



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

EARLY CHILDHOOD EDUCATION (ECE) WORKFORCE COLLEGE DEVELOPMENT PROGRAM

Announcement Date:

September 15, 2021 (12 p.m.)

Application Submission Deadline:

October 20, 2021 (3 p.m.)

Mandatory Pre-Application Webinar

September 20, 2021 (1 p.m.)

Mandatory Notice of Intent to Apply Deadline

October 1, 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

In June 2018, the Office of the State Superintendent of Education (OSSE) increased the minimum education requirements for child development facility staff members, requiring that teachers hold an associate degree in early childhood education (ECE) by December 2023. Through the specialized and innovative Early Childhood Education (ECE) Workforce College Development Program (WCDP), OSSE intends to encourage existing early childhood educators to meet the current educational requirements by providing a scholarship opportunity that will cover the cost of tuition and books for program scholars as they pursue an associate or bachelor's degree in ECE at a partner institution of higher education (IHE). Through this scholarship opportunity, ECE WCDP aims to increase teacher capacity and staff retention, decrease staff turnover and design incentives for all scholars by giving teachers, family providers and directors the tools to become high-quality educators in DC child development facilities as well as the tools for success in their ECE career beyond the program.

1.1.1 Release for Application

The release date of the RFA is September 8, 2021 (12 p.m.). The RFA is available through the Enterprise Grants Management System (EGMS).

1.1.2 Pre-Application Webinar

Interested applicants are encouraged to participate in the pre-application webinar on September 20, 1-4p.m. To attend the pre-application webinar, Register here:

https://docs.google.com/forms/d/e/1FAIpQLSfZ2c1aHD2pamPfOPLE62hIU-svfqU5PKOvBh6Wr0glMD9Gw/viewform?usp=pp_urlTBD.

1.1.3 Submission of Application

The application will be submitted using the Enterprise Grants Management System (EGMS). A completed application with attachments is required upon submission. OSSE/DEL will not forward incomplete applications to the review panel.

1.1.4 Application Deadline

Applications are due no later than October 20, 2021 (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:

Toni Minor
Office of the State Superintendent of Education
Division of Early Learning
1050 First Street, NE, Sixth Floor
Washington, DC 20002

(202) 455-9203

Email Address: Toni.Minor2@dc.gov

1.2 General Information

1.2.1 Introduction

OSSE's Division of Early Learning (DEL) is offering support for the design and implementation of the ECE WCDP. This particular ECE WCDP will provide scholarships to selected ECE workforce personnel who attend partner institutes of higher education (IHEs) to follow an ECE program of study (POS) leading to conferral of an associate or bachelor's degree in ECE.

A perceived barriers study conducted by OSSE in 2018 found that 60 percent of teachers without degrees have some college experience but did not complete the program up to degree conferment. The most significant barrier perceived across all survey respondents is the cost of college tuition and books. Forty percent of teachers reported lack of child care as a significant barrier to attending college. Other significant barriers include work schedule, energy for coursework, and time for coursework.

Academic barriers are a prevalent challenge faced by adult learners generally. According to a national study, 68 percent of postsecondary scholars starting at public two-year institutions took at least one remedial course designed to support scholars who are not yet prepared for college-level courses.¹ For the most experienced teachers specifically, limited access to technology needed to complete college-level coursework also poses a barrier; 27 percent of teachers with 16 years of experience or more rate technology access as an extreme barrier to the pursuit of a college degree².

As of December 2023, teachers in DC child development centers and DC expanded home caregivers will be required to have at minimum an associate degree in ECE. Center directors will be required to have at minimum a bachelor's degree in ECE. For DC teachers, family home providers and directors motivated to meet the minimum education requirements and continue pursuing higher education, participation in the ECE WCDP scholarship program will lead towards the conferring of an associate or bachelor's degree in ECE. The ECE WCDP grant recipient will partner with no fewer than two local and/or online IHEs.

ECE professionals participating in this program will emerge as educators who understand research-based best practices that support young children's development. By taking part in this exciting initiative, the successful grantee(s) will work in concert with OSSE/DEL to provide members of the DC ECE workforce with opportunities to access rigorous coursework to earn college credit, continue their work at high-quality child development facilities, enhance their employment opportunities, further their career development and improve the quality of ECE provided to DC's youngest learners.

1.2.2 Target Population

The target population of the ECE WCDP to be administered by the grantee(s) is prospective scholarship applicants who meet the following eligibility requirements:

¹ [U.S. Department of Education, 2016.](#)

² Office of the State Superintendent of Education, Barriers Survey, 2018

- Must work in a licensed center or child development home, Head Start or Pre-K program in the District of Columbia or reside in the District. Preference is given to those currently in the DC ECE workforce;
- Must have a high school diploma or GED;
- Work a minimum of 25 hours per week if employed at a child development facility;
- Receive a participation agreement from employer if employed at a child development facility;
- Must submit an ECE WCDP scholarship application with supporting documentation (e.g., letter of support from current employer); and
- A commitment to remain at the sponsoring facility for one year upon program completion

1.2.3 Purpose of Funds

The goal of ECE WCDP is to provide the current workforce with the knowledge, skills and credentials to work with DC’s youngest learners and increase the number of high-quality early childhood professionals in the District. The program will provide ongoing, comprehensive support to the current ECE workforce that promotes professional development, staff retention and an expanding career in ECE. Upon program completion, scholars will have earned either an associate or bachelor’s degree in ECE required to meet the minimum education requirements. The minimum education requirements and effective dates are included in Table 1 below. OSSE/DEL is soliciting applications from eligible applicants, including non-profit, for-profit and faith-based community-based organizations, to distribute scholarships, provide technical assistance to ECE WCDP applicants and scholars, support staff retention and design incentives for all scholars.

