



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

ACCESS TO QUALITY CHILD CARE PROGRAM

Announcement Date:

November 29, 2021 (12 p.m.)

Application Submission Deadline:

January 7, 2022 (3 p.m.)

Pre-Application Webinar

December 7, 2021 (1 p.m.)

Notice of intent to Apply Deadline

December 20, 2021 (1 p.m.)

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

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SECTION I: GENERAL INFORMATION

1.1 Background Information

Access, quality and affordability of child care are issues the District of Columbia is always working to address for District children and families. The District has demonstrated a strong commitment to early education through the provision of universal Pre-Kindergarten (pre-K) services to all District residents through the passage of the Pre-K Enhancement and Expansion Act of 2008. However, early learning begins long before children enter pre-K; and there is a need to strengthen the supply of quality and affordable child care options for infants and toddlers.

In recognition of the need for more high-quality early care and education programs for infants and toddlers, the District invested in multiple strategies to improve supply, affordability and quality of infant and toddler care, through the Quality Improvement Network (QIN); Capital Quality, the District's Quality Rating and Improvement System that provides additional supports for participating providers to improve quality; and through investments in child care subsidy rates that recognize the increased costs of caring for infants and toddlers. From Fiscal Years 2018-2020, the District funded the Access to Quality grant program, which made a goal to increase supply of quality infant and toddler slots by 1000 in the District by the end of the grant the slots were increased by 1244.

Through these strategies, the District has made progress in increasing access to quality infant and toddler care. However, the COVID-19 public emergency has put an additional strain on the District's child care system. As the District works to recover from the impacts of the public health emergency, there is an opportunity for targeted and strategic investments to increase the supply of quality, affordable and sustainable infant and toddler care for District families and communities. One of the barriers to increasing the supply of quality infant and toddler care is the high cost of physical space in the District. The costs of obtaining and equipping appropriate child development facility space, coupled with the time required to obtain appropriate licenses before a business can begin to generate revenue, means that opening a new child development facility or expanding an existing one in the District requires significant capital that is often difficult for current or prospective child care providers—most of whom are small, women-owned businesses—to obtain. For the District to effectively respond to its child care supply shortage, potential child development providers require additional supports, including both start-up or growth capital and technical assistance with navigating facilities planning, financing and licensing processes.

The District's Fiscal Year (FY) 2022 budget includes funding for a second round of Access to Quality grant funds across FY2022 and FY 2023 to increase the number of quality and high-quality child care seats in the District. With these funds, OSSE will respond to the high demand for quality child care by increasing the supply of child care slots and improving the affordability of child care over the next two years. With the use of the grant funds, OSSE aims to reach low socioeconomic populations in the District.

The funding provided under this grant is funding secured through the U.S. Treasury's Coronavirus State and Local Fiscal Recovery Fund program.

1.1.1 Release for Application

The release date of the RFA is Monday, November 29, 2021 (12 p.m.) The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2 Pre-Application Meeting

The pre-application meeting will be held virtually on Tuesday, December 7, 2021, 1-4 p.m. To attend the pre-application webinar, please email Alexis Williams, Program Manager, at Alexis.Williams@dc.gov by Friday, December 3, 2021.

Interested applicants are encouraged to participate in the pre-application meeting.

1.1.3 Submission of Application

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

1.1.4 Application Deadline

Applications are due no later than Friday, Jan. 7, 2022 (3 p.m.). Applications must be submitted through EGMS. Late applications will not be accepted. Once an application is submitted, it cannot be revised.

1.1.5 Program Contact

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

Alexis Williams
Program Manager
Division of Early Learning
Office of the State Superintendent of Education
Phone: (202) 741-7637
Alexis.Williams@dc.gov

1.2 General Information

1.2.1 Introduction

The lack of access to quality, affordable early education settings for infants and toddlers creates challenges for working families in the District. Inequities in access to quality infant and toddler care also contribute to inequitable economic and educational outcomes for the District's children, families and communities. Child care providers who are interested in opening or expanding to meet this unmet demand face barriers to doing so due to the high cost of capital required to open or expand a child development facility.

Other cities, including Philadelphia, Pa.; Newark, N.J.; San Francisco and Alameda County, Calif. have made progress in addressing these barriers through grants to provide start-up capital and technical assistance to current and prospective child development providers seeking to open new or expand existing early childhood facilities. Grants focusing on building developmentally appropriate learning spaces for infants and toddlers are particularly effective for two reasons: (1) grants provide capital for facilities and reduce the financial burden on providers aiming to expand or would-be providers aiming to open a center and (2) facilities improvements have a tremendous impact on the quality of existing and new slots.

Accordingly, this grant seeks to improve the supply of child care services in the District by providing financial and technical support to child development providers in establishing new child development facilities or renovating or expanding existing child development facilities to serve more infants and toddlers.

1.2.2 Purpose of Funds

The goal of the Access to Quality grant is to increase the supply of child care services for infants and toddlers, which may include establishing new or expanding child development facilities serving infants and toddlers and help mitigate the losses experienced due to the public health emergency. Specifically, this grant seeks to increase the District's infant and toddler child care supply by September 2023. OSSE's Division of Early Learning (DEL), is soliciting applications from organizations interested in (1) developing and implementing a sub-granting mechanism for enabling child development providers to improve the supply of such child care services and (2) providing technical assistance for the same purpose.

The grantee will design a sub-granting mechanism and administer a grant fund as well as provide technical assistance to sub-grantees and to other new or existing child development facilities regarding the licensure and expansion process in order to increase access to quality early childhood services, using data from the most current research studies on the supply and demand of child care in the District.

1.2.3 Eligibility

OSSE will accept applications from eligible applicants. Eligible applicants must be nonprofit organizations but are not required to provide direct child care services to infants and toddlers. Additionally, eligible applicants must have a proven track record of success in providing financing and investment approaches and technical assistance in child development facility financing and development, specifically in grant-making related to child development facilities. Applicants are encouraged to seek and propose bold and creative solutions.

1.2.4 Source of Funds

The funding provided under this grant is funding secured through the U.S. Treasury's Coronavirus State and Local Fiscal Recovery Fund program. This grant award is subject to all applicable Federal statutes, regulations, and Executive orders, including:

- Section 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021;
- The U.S. Department of Treasury's Interim Final Rule at 31 CFR Part 35;
- 2 C.F.R. Part 25, Universal Identifier and System for Award Management;
- 2 C.F.R. Part 170, Reporting Subaward and Executive Compensation Information;
- 2 C.F.R. Part 180, OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement); and
- 2 C.F.R. Part 200, The Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

1.2.5 Award Period

The period for this grant will be two years, ending on September 30, 2023, contingent upon availability of funds. Each budget period will be one year, with the first period ending September 30, 2022. The applicant will be required to complete a continuation application each fiscal year. Funding in future fiscal years is contingent on the following:

- Availability of funds;
- Recipients demonstration that substantial progress has been made toward meeting the objectives set forth in the approved application, based on ongoing monitoring of the recipient and reporting from the recipient; and
- Compliance with the District and federal laws, regulations and guidance.

1.2.6 Funds Available

The total funding available for developing and implementing the Access to Quality Child Care grant is approximately \$10 million. OSSE anticipates issuing one award from this funding opportunity. OSSE maintains the right to the adjust the grant award and amount

based on funding availability. Successful applicants may be awarded amounts less than requested.

1.2.7 Anti-Deficiency Considerations

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, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.2.8 Permissible Use of Grant Funds

Grant funds shall only be used to support activities delineated in Section 1.3.1 General Grantee Responsibilities and the budget included in the applicant's submission. All grant expenditures must be consistent with 2 CFR Part 200, Subpart E – Cost Principles.

1.3 Program Scope

1.3.1 General Grantee Responsibilities Overview

The grantee will:

- a. Design and implement a competitive sub-granting mechanism with the following specifications:
 - i. Hold a public engagement forum or forums in anticipation of the release of the sub-grant request for applications covering eligibility requirements, sub-grant amount range, application review process, reporting requirements and other relevant information for sub-grant applications;
 - ii. Conduct additional marketing across the District to spread awareness of the grant opportunity.
 - iii. Design a sub-grant competition as well as evaluation and awarding processes to be approved by OSSE. Requests for applications must include, but are not limited to, the following elements:
 - Purpose of the sub grant: (i) establishing new child development facilities; (ii) renovating existing facilities; (iii) expanding facilities; (iv) other activities necessary to expand access to child care and improve the quality of child care services provided;
 - Eligibility requirements for subgrantees;
 - Average funding amounts;
 - Deadline for applications (time and date);
 - Method of application delivery;
 - Application format: Applications for all subgrants must include a section on how the funds will be used to create sustainable infant and toddler slots and/or sustainably expand access to child care and improve the quality of child care services provided. This may take form of a Sustainability Plan, a five-year business plan, or explanation of the Multiplier Effect of the grant funds, depending on the nature and scope of the specific subgrant type.
 - iv. Distribute at least 90 percent of the total award through competitive sub-grants with the following specifications:
 - Sub-grantees shall be organizations that provide child care services to infant and toddlers.
 - The term of sub-grants shall be two years, subject to the availability of funding.
 - Sub-grants shall be awarded for the following purposes: (i) Improving the supply of child care services for infants and toddlers, which may include establishing new, renovating existing or expanding child development facilities serving infants and toddlers; or (ii) carrying out other activities necessary to expand access to child care and improve the quality of child care services provided in the District

consistent with the findings of the evaluation and studies conducted, as identified by OSSE.

- At least 50 percent of the amounts sub-granted shall be used to improve the supply of child care services for infants and toddlers eligible for subsidized child care.
 - The following priorities must be considered when awarding subgrants:
 1. Increasing the number of sustainable infant and toddler slots in the District;
 2. Improving the supply of child care services for infants and toddler eligible for subsidized child care
 - Ensure that all design for new construction work, addition, alteration, repair, expansion increase in occupancy for permitting and licensing, for a home or child development center shall be prepared by registered architects or professional engineers licensed to practice in the District.
 - Priority should be given to providers that service low socioeconomic populations.
- b. Monitor the impact of sub-grants to ensure the financial and technical support is directly resulting in the creation and expansion of quality child care slots and adjust technical assistance to sub-grantees if determined necessary to impact results.
 - c. Carry out other activities, as determined by OSSE, related to expanding access to infant and toddler child care and improving the quality and sustainability of child care services provided in the District, including providing technical assistance to sub-grantees or to other new or existing child development facilities regarding the licensure and expansion process.
 - d. Fulfill federal requirements for pass-through entities in accordance with 2 CFR Part 200, including the monitoring of subgrantee activities as necessary to ensure statues, regulations, and the terms and conditions of the subaward, and that the subaward performance goals are achieved.

1.3.2 Performance Standards and Quality Assurance

OSSE expects that the grantees' performance will result in measurable, quality improvements in the early childhood education. The grantee will be expected to meet with OSSE to share information and review reports related to the status of grant and sub-grant activities. In addition, the grantee will be required to meet performance standards and an acceptable quality level to be determined by OSSE and the grantee.

1.4 General Provisions

1.4.1 Grant Award Notice and Payments

Applicants must establish eligibility by submitting an application through the Enterprise Grants Management System (EGMS). Once OSSE has fully approved the application and issued an official Grant Award Notification, grantees may then receive payment for allowable expenditures for which obligation was made during the grant period. OSSE has implemented a reimbursement process for all grantees. Grant award payments are reimbursable on a monthly basis. Program costs must be paid by the grantee 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 reimbursement for grant program expenditures, OSSE grantees must complete and submit the applicable reimbursement requests electronically through OSSE's Electronic Grants Management System.

1.4.2 Audits

The grantee must undergo an annual audit. At any time or times before final payment and during the required retention period, the District may audit the recipient's expenditure statements and source documentation. If the recipient expends a combined total of \$750,000 or more in federal grant funds from all sources, it must complete a Single Audit in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted. The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

1.4.3 Monitoring and Reporting

OSSE will utilize several monitoring strategies including, but not limited to, collection of performance data, review of financial reports, and on-site reviews. All data submitted to OSSE will be subject to verification, and OSSE may require additional information from the grantee. Additionally, OSSE reserves the right to request, and be provided with additional information, such as financial records, supporting documents, data and statistical records, and all records pertinent to this award at any time during the grant award.

Grantees shall be required to cooperate with all requirements and information requests by OSSE relating to evaluation of the program and the collection of data, information, and reporting on outcomes regarding the program and activities carried out with grant funds. The grantee 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. At a minimum, the grantee will be required to submit monthly program performance reports to the OSSE grant monitor in an electronic format approved by the grant monitor. The monthly program reports will describe the grantee's and sub-grantees'

financial health, outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE and will be required to facilitate prompt review of the grantee's accomplishments in support of payment. Reporting may require detailed as well as aggregate reporting of accomplishments.

Monthly reports will be due the 10th of the month following the end of each month in the fiscal year.

1.4.4 Nondiscrimination in the Delivery of Services

The grant recipient 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 classifications including but not limited to 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 status as a victim or family member of a victim of domestic violence, sexual offense, or stalking.

1.4.5 Confidentiality

The grantee must demonstrate an ability to maintain the confidentiality of the information of sub-grantees or other child care providers and to report the information specified below to the OSSE. Specifically, the grantee must agree to and abide by the following conditions:

- a. The records of sub-grantees and other child care providers 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. No person receiving information concerning a sub-grantee or other child care provider shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- c. All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with sub-grantees or other child care providers.

1.4.6 Conflict of Interest

All grant recipients 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 a contract.

1.4.7 General Terms and Conditions

- a. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE to make an award.
- b. OSSE 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 that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable regulation or requirement.
- c. OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- d. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- e. OSSE 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 may enter 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 shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by OSSE; and compliance conditions that must be met by the grantee.
- 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.

1.5 Award Process

1.5.1 Review Panel

OSSE will make the funds available through a competitive process to identify nonprofit organizations with experience in the child care field that are interested in implementing the Access to Quality grant. Applications that meet all eligibility and application requirements will be evaluated, scored and rated by an OSSE designated review panel.

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

1.5.2 Scoring Rubric

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project. The scoring of the application is based on a 100-point scale. These criteria allow the external peer reviewers and OSSE staff 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.

1.5.2.1 Executive Summary

- Overview:** Briefly describe the applicant organization and its proposed methodology for providing technical assistance, designing an appropriate sub-granting mechanism to expand access to quality early child care services, and administering the grant fund in a manner that will directly result in the creation and expansion of quality child care slots in the District.

1.5.2.2 Information about the Organization (Maximum: 10 points)

- Mission and History:** Provide the organization's mission statement, a description of its core programs, and explain the relevance of the organization's programmatic and operational activities to providing technical assistance, designing an appropriate sub-granting mechanism to expand access to quality early childhood services, and administering the grant fund in a manner that will directly result in the creation and expansion of quality child care slots in the District. Provide an organizational history as it relates to work in community development financing, specifically as it relates to early childhood, early childhood development facilities

and grant making and/or financial investments to child development facilities. (5 points)

- Strategic Logic:** Describe the strategic logic for the organization to manage this grant at this point in the organization's history (i.e., describe how the provision of technical assistance, designing an appropriate sub-granting mechanism to expand access to quality early childhood services, and administering the grant fund in a manner that will directly result in the creation and expansion of quality child care slots in the District is consistent with the organization's strategic objectives and goals). (5 points)

1.5.2.3 Organizational Knowledge (Maximum: 35 points)

- Experience in Expanding Access to Quality Child Care through Grant-Making and Provision of Technical Assistance:** Describe your organization's experience in designing a grant competition and providing technical assistance to improve the supply of child care based on existing child care supply and demand data and how your organization used both the sustainability of a child care facility and the need for child care in an area to prioritize the distribution of funding. (10 points)
- Organizational Expertise in Financing and Investment in Early Childhood Development:** Describe your organization's experience and expertise in providing financing and investment approaches for community development initiatives and technical assistance in child development facility financing and development and specifically, in grant-making related to child development facilities. (10 points)
- Plan to Leverage Best Practices in Expanding Access to Quality Child Care:** Applicants should demonstrate knowledge of similar programs implemented in other cities nationwide and a plan to glean best practices and lessons learned from those program models and apply them to the District context. (10 points)
- Organizational Networks:** List and describe existing organizational partnerships with public and/or private entities that serve the District's residents and whose expertise complements your organization's capacity, including organizations that will assist in providing technical assistance to sub-grantees. The organizational network should maximize impact of the grant beyond the work of the applicant's program alone. (5 points)

1.5.2.4 Process to Provide and Monitor Sub-Grants (Maximum: 45 points)

- Communications Strategy:** Based on the organization's prior experience in grant-making related to child development facilities, describe the process your organization will use to spread awareness of the sub-grant opportunity and engage child development facilities in the District regarding the sub-grant competition to

obtain an understanding of whether an investment in the facility will result in a sustainable quality child care slot. (10 points)

- Cost Estimation:** Based on experience with or knowledge of similar initiatives and initial research into the landscape of child development facilities in the District, provide your organization's estimates for the projected cost for the creation of a new infant and toddler slot for each of the following activities a child care facility may undergo: (a) opening up a brand new facility, (b) renovating space in a current facility, and (c) expanding space in a current facility or (d) obtaining technical assistance. (10 points)
- Sub-Grant Competition:** Describe the process your organization will use to award sub-grants on a competitive basis to organizations that provide child care services to infants and toddlers for the purposes of expanding child care services by establishing new, renovating existing, or expanding child development facilities, according to the specifications made in Section 1.3.1: General Grantee Responsibilities Overview. Describe: a) the sub-grant application requirements – including prioritization that reflects that the purpose of the grant is to increase the number of sustainable infant and toddler slots by 1,000 over three years in the District and that at least 50 percent of the funding shall be used to improve the supply of child care services for infants and toddlers eligible for subsidized child care; b) methodology for evaluation of applications and c) methodology of awarding of sub-grants. Please provide a sample request for applications and sub-grant award notices or other agreements. (15 points)
- Monitoring Sub-Grants and Providing Technical Assistance to Sub-Grantees:** Describe the methodology for monitoring of the sub-grants according to approved applications, timelines, budget and the terms of sub-grant award notices or other agreements as well as provision of technical assistance to the sub-grantees. Monitoring procedures must describe: (1) fiscal monitoring and tracking of expenditures according to approved budgets; (2) programmatic monitoring on the achievement of sub-grantee goals and activities, as stated and approved in their sub-grant applications; and (3) adherence to sub-grant terms agreed upon in sub-grant award notices or other agreements. Applicants may submit sample programmatic and financial reporting templates. (10 points)

1.5.2.5 Budget: Financial Management and Proposed Budget (Maximum: 10 points)

- Financial Management:** Describe the financial management and internal accounting procedures that will be used to ensure proper financial management of the grant and sub-grants, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant and sub-grant funds according to approved budgets and applications. The applicant must agree to maintain its financial records in accordance with generally accepted accounting

principles (as defined by the American Institute of Certified Public Accountants). Describe previous experience managing federal grant funds. (5 points)

- **Proposed Budget:** Using the grant budget, provide a proposed budget for the first year of the two-year grant and narrative description of the use of grant funds to address the requirements of this grant. However, until a sub-granting mechanism is finalized and approved by OSSE, sub-grants should be budgeted as a singular line item in the budget. Indirect costs are allowable expenses in the proposed budget but must be requested by contacting the Program Contact listed in Section 1.1.5. (5 points)

SECTION II: PROGRAM INFORMATION

2.1 Work Plan

Each applicant must submit a work plan for the first year of the two-year grant, detailing project activities (i.e. specific milestones or tasks) and indicating the alignment of those milestones/tasks with the objectives of the project. Each objective must have at least three activities. 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.

2.1.1 Objectives

The objectives for this grant are as follows:

- a. Develop and implement a sub-granting mechanism for enabling child care providers to improve the supply of such child care services by establishing new, renovating existing, or expanding child development facilities serving infants and toddlers.
- b. Provide technical assistance to sub-grantees regarding the creation and expansion of quality child care slots.
- c. Align awarding of sub-grants with data from the most current research studies on the supply and demand of child care in the District and with other District initiatives focused on expanding the supply of quality, affordable child care for infants and toddlers.

2.2 Evaluation and Data Collection Plan

For each objective, describe how data will be collected to assess and evaluate the implementation of the organizational functions on a regular basis. Include data collection methodology and frequency.

2.3 Staffing Plan

The applicant must provide a detailed staffing plan for the project, including full-time and part-time employees. The staffing plan must also include a full-time project manager position. The staffing plan should be supplemented by resumes, qualifications/credentials and position descriptions, including minimum requirements for proposed personnel that have not been identified, the process for recruitment and selection, and the timeline for other support persons included in the budget.

In addition to the detailed staffing plan, the applicant must also include an organizational chart.

2.4 Other Attachments

2.4.1 W-9

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

2.4.2 Resumes and/or Qualifications of Key Staff

2.4.3 Audited Financial Statements for the Past Three (3) Years

2.4.4 Documentation of Organizational Status (e.g. Federal Tax Exemption Letter)

2.4.5 Conflict of Interest Policy

2.4.6 Separation of Duties Policy

2.4.7 Organizational Chart

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