/DEL Responsibilities.....	10
3.3 Performance Standard Quality Assurance.....	10
3.4 Confidentiality of Records.....	10
3.5 Reporting Requirements.....	11
Section 4 - General Provisions	11
4.1 Document Retention.....	11
4.2 Audits	11
4.3 Conflict of Interest	11
4.4 Nondiscrimination in the Delivery of Services.....	11
4.5 Staff Requirements	12
Section 5 - Award Process.....	12
5.1 Review Panel.....	12
5.2 Rubric/Overview	12
5.3 Service Delivery, Monitoring, Evaluation and Sustainability Plan	13
5.4 Detailed Planned Expenditures: Financial Management and Proposed Budget.....	14
Section 6 – Program Information.....	14
6.1 Work Plan.....	14
6.2 Objectives.....	15
6.3 Evaluation and Data Collection Plan.....	15
6.4 Staffing Plan	15
Attachments.....	15
Other Requirements	15

Attachment A: DC Access to Quality Child Care for Children with Disabilities List of Established
Conditions 16
Attachment B: Rubric..... 18

Section 1 - General Information

1.1 Background Information

Child care settings play a crucial role in providing a safe and nurturing environment that fosters the development of social, emotional and cognitive skills in children, while supporting family well-being and independence by enabling parents to work. This is particularly important for children with disabilities, as quality early learning and out-of-school time programs can complement services provided by early intervention and the public education system to provide learning experiences that enable all children, particularly those with disabilities and developmental delays, to achieve their full potential.

While the District has made tremendous progress in building the supply, affordability and quality of child care, families of children with disabilities continue to face challenges finding both early learning and out-of-school time care that meets the needs of the family and children. This is particularly true for families whose children need intensive health, behavioral and other services to facilitate access to or full participation in early learning or out-of-school time care programs. In many cases, children with disabilities have unique needs requiring specialized attention and interventions that require additional resources for child development facilities to support.

OSSE's child care subsidy program provides an enhanced "special needs rate" for facilities that provide additional services to meet the needs of children with disabilities. Due to the variation in needs of children with disabilities, however, this rate may not be optimized to cover the costs of caring for children with the most intensive needs or in facilities where children have a range and diversity in needs.

Families seeking care for children with disabilities, as well as facilities serving children with disabilities, have shared information with the Office of the State Superintendent of Education (OSSE) about the unique challenges they face in seeking or providing care for children whose needs require more intensive supports.

In addition, data from DC Child Care Connections, the District's Child Care Resource and Referral program, funded by OSSE, as well as communication and collaboration with other agencies, including local education agencies (LEAs) and the District's Child and Family Services Agency, around serving and supporting children with disabilities and their families, have underscored the need for additional, accessible and affordable child care options for children with a wide range of disabilities—particularly those with intensive health, behavioral or other support needs.

To address this need, OSSE's Division of Early Learning (DEL) is inviting applications for the Access to Quality Child Care for Children with Disabilities Grant. The purpose of this grant is to expand the supply of child care options that meet the needs of children with a variety of disabilities, including those who require intensive health, behavior and other supports to successfully participate in early learning or out-of-school time care programs. This grant will provide funding to child development facilities and out-of-school time programs, licensed by OSSE, to create and maintain dedicated child care slots for infants, toddlers and school-age children with disabilities.

In contrast to subsidy vouchers, which require families to find a child development facility and which pay for only days the child is enrolled in and attending care, these grants will provide funding to child development facilities to support the full cost for programs to create and operate, on an ongoing basis, a fixed number of slots for children with disabilities, in the context of an inclusive program, in order to: (1) build the capacity of child development facilities to serve children with disabilities; (2) increase the number of slots available for children with the most intensive needs; and (3) ensure that slots are available for families who most need them.

Each selected grantee will receive funding to create and maintain a specified number of slots based on the ages of children with disabilities they propose to serve, the type and intensity of services they commit to provide and their projected budgets to deliver these services.

Grantee(s) are required to enroll children with disabilities in these slots upon referral from OSSE, DC Child Care Connections or other District agencies (provided space is available in the program). Grantees may also consider children who are already in their care and meet all eligibility requirements to occupy slots funded through this grant program.

Grantee(s) must ensure inclusivity by not denying enrollment to a child based on their disability or behavior. Additionally, any disciplinary actions, including expulsion or suspension, especially for behavior linked to a child's

disability, are strictly prohibited.

1.2 Release for Application

The release date of the RFA is Wednesday, May 8, 2024 (12 p.m.). The application is available through the Enterprise Grants Management System (EGMS) and the RFA is available on the Serve DC Grants Clearinghouse [website](#).

1.3 Pre-Application Webinar

Interested applicants are encouraged to participate in the pre-application webinar on Monday, May 13, 2024 at 1 p.m. To attend the pre-application webinar, please register using the following link: <https://app.smartsheet.com/b/form/55411d65eb7c4e769d5e6c4723b08820>.

1.4 Submission of Application

The application must be submitted using EGMS. A completed application with attachments is required upon submission. OSSE/DEL will not forward incomplete applications to the review panel.

1.5 Application Deadline

Applications are due no later than June 20, 2024 (3 p.m.). Applications must be submitted through EGMS. Late applications will not be accepted. Once an application is submitted, it cannot be revised.

1.6 Program Contact

Applicants are advised that the authorized contact person for matters concerning this RFA is:

Alejandra Londono Gomez
Policy Analyst
Office of the State Superintendent of Education
Division of Early Learning
1050 First Street, NE, Sixth Floor
Washington, DC 20002
alejandra.londono-gomez@dc.gov

Section 2 - General Information

2.1 Introduction

The purpose of the Access to Quality Child Care for Children with Disabilities Grant is to expand the supply of quality, accessible and affordable child care for infants, toddlers and school-age children with disabilities. The primary objective of this initiative is to provide resources to child development facilities and out-of-school time programs, licensed by OSSE, to create and operate, on an ongoing basis, child care slots specifically designed and equipped to meet the needs of infants, toddlers and school-age children with disabilities, in the context of an inclusive early learning or out-of-school time program.

2.2 Target Population

For purposes of this grant opportunity, targeted populations are noted below.

Infant and Toddler Programs

Programs serving infants and toddlers must ensure that children in grant-funded slots meet the following criteria:

1. Age: Children must be at least 6 weeks of age and must not turn 3 years of age before Sept. 30, 2024.
2. Residence: Children must live with a parent(s), guardian(s), or adult with a legal relationship to the child and be a resident of the District of Columbia (DC). Exceptions are made for children in foster care or under the protection of the DC Child and Family Services Agency or the DC Superior Court, who may reside outside of DC, provided they receive care in a District child development facility.

3. Disability status: Children shall be eligible to receive grant-funded slots if they meet one of the following criteria:
 - a. Children with an active Individualized Family Service Plan (IFSP) at the time of enrollment in the child care facility; and/or
 - b. Children diagnosed with a medical condition by a certified/licensed therapist or health practitioner,¹ including:
 - i. Genetic disorders;
 - ii. Sensory impairments;
 - iii. Motor impairments;
 - iv. Neurologic disorders;
 - v. Sociocommunicative disorders;
 - vi. Medically related disorders;
 - vii. Acquired trauma-related disorders; or
 - viii. Other health impairments as approved by OSSE.

Out-of-School Time Programs

Out-of-school time programs must ensure that children in grant-funded slots meet the following criteria:

1. Age: Children must be at least 5 years of age and younger than 19 years of age. Out-of-school time programs that serve 3- and 4-year-old children in their programs, as well as school-aged children, may consider such children age-eligible for services.
2. Residence: Children must live with a parent(s), guardian(s) or adult with a legal relationship to the child and be a resident of DC. Exceptions are made for children in foster care or under the protection of the DC Child and Family Services Agency or the DC Superior Court, who may reside outside of DC, provided they receive care in a District child development facility.
3. Disability status: Children shall be eligible to enroll in grant-funded slots if they meet one of the following criteria:
 - a. Children with an active 504 Accommodation Plan at the time of enrollment into the out-of-school time program; or
 - b. Children with an active Individualized Education Plan (IEP) at the time of enrollment into the out-of-school time program.

2.3 Purposes of Funds

Funds from this grant are to build the capacity of child development facilities to better serve and provide quality, inclusive child care services for children with disabilities. These funds can be utilized for the following purposes:

- Child care services;
- Compensation costs for specialized staff who possess the necessary expertise to care for children with disabilities and/or to improve adult-to-child ratios required for effective service delivery;
- Training and professional development to bolster staff abilities in caring for children with disabilities, including:
 - Understanding the developmental needs and effective strategies for working with children with specific disabilities;
 - Practices that support cognitive, physical, language and literacy or social emotional development of all children but are particularly beneficial for children with disabilities or developmental delays;
 - Implementation of tiered systems of support;
 - Effective behavior supports and interventions; and
 - Effective strategies for partnering with parents and other service providers to support the comprehensive development of children with disabilities.
- One-time costs associated with minor facility enhancements or renovations to better accommodate children with disabilities;²
- Purchase of supportive and adaptive materials, equipment or curriculum that augment the learning environment for children with disabilities; or
- Provision of mental health or therapeutic services provided such services are supplemental to services provided through Strong Start, Healthy Futures or a child's health care provider(s).

¹ For a comprehensive list of established disabilities for children who would qualify for this program, please see Attachment A.

² Funds may only be used for minor facility enhancement, renovations or facility upgrades and may not be used for construction or major renovations (including the building of a facility that does not currently exist; structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change).

2.4 Eligibility

Eligible applicants for this grant are:

- Community-based non-profit, for-profit or faith-based organizations that operate licensed child development centers caring for infants and toddlers and/or out-of-school time programs licensed by OSSE; or
- Consortia of multiple organizations operating child development facilities or out-of-school time programs that agree to work together to support effective implementation of the grant program across multiple facilities and organizations.

Operators of child development homes and expanded homes caring for infants and toddlers may apply to participate in a grant as part of a consortium with other operators of child development facilities (including other child development homes or expanded homes, as well as at least one organization that operates a child development center), but applications for grants to support a single child development home or expanded home will not be considered. Consortia and organizational applicants that operate multiple child development facilities must indicate in their application the specific facilities in which services will be provided. Applications submitted on behalf of a consortium must designate one organization participating in the consortium to serve as the lead applicant and fiscal agent for the grant.

To be considered for this grant, applicants must fulfill the following requirements:

- Operate a facility licensed by OSSE/DEL. An operator of an out-of-school time program that is not currently licensed by OSSE may apply for the grant provided that they initiate the licensing process prior to submitting an application and are licensed before receiving funds;
- Have a completed child care subsidy agreement with OSSE/DEL. An operator of an out-of-school time program that does not have a child care subsidy provider agreement with OSSE may apply for the grant provided that they initiate the process to become a subsidy provider prior to submitting the grant application and have a completed subsidy agreement in place before receiving funds;
- Demonstrate the following competencies:
 - The capacity to work with children with disabilities and their families, including employing a qualified and trained staff, or a plan to hire or develop such staff, that can appropriately meet the needs of children with disabilities or special needs;
 - A commitment to inclusive child care services; and
 - Organizational and financial capacity to manage a grant-funded program and meet all program requirements.

2.5 Source of Funds

The funding available for implementing this program are District of Columbia local funds.

2.6 Award Period

The total award period for the FY25 Access to Quality Child Care for Children with Disabilities Grant is three years. Each budget period will be one year, with the first period beginning Oct. 1, 2024, or the date of the award if awards are made after this date, and ending Sept. 30, 2025. Receipt of funding for each budget period is contingent upon:

- Availability of funds;
- Recipient's implementation and/or operation of the program as submitted in the application;
- Recipient's demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring and review of the recipient's reports;
- Compliance with District and federal laws, regulations, and guidance; and
- Appropriate expenditure of funds throughout each grant award period.

2.7 Funds Available

The total funding available for this grant is \$6 million. These funds are intended to establish approximately 175 child care slots. OSSE intends to award at least two (2) grants from this RFA: at least one grant to an infant-toddler child care provider; and at least one grant to an out-of-school time provider. OSSE anticipates but does not guarantee, a minimum award amount of \$200,000 and a maximum award amount of \$4 million. OSSE understands that per child costs under this grant will vary. Applicants should detail per-child costs in their proposed budget.

The actual number of awards will be based on the quality and number of applications received. Successful

applicants may be awarded amounts less than requested.

OSSE maintains the right to adjust grant award amounts based on funding availability. This RFA does not commit OSSE to make an award.

2.8 Permissible Use of Grant Funds

Grant funds shall only be used to support activities delineated in Section 3.1 General Grantee Responsibilities Overview and the grant budget included in the applicant's submission.

Grant funds should not be primarily used to finance services that may be covered by Strong Start, an LEA's FAPE obligations under IDEA, Medicaid, or private health insurance. Funds must supplement and not supplant existing funding sources, including Early Head Start.

Grant funds shall only be used to support required grantee activities and activities included in the service delivery plan and budget in the applicant's submission.

2.9 Grant Award Notice and Payments

All applicants will receive notification of their final award decision. All awards are subject to the availability of funding.

In order to be awarded a grant, organizations must establish eligibility by submitting an application to OSSE in accordance with the relevant program statute(s) and this RFA. Once OSSE has fully approved the application and issued an official Grant Award Notification (GAN), grantee(s) may then receive payment for allowable expenditures for which obligation was made during the grant period.

OSSE has implemented a reimbursement process for grantee(s) based on this funding opportunity. Under the reimbursement process, costs must be paid by the grantee(s) to the payee prior to requesting reimbursement; it is not sufficient for costs merely to be incurred. Compliance with programmatic and fiscal implementation and reporting will be considered in paying reimbursement requests. To receive reimbursements for grant program expenditures, OSSE grantee(s) must complete and submit the applicable reimbursement workbook(s) electronically.

2.10 General Terms and Conditions

- a. Funding for this award is contingent upon continued funding from the grantor. The RFA does not commit OSSE/DEL to make an award.
- b. OSSE/DEL 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/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 regulation or requirement.
- c. OSSE/DEL reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.
- d. OSSE/DEL shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants agree that all costs incurred in developing the application are the applicant's sole responsibility.
- e. OSSE/DEL may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
- f. OSSE/DEL may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
- g. OSSE/DEL shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations; payment provisions identifying how the grantee(s) will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE/DEL; and compliance conditions that must be met by the grantee(s).
- h. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Section 3 - Program Scope

3.1 General Grantee Responsibilities Overview

The grantee(s) will be responsible for establishing, maintaining and filling child care slots that promote the developmentally appropriate inclusion of children with disabilities in early childhood and out-of-school time programs alongside their typically developing peers. This involves the intentional integration of children with disabilities and special needs into all learning and social activities. Individualized accommodations and supports will facilitate this integration, including the use of evidence-based services to nurture the development of children with disabilities across various developmental domains such as cognitive, language, communication, physical, behavioral and social-emotional. This grant program aims to create an inclusive environment that caters to the diverse needs of all children, ensuring they receive the necessary support for their holistic development.

Grantee(s) will be permitted a period of time for capacity building prior to serving children in the grant-funded slots. Applicants should detail the timeframe for any capacity building needs, including facility modifications or staffing needs prior to serving children. Applicants that do not anticipate serving children prior to November 2024 should provide a justification in their service delivery plan. Beginning in January 2025 and continuing through the end of the grant period, grantee(s) will be expected to maintain at least 85 percent of their grant-funded slots filled by eligible children monthly. In the case of a grantee funded for six or fewer slots, the grantee may experience periods of monthly enrollment below 85 percent, provided they maintain an average of 85 percent of their slots filled across all months from January-September 2025.

Grantee(s) must accept children by referral from OSSE, DC Child Care Connections and other District agencies, provided spaces are available. Grantee(s) may also include children who are already enrolled in their care to occupy these slots, provided these children meet all the necessary eligibility criteria. In instances where referred children cannot be enrolled due to a grantee's inability to meet their needs, cases must be documented and shared with OSSE, in a format prescribed by OSSE/DEL.

Grantee(s) shall be required to use Ages and Stages Questionnaire (ASQ) online version to conduct developmental screenings with the purpose of identifying infants and toddlers with developmental delays. If a grantee is currently not using the ASQ online system, OSSE will provide support and training to the grantee to begin using the system and referring children to Strong Start, DC's early intervention program.

Grantee(s) must adhere to all federal and local regulations pertaining to child discipline. This encompasses the prohibition of suspension or expulsion of a child for conduct that is attributable to or associated with their disability. Grantee(s) are expected to implement reasonable modifications to their policies, practices and/or procedures to safeguard children with disabilities from unjust suspension or expulsion due to disability-related behaviors.

Grantee(s) should collaborate closely with parents/guardians of children with disabilities to ensure their children's needs are met. Grantee(s) caring for children receiving Strong Start services should partner with Strong Start staff to identify and implement strategies to support the child's ongoing development and work together to improve the child's skill and ability to participate in the daily routines and activities in the child care setting. To the extent feasible, grantee(s) operating out-of-school time programs should consult with the LEA in which the child is enrolled to identify special education accommodations and supports that successfully support the student's integration into environments with their peers without disabilities. The grantee(s) will review any information provided by the LEA to determine applicability of the out-of-school program the grantee operates, to determine if and how those supports will be implemented in the out-of-school program setting.

Grantee(s) shall be subject to the confidentiality requirements of OSSE and the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g and applicable regulations as appropriate, including those articulated in Section 3.4 below.

Grantee(s) will also be required to fulfill the following obligations:

- Fully cooperate with Strong Start, which includes allowing early intervention services to take place in the classroom/setting where the child spends time with peers;
- Administer facility, staff and family surveys provided by OSSE and share results with OSSE;
- Sign a data sharing agreement that allows for data exchange between the grantee and OSSE;

- Submit reports required by OSSE, which will include monthly attendance reports; monthly performance reports documenting progress on grant objectives, including information on the program delivery of supports to children with disabilities; and monthly fiscal reports accounting for grant funds;
- Designate a program lead and a fiscal representative to serve as points of contact for OSSE;
- Participate in monthly meetings with OSSE staff and with all grantees;
- Comply with all federal laws related to children with disabilities, including section 504 of the Rehabilitation Act and the American with Disabilities Act; and
- Provide documentation of any occurrence where a referred child cannot be enrolled due to a Grantee's inability to meet their needs.

Grant recipients will be required to assure all data received by OSSE through local or federal grant funds is handled in a secure, confidential manner, including: by maintaining the security and privacy of any and all data, documents and information accessed through OSSE; by refraining from emailing personally identifiable information of students or other minors, or confidential information of adults, in unsecured manners; by submitting or sharing any personally identifiable information of students or other minors or confidential information of employees with OSSE or other authorized entities using secure systems approved by OSSE; as applicable, by agreeing to safeguard and protect student records subject to this agreement in a manner consistent with the confidentiality provisions contained in Parts B and C of the Individuals with Disabilities Education Act [IDEA] [20 U.S.C. §1400, et seq. and its implementing regulations found at 34 CFR Part 300]; and, by adhering to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), with respect to federal student education records data privacy protections.

The Access to Quality Child Care for Children with Disabilities Grant is being implemented for the first time. Grantee(s) are requested to be open to providing honest feedback, identifying areas of growth and sharing lessons learned with OSSE to support ongoing quality improvement and evaluation of the program.

3.2 OSSE/DEL Responsibilities

OSSE/DEL will utilize several monitoring strategies to ensure fidelity of program implementation and for continuous improvement purposes. These strategies may include but are not limited to (1) collection of performance data and review of financial reports; (2) site visits to monitor program implementation and workplan progress; (3) review of performance plan to monitor success and identify areas for improvement; (4) parent and staff surveys for program feedback; and (5) technical assistance (TA) support as requested by the grantee or identified by OSSE. The grantee(s) will be required to report information in a manner consistent with OSSE's database management information system requirements, which will be clarified with the grantee(s), including the appropriate secure method of transmittal. At a minimum, the grantee(s) will be required to submit program performance reports to the OSSE/DEL grant monitor in an electronic format approved by the grant monitor. The program reports will be submitted monthly and will report program performance for the previous month. The format for reporting will be prescribed by OSSE/DEL and will be required to facilitate prompt review of the grantee(s) accomplishments in support of grant responsibilities by OSSE/DEL.

Additionally, OSSE/DEL reserves the right to request and receive additional information, such as financial records, supporting documents, data or statistical records and all records pertinent to this award at any time during the grant award life.

All information in monitoring reports will be subject to verification and OSSE/DEL may require additional information from the grantee(s).

3.3 Performance Standard Quality Assurance

OSSE/DEL expects that the grantees' performance will result in measurable improvements in supports for and inclusion of children with disabilities, that leads to positive impacts for children, families and CCPs which will be reported in the program performance reports by the grantee(s) and included in Section 3.2.

3.4 Confidentiality of Records

Except as otherwise required by local or federal law, no grantee shall use or reveal any research, statistical or personally identifiable information (PII) for any purpose other than that for which such information was obtained in accordance with this grant program. Such information and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence, or used for any purpose in any action, suit or judicial, legislative or administrative proceeding.

The applicant must demonstrate an ability to maintain the confidentiality of PII information and to report the information specified below to OSSE. Awarded applicants may also be required to enter into a data sharing agreement with OSSE. Specifically, the applicant must agree to and abide by the following conditions:

- a. PII and any other records received from OSSE shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Such records may not be divulged to unauthorized persons.
- b. In the event that data is disclosed to an unauthorized individual or otherwise used for an unauthorized purpose, the applicant must report such incident to OSSE at Alejandra.londono-gomez@dc.gov, Gwen.Rubinstein@dc.gov and osse.datasharing@dc.gov.
- c. All project staff and volunteers shall sign a confidentiality statement and complete an OSSE-administered training on data confidentiality prior to engaging in grant related activities.
- d. When no longer needed for their original purpose but no earlier than the document retention period specified in Section 4.1, the grantee(s) will destroy records consistent with OSSE's requirements for data destruction. The grantee(s) shall confirm in writing to OSSE its compliance within five business days of destroying the data. The written notification shall be sent to Gwen.Rubinstein@dc.gov and osse.datasharing@dc.gov.
- e. All records regarding children receiving services from program participants shall be subject to the confidentiality requirements of OSSE and the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g and applicable regulations as appropriate.

3.5 Reporting Requirements

The grantee(s) will be required to report information in a manner consistent with EGMS, OSSE's online grant monitoring database. The grantee(s) will submit monthly financial and monthly program performance reports to the grant monitor, as well as an annual program report. Monthly program reports will provide data needed to monitor the status of activities. The reports will also outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. Reporting may require detailed, as well as aggregate reporting of accomplishments.

The format for reporting will be prescribed by OSSE/DEL.

Section 4 - General Provisions

4.1 Document Retention

Recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records and all other records relevant to this award for a period of five years from the end date of the grant period to ensure that such documentation is available to authorized entities for review upon request.

4.2 Audits

OSSE and other respective jurisdictional administrative agencies of DC may audit the applicant's expenditure statements and source documentation any time or times before the final payment and up to three years after the grant closes.

4.3 Conflict of Interest

The grantee(s) shall ensure that no individual in a decision-making capacity will engage in any activity, including participation in the selection of a vendor, the administration of an award or an activity supported by award funds, if a conflict of interest or appearance of a conflict of interest would be involved.

A conflict of interest would arise when the individual, any member of the individual's immediate family, the individual's partner or an organization that employs or is about to employ any of the aforementioned, has a financial or personal interest in the firm or organization selected for the contract.

4.4 Nondiscrimination in the Delivery of Services

The grantee(s) shall comply with the District of Columbia Human Rights Act of 1977, as amended (D.C. Official

Code § 2-1401.01 *et seq.*), which prohibits discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, status as a victim of an interfamily offense or place of residence or business or credit information.

4.5 Staff Requirements

The grantee(s) must employ appropriately qualified staff and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties. All staff are required to successfully pass required background checks.

Proposed staff assigned to the grant should be limited to administrators running the program and carrying out the responsibilities outlined in Section 3.1, General Grantee Responsibilities Overview. Proposed individuals should be named in the application as described in Section 2.3, Staffing Plan. Resumes, organizational chart and position descriptions which detail specific and unique responsibilities of each role should also be provided under Section 2.3 of the application.

In the event of staffing changes, an amendment to the approved application must be made, specifically in the staffing plan and detailed planned expenditures, salaries and benefits section.

Section 5 - Award Process

5.1 Review Panel

OSSE/DEL will make the funds available through a competitive process to identify organizations, institutions and agencies interested in offering the program to children with disabilities in DC. Applications for this RFA that meet all eligibility and application requirements will be evaluated, scored and rated by an OSSE/DEL designated review panel.

OSSE/DEL will use external peer reviewers to review and score the applications for this RFA. An external peer reviewer is an expert in the field or the subject matter. External peer reviewers may include employees of DC government who are not employed by OSSE. The final decision to fund applicant(s) for this RFA rests solely with OSSE/DEL. After reviewing the recommendations of the review panel and any other relevant information, OSSE/DEL shall decide which applicant(s) to fund.

5.2 Rubric/Overview

Applications should include all the information necessary to adequately describe the proposed program implementation plan. Where relevant, applicants should reference experience that demonstrates capacity to achieve the stated grant objectives and program requirements.

The scoring of the application is based on a 100-point scale. These criteria allow the external peer reviewers and OSSE to determine an applicant's justification of need for grant funds, the soundness of its proposed service delivery plan, the adequacy and reasonableness of proposed resources needed and demonstrated capability for managing the proposed program.

Executive Summary (0 points)

- a. **Summary.** Briefly describe the applicant organization, its experience and interest in providing care for children with disabilities and a summary of services to be provided.

Organizational Information (Maximum 22 points)

- a. **Vision.** Describe the child development facility's, out-of-school time program's or consortium's vision for inclusive child care and relevance of the organization's prior experience to the objectives and requirements of the grant (4 points).
- b. **Program description.** Provide a brief overview of services to be provided, desired enrollment or, in the case of an applicant applying as a consortium, for all facilities operated by consortium members and process for enrolling children in available slots (6 points).

- i. Applicants applying as a consortium must detail their proposed program delivery model, consortium operating structure, lead applicant and fiscal agent for the grant, all child development facilities and/or out-of-school time programs operated by consortium members that will participate in the delivery of the grant-funded program, roles of consortium members in the proposed program delivery model and process for placing eligible children in available slots across the consortium.
 - ii. Organizations that operate multiple child development facilities must indicate which facilities will be included in the grant program and process for placing eligible children in available slots across facilities.
 - iii. For out-of-school time programs only, program that are not currently licensed by OSSE or participating in the child care subsidy program, must describe efforts to become licensed and complete a subsidy agreement by the beginning of the grant period.
- c. **Organizational expertise.** Describe the program’s demonstrated capacity in working with children with disabilities and their families, including any specialized services or programming currently provided for children with disabilities, the number and characteristics (e.g. age or grade level, type of disability) of children currently receiving those services and funding sources accessed to support those services. Applicants should describe their successes and challenges in meeting the needs of children with disabilities and how grant funds will address relevant challenges and supplement existing services for children with disabilities (6 points).
- d. **Partnerships.** Describe any partnerships the applicant currently has in place to provide specialized services or additional resources to meet the needs of children with disabilities and their families, including relationships with private partners and DC government funded programs, such as Healthy Futures (6 points).

5.3 Service Delivery, Monitoring, Evaluation and Sustainability Plan (Maximum 48 points)

- a. **Service delivery plan.** Describe the program’s service-delivery plan, including any types of disabilities the facility will prioritize serving (if applicable), as well as the services that will be provided to children and families; how the program will collaborate with therapists, medical professionals and other specialists; and how these services do not duplicate or would not be covered by other entities such as Strong Start, Healthy Futures or the child’s LEA (as applicable). Applicants proposing any modifications or enhancements to the facility/facilities to accommodate children with disabilities, should describe why they are necessary for delivery of services and timelines for completion (8 points).
- b. **Requested dedicated slots.** Describe the number of slots per age group (infant/toddler or out-of-school) the facility requests to dedicate for children with disabilities using grant funds; the facility’s approach to filling slots (including recruitment strategies and expected enrollment of children already served by the program); how the facility will support eligible families in completing the child care subsidy eligibility process (if not already holding a voucher) and maintaining eligibility through redetermination; and the anticipated timeline for filling slots (8 points).
- c. **Organization and staffing structure.** Describe the proposed organizational structure, staffing plan—including partnerships—with associated services to be delivered, dosage hours and structure of oversight and monitoring. The capacity of staff, including the educational level of staff, their experience caring for children with disabilities and strategies to promote professional development for staff. If more staff are needed, include a plan to hire more qualified staff or specialized staff that will meet the needs of children with disabilities, including the qualifications and credentials that the program will require for specialized staff it proposes to hire (8 points).
- d. **Engagement and collaboration with families.** Describe family engagement strategies and other plans for collaborating with parents/guardians of children with disabilities to ensure their children’s needs are met (8 points).
- e. **Monitoring and evaluation.** Describe the applicant’s plan for monitoring and evaluating their effectiveness in serving children with disabilities, including specific metrics and evaluation methods (6 points).
- f. **Contingency planning.** Describe the applicant’s contingency plan for situations where a child’s needs cannot be met by the program, including procedures for communicating with parents and OSSE and referring the child to appropriate services (4 points).

- g. Sustainability planning.** A plan for maintaining the program, including strategies for developing and retaining trained staff and providing ongoing professional development and other supports to enable staff to appropriately and effectively serve children, including those whose enrollment is funded through this grant (6 points).

5.4 Detailed Planned Expenditures: Financial Management and Proposed Budget (Maximum 30 points)

a. Proposed budgets. Applicants should provide two budgets:

- i. Provide an **operational budget** that includes all sources of funding the facility currently receives to provide licensed child care and early learning services for all enrolled children and all operating expenses. Applicants applying as a consortium must submit the operational budget for the entity serving as the lead applicant and fiscal agent for the grant. Operational budgets should demonstrate strong fiscal sustainability. This budget should include:
 - All anticipated revenues and expenditures that the facility will use to support the operation of the child development facility as a whole and the delivery of specialized early care and education or out-of-school time services to eligible children during the first year of the grant, including:
 - a. Requested grant funds;
 - b. Other federal or local funds (including Medicaid, Head Start, PKEEP and/or anticipated payments from OSSE’s regular child care subsidy voucher program);
 - c. Parent tuition payments; and
 - d. Other private funds (including philanthropic funding).
- ii. Provide a separate **grant budget** that includes funding requested through this grant and only costs that will be covered by the requested grant funds to enhance the applicant’s capacity to serve children with disabilities and cover ongoing operating costs for slots funded through this grant (12 points).

- b. Grant budget narrative.** Detail the proposed grant budget, including one-time capacity building costs, ongoing costs related to capacity-building and service delivery and the anticipated cost per slot. Facilities will be scored on the appropriate expenditure of money, with particular emphasis placed on services that cannot be provided by partners such as Strong Start or Healthy Futures or covered by other funding sources such as Medicaid or children’s private health insurance coverage (8 points).

- c. Financial Management.** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant and funds according to approved budgets and applications. Applicants must agree to maintain financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).

An applicant applying as a consortium must describe the procedures that the lead applicant/fiscal agent will use to ensure appropriate use of grant funds by consortium members, or procedures to ensure that goods and services provided in-kind to consortium members and children they serve are used for their intended purposes (as applicable) (10 points).

Section 6 – Program Information

6.1 Work Plan

Each applicant must submit a work plan for the first year of the three-year grant detailing project activities (i.e., specific milestones or tasks), indicating the alignment of the project activities with the objectives of the project, listing the staff responsible for performing each project activity and including an approximate timeline for accomplishing each project activity. Briefly describe the activities and indicate the party responsible for completing the activities. Each activity must show the month(s) and year(s) in which it will be performed.

6.2 Objectives

The objectives for this grant are as follows:

- Families of children with disabilities are able to access early learning and out-of-school time programming and child care that meet their needs.
- Child care facilities and out-of-school time programs have enhanced capacity to better serve children with special needs.
- Child care facilities and out-of-school time programs work collaboratively with OSSE, DC Child Care Connections and District agencies to fill allotted slots.
- Children with disabilities have the opportunity to participate in quality early learning and out-of-school time programs that complement services provided by Strong Start and Local Education Agencies (LEAs) to advance children's development and learning, resulting in improved school and functional life outcomes for participating children with disabilities.

6.3 Evaluation and Data Collection Plan

For each objective, describe how data will be collected to assess and evaluate the implementation of the grant responsibilities on a regular and ongoing basis. Include data collection methodology and frequency of collection. Describe the evaluation plan to regularly assess the outcomes of the grant program.

6.4 Staffing Plan

The application must provide a staffing plan for all personnel who will be assigned to the project, including full-time (e.g., program manager) and part-time employees. The staffing plan must propose qualified individuals for all roles named in Section 4.5, Staff Requirements. The staffing plan should be supplemented by resumes, qualifications/credentials and position descriptions, including minimum requirements for proposed personnel that have been identified, the process for recruitment and selection and the timeline for other support roles included in the budget.

Attachments

Attachment A: DC Access to Quality Child Care for Children with Disabilities List of Established Conditions

Attachment B: Scoring Rubric

Other Requirements

W-9

Each applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to OSSE/DEL within the past year, the applicant shall provide the date of this submission.

Resumes and/or Qualifications of Key Staff

Audited financial statements for the past three years

Documentation of organizational status (e.g., Tax Exemption Letter)

Conflict of Interest Policy

Separation of Duties Policy

Organizational Chart

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN AWARD

Attachment A: DC Access to Quality Child Care for Children with Disabilities List of Established Conditions

1. Genetic Disorder

- Abnormalities of Chromosome Number (All except Klinefelter) such as, but not limited to:
 - Down syndrome
 - Trisomy 21
 - Patau's syndrome
 - Trisomy 13
 - Edward's syndrome
 - Trisomy 18
 - Other conditions due to autosomal anomalies
- Genetic Conditions with Known Chromosomal Alterations
 - Angelman Syndrome
 - Autosomal deletion syndromes: antimongolism syndrome, Cri-du-Chat Syndrome,
 - Bardet-Biedl Syndrome, CHARGE Syndrome, Cornelia de Lange Syndrome, Fragile X Syndrome, Jeune Syndrome, Menkes Syndrome, Noonan Syndrome, Opitz Syndrome, Prader-Willi Syndrome, Rubenstein-Taybi Syndrome, Weaver Syndrome, Williams Syndrome
- Pre-Natal Exposures
 - Fetal Alcohol Syndrome, Fetal Phenytoin (Dilantin) Syndrome, Pediatric AIDS, TORCH, congenital toxoplasmosis, congenital rubella, congenital CMV (cytomegalovirus), congenital herpes
- Neurocutaneous Syndromes
 - Tuberous Sclerosis, Sturge Webber Syndrome, Neurofibromatosis, Ataxia Telangiectasia
- Inborn Errors of Metabolism
 - Amino Acidopathies, Organic Acidemias,
 - Glutaric Aciduria type II
- Very long-chain fatty acid storage diseases
 - All, including Peroxisomal Disorders Leukodystrophy, Krabbe's disease, Pelizaeus- Merzbacher disease, Sulfatide Lipidosis
 - Cerebral lipidoses, Batten disease, Jansky- Bielschowsky disease, Kufs disease, Spielmeyer-Vogt disease, Tay-Sachs disease, Gangliosidosis, Cerebral degeneration in generalized lipidoses, Cerebral degeneration of childhood in other disease classified elsewhere
 - MCAD (medium chain acylCoA dehydrogenase deficiency)

2. Sensory Impairments

- Blindness ("legal" blindness or 20/200 best acuity with correction)
- Low Vision (20/70 best acuity with correction)
- Retinopathy of Prematurity, (Grades 4 and 5)
- Neurological Visual Impairment
- Hearing Impairment
- Neural hearing loss (includes auditory neuropathy)

3. Motor Impairments

- Arthrogyriposis/multiplex Congentia
- Torticollis
- Childhood Apraxia of Speech (diagnosed by an SLP)

4. Neurologic Disorders

- Absence of part of brain
- Agyria
- Aplasia of part of brain
- Arhinencephaly Brain Malformation
- Cerebral Dysgenesis or agenesis of part of brain
- Congenital Cerebral cyst
- Holoprosencephaly
- Hydrocephaly congenital or acquired
- Intraventricular Hemorrhage (IVH)
- Lissencephaly Syndrome (Miller-Dieker Syndrome)
- Macroencephaly
- Macrogyria
- Megalencephaly
- Multiple anomalies of the brain
- Peri-ventricular Leukomalacia (PVL)
- Porencephalic Cyst
- Ulegyria
- Meningomyelocele
- Myelomeningocele
- Spina Bifida
- Neural Tube Defect

- Arnold-Chiari syndrome, type II and Chiari malformation, type II
- Hydromeningocele (spinal)
- Hydromyelocele
- Meningocele (spinal)
- Meningomyelocele
- Myelocele
- Myelocystocele
- Rachischisis
- Spina bifida (aperta)
- Syringomyelocele
- Cerebral Palsy (all types)
- Charcot-Marie-Tooth Disease
- Degenerative Progressive Neurological Condition
- Encephalopathy
- Myopathy
- Seizures (poorly or uncontrolled)
- Spinal Muscular Atrophy
- Werdnig Hoffman Disorder Stroke

5. Sociocommunicative Disorders

- Asperger Syndrome / Disorder
- Autism
- Childhood Depression
- Childhood Disintegrative Disorder
- PDD- NOS
- Reactive Attachment Disorder
- Rett syndrome

6. Medically Related Disorders

- Congenital or infancy-onset hypothyroidism
- Cleft Palate (prior to the operation to repair the cleft and up to one-year post-operative)
- Lead intoxication (>45 µg/dL) (up to six months after identification)
- Very Low Birth Weight (<1000 grams at birth, up to 6 months corrected age only) if under 500g, if 500g-749g, 750g-999g
- Prematurity (28 weeks or less gestation, up to 6 months corrected age only) less than 24 completed weeks of gestation, 24 completed weeks of gestation, 25-26 completed weeks

7. Acquired Trauma Related Disorders

- Traumatic Brain Injury/TBI without open intracranial wound (a) with prolonged loss of consciousness and return to conscious level (b) with prolonged loss of consciousness without return to conscious level unspecified state of consciousness
- Traumatic Brain Injury/TBI with open intracranial wound
 - (a) with prolonged loss of consciousness and return to conscious level;
 - (b) with prolonged loss of consciousness without return to conscious level with a concussion, unspecified.

Access to Quality Child Care for Children with Disabilities

Grant Application Scoring Rubric

Scoring Rubric by Application Requirement		Maximum Points
1	Executive Summary	0
2	Organizational Information	22
3	Service Delivery, Monitoring, Evaluation and Sustainability Plan	48
4	Detailed Planned Expenditures: Financial Management and Proposed Budget	30
Maximum Total Points		100

Executive Summary					Max = 0	
Indicator		Rubric and Points				Notes
1.1	Describes the applicant organization, its experience and interest in providing care for children with disabilities, and a summary of services to be provided.					

Organizational Information					Max = 22	
Indicator		Rubric and Points				Notes
		0	2	4	6	
2.1	Describe the child development facility's, out-of-school time program's, or consortium's vision for inclusive child care and the relevance of the organization's prior experience to the objectives and requirements of the grant.	Fails to describe the program's vision for inclusive child care and organization's prior relevant experience.	Applicant's vision for inclusive child care and/or prior relevant experience is moderately tied to the objectives of the grant.	Applicant's vision for inclusive child care and prior relevant experience is coherent and tied to the objectives and requirements of the grant.		
2.2	Provide an overview of services to be provided, desired enrollment, and process for enrolling children in available slots.	Fails to provide an overview of services provided.	Description of the services is incomplete and/or fails to adequately describe the desired enrollment and/or process for enrolling children in available slots.	Description of the services, desired enrollment, and process for enrolling children is complete but applicant's desired enrollment isn't practical or desirable.	Description of the services and process for enrolling children is complete and reflects a coherent program in line with the grant objectives and the desired enrollment is practical and achievable.	

2.3	Describe the program’s demonstrated capacity in working with children with disabilities and their families, including any specialized services or programming currently provided for children with disabilities, the number and characteristics (e.g. age or grade level, type of disability) of children currently receiving those services and funding sources accessed to support those services. Applicants should describe their successes and challenges in meeting the needs of children with disabilities and how grant funds will address relevant challenges and supplement existing services for children with disabilities.	Fails to demonstrate experience meeting the needs of children with disabilities and their families.	Demonstrates LITTLE experience meeting the needs of children with disabilities.	Demonstrates SOME experience meeting the needs of children with disabilities and describes SOME successes and challenges in meeting the needs of children with disabilities.	Applicant clearly identifies ways they are successfully meeting the needs of children with disabilities and identifies how grant funds will address relevant challenges and supplement existing services for children with disabilities.	
2.4	Describes any partnerships the applicants currently has in place to provide specialized services or additional resources to meet the needs of children with disabilities and their families, including relationships with private partners and DC government-funded programs, such as Healthy Futures.	Fails to address partnerships.	Describes FEW partnerships to provide specialized services or resources to children with disabilities	Describes SOME partnerships to provide specialized services or resources to children with disabilities	Clearly identifies partnerships in place to provide specialized services or additional resources to meet the needs of children with disabilities and their families.	

Service Delivery Plan						Max = 48	
Indicator		Rubric and Points				8	NOTES
		0	2	4	6		
3.1	Describes the service-delivery plan, including any types of disabilities the facility will prioritize serving (if applicable) and the services that will be provided to children and families; how the program will collaborate with therapists, medical professionals, and other specialists; and how these services do not duplicate or would not be covered by other entities such as Strong Start, Healthy Futures or the child's LEA (as applicable); and any modifications or enhancements to the facility/facilities to accommodate children with disabilities.	Failed to provide service-delivery plan.	Describes LITTLE of the applicant's service-delivery plan, with LITTLE detail on specialized services.	Describes SOME of the applicant's service-delivery plan, with SOME detail on specialized services but not a clear prioritization of types of disabilities or services.	Describes the service delivery plan with some detail on specialized services and prioritization of types of disabilities or services but does not address duplication of services with other entities.	Clearly describes the service-delivery plan, including any types of disabilities the facility will prioritize serving (if applicable) and the services that will be provided to children and families that are not duplicative of services covered by other entities.	
3.2	Describes the number of slots per age group the applicant will dedicate for children with disabilities using grant funds; the approach to filling slots (including recruitment strategies and expected enrollment of children already served by the program); support families in accessing subsidies; and the anticipated timeline for filling slots.	Failed to address the number of slots, recruitment efforts, and timeline.	Describes the number of anticipated slots but is missing a robust description of recruitment strategies and/or a realistic timeline for filling slots.	Describes the number of anticipated slots and recruitment strategies but inadequately addresses support for families accessing subsidies and/or a realistic timeline for filling slots.	Describes the number of anticipated slots, recruitment strategies, and support for families accessing subsidies but anticipated timelines are not realistic or expedient.	Clearly describes the number of anticipated slots, and recruitment strategies, including support in accessing subsidies, with a timeline that is realistic and expedient.	

3.3	Describe the proposed organizational structure, staffing plan—including partnerships—with associated services to be delivered, dosage hours, and structure of oversight and monitoring. The capacity of staff, including the educational level of staff, their experience caring for children with disabilities, and strategies to promote professional development for staff. If more staff are needed, include a plan to hire more qualified staff or specialized staff that will meet the needs of children with disabilities, including the qualifications and credentials that the program will require for the specialized staff it proposes to hire.	Failed to adequately describe the proposed organizational structure and staffing plan	Describes organization structure and staffing plan but provides little detail on staff capacity, partnerships, structure of oversight and monitoring, and/or professional development plans.	Describes organization structure and staffing plan but SOME information is provided on education levels, experience, professional development strategies, and/or hiring plans (if applicable).	Clearly describes organization structure and staffing plan, including education levels, experience, professional development strategies, and hiring plans (if applicable) to meet the needs of children with disabilities and their families.	Clearly describes organizational structure and staffing plan with associated services and structure of oversight and monitoring, and professional development plans, as well as hiring plans (if appropriate).	
3.4	Describes their family engagement strategies and other plans for collaborating with parents of children with disabilities to ensure their children’s needs are met.	Failed to address family engagement strategies.	Describes family engagement strategies but they are not specific to families with children with disabilities.	Describes FEW family engagement strategies specific to or sufficient for families with children with disabilities.	Describes SOME family engagement strategies specific to or sufficient for families with children with disabilities.	Clearly outlines the program’s strategies for engaging families and other plans for working together with parents of children with disabilities to ensure their children’s needs are met AND includes a plan detailing how the program will ensure that these strategies are in alignment with the needs of the children with disabilities.	

3.5	Describes the applicant’s plan for monitoring and evaluating their effectiveness in serving children with disabilities, including specific metrics and evaluation methods.	Failed to provide a plan for monitoring and evaluation.	Describes the monitoring and evaluation plan that lacks specific metrics or evaluation methods.	Describes the monitoring and evaluation plan with SOME specific metrics or evaluation methods.	Provides a clear description of the monitoring and evaluation strategies the applicant will use to monitor effectiveness with specific metrics and evaluation methods.		
3.6	Describes contingency plans for situations where a child’s needs cannot be met by the program, including procedures for communicating with parents and referring the child to appropriate services.	Failed to provide a contingency plan for situations where a child’s needs cannot be met.	Contingency plans lack an explanation of procedures for communicating with parents OR referring the child to appropriate services.	Describes contingency plans for situations where a child’s needs cannot be met, including procedures for communicating with parents and referring the child to appropriate services.			
3.7	Describes the plan for maintaining the program, including strategies for developing and retaining trained staff and providing ongoing professional development and other supports to enable staff to serve children appropriately and effectively, including those whose enrollment is funded through this grant.	Failed to address the plan for maintaining the program.	Describes a plan for maintaining the program and some strategies for staff development and/or retention but lacks detail on support for staff.	Describes a plan for maintaining the program and some strategies for staff development and retention but support for staff is insufficient.	Provides a comprehensive description of their plan for maintaining the program, clearly outlines strategies for staff development and retention, and presents robust support for staff to serve children with disabilities effectively, including those whose enrollment is funded through this grant.		

Detailed Planned Expenditures: Financial Management and Proposed

Max

Indicator		Rubric and Points				
		0	4	8	10	12
4.1	<p>The operational budget includes all anticipated revenues and expenditures for the operation of the facility during the first year of the grant, including requested grant funds as well as other federal and/or local funding, private funding, parent tuition payments, and OSSE subsidy payments.</p> <p>The grant budget shows costs that will be covered by the requested grant funds to enhance the applicant's capacity to serve children with disabilities and cover ongoing operating costs for slots funded through this grant.</p>	Failed to include the facility's anticipated operational budget for the grant and/or grant budget.	The operational budget details SOME revenues and expenditures but is incomplete; the grant budget details SOME grant expenditures but is incomplete.	The operational budget details all revenues and expenditures; the grant budget details SOME costs and expenditures that are clearly aligned with the service delivery plan and/or grant objectives.	The operational budget details all revenues and expenditures; the grant budget details all costs and expenditures, which are aligned with the service delivery plan/or grant objectives.	The operational budget clearly details all revenues and expenditures and reflects a sound fiscal organization; the grant budget details all costs and expenditures, which are aligned with the service delivery plan and/or grant objectives and reflect reasonable and justifiable cost assumptions.
	<p>The budget narrative details one-time capacity-building costs, ongoing costs related to capacity-building and service delivery, and the anticipated cost per slot.</p>	The budget narrative is missing or incomplete.	The budget narrative details SOME one-time capacity-building costs, ongoing costs related to capacity-building and service delivery, and the anticipated cost per slot (as appropriate) but is incomplete.	The budget narrative clearly details one-time capacity-building costs, ongoing costs related to capacity-building and service delivery, and the anticipated cost per slot (as appropriate) and conveys rationale for expenditures aligned with the service delivery plan and grant objectives and reasonable cost justification for all items.		

4.3	Describes the financial management and internal accounting procedures that will be used to ensure proper financial management, including the fiscal controls designed for accountability, as well as processes to ensure proper spending of the grant and funds according to approved budgets and applications.	Fails to describe financial management and internal accounting procedures used by applicant.	Describes the applicant's financial management and internal accounting procedures that will be used to ensure proper financial management of the grant.	Clearly describes the applicant's financial management and internal accounting procedures that will be used to ensure proper financial management of the grant, including the fiscal controls designed for accountability, AND provides a plan for how the program will ensure that the budget aligns with the grant objectives.	Clearly describes the applicant's financial management strategies and internal accounting methods that will be implemented to ensure the grant is managed properly, including fiscal controls intended for accountability AND it outlines a plan detailing how the program will ensure that the budget aligns with the objectives of the grant AND conveys sound fiscal practices and business sustainability.		
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