Table 1. Requirements for Child Development Facility Staff

	Position	Degree/Credential	Effective Date
Center-Based	Director	Bachelor’s degree in early childhood education or a bachelor’s with at least 15 semester credit hours in early childhood	Dec. 2022
	Teacher	Associate’s degree in early childhood education or an associate’s with at least 24 semester credit hours in early childhood	Dec. 2023
	Assistant Teacher	Child Development Associate (CDA) or an associate degree (or higher) in any subject area.	Dec. 2023
Home-Based	Home Caregiver and Associate Caregiver	Child Development Associate (CDA)	Dec. 2023
	Expanded Home Caregiver	Associate’s degree in early childhood education or an associate’s with at least 24 semester credit hours in early childhood	Dec. 2023

OSSE/DEL is soliciting applications from eligible applicants, including non-profit, for-profit and faith-based community-based organizations, to distribute scholarships, provide technical assistance to ECE WCDP applicants and scholars, support staff retention and design incentives for all scholars.

1.2.4 Eligibility

OSSE/DEL will accept applications from eligible applicants, including non-profit, for-profit and faith-based community based-organizations, that can demonstrate expertise in ECE, knowledge of existing scholarship programs in DC and previous experience providing financial management and monitoring of scholarships or other awards provided to the local community. Applicants are encouraged to propose bold and innovate strategies to achieve the objectives of the RFA.

1.2.5 Source of Funds

The funds are being made available through District of Columbia local funds and through the Federal American Rescue Plan Act (ARPA).

1.2.6 Award Period

All grants under this RFA will be three-year awards, beginning on October 1, 2021 and ending on Month 30, 2024, contingent upon availability of funds. Each budget period will be one year, with the first period beginning October 1, 2021 and ending September 30, 2022. A completed grant application will need to be completed annually, contingent upon the availability of funds.

1.2.7 Funds Available

The total funding available for delivering the ECE WCDP is up to \$4,800,000 per year for each of the three years of the grant. OSSE/DEL anticipates issuing up to two awards from this funding opportunity. OSSE/DEL maintains the right to adjust the grant award and amount based on funding availability. Successful applicants may be awarded amounts less than requested.

1.2.8 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 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001) and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

1.2.9 Permissible Use of Grant Funds

Grant funds shall only be used to support activities delineated in Section 1.3.1 General Grantee Responsibilities Overview, Section 1.3.2 Additional Grantee Responsibilities and the grant budget included in the applicant's submission.

1.2.10 Grant Award Notice and Payments

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 both an advance and reimbursement process for all grantees. The grant recipient shall receive advance payments for allowable and relevant services. Program 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 advance or reimbursement requests. To receive advance and reimbursement for grant program expenditures, OSSE grantees must complete and submit the applicable advance or reimbursement workbook(s) electronically.

1.2.11 General Terms and Conditions

- a. Funding for this award is contingent on 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/DEL 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. Applicant agrees 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.

1.3 Program Scope

1.3.1 General Grantee Responsibilities Overview

The grantee(s) shall provide an overall vision of how the ECE WCDP will affect positive change and growth for the community and workforce.

The grantee(s) will be responsible for marketing the program to prospective applicants, conducting outreach activities for recruiting highly motivated ECE professionals and ensuring that identified prospective applicants meet the eligibility requirements and complete the preliminary steps for enrollment. The grantee(s) will be expected to award eighty percent (80 percent) of the grant award to scholarships during the grant period.

The grantee(s) will support scholars transitioning from OSSE's previous program model, Teacher Education and Compensation Helps (T.E.A.C.H. D.C.) and provide the ECE WCDP scholarships for one initial cohort with a minimum enrollment of 30 scholars. Cohorts shall be operated for at least four full school years or until scholars complete the program. The grantee(s) must:

- a. During an initial Year of Planning (YOP), work with the IHEs in which the scholars are enrolled to create a POS to meet associate or bachelor's degree requirements and create a POS map for completing coursework, which may differ in terms of overall timeline from the IHE's standard POS;
- b. Purchase textbooks and all informational materials related to instruction and coursework for all ECE WCDP scholars and pay all ECE WCDP scholars' tuition and any additional fees related to instruction and coursework;
- c. Provide supports to all ECE WCDP scholars including remediation (e.g., developmental courses in reading, writing and mathematics to prepare scholars to complete standard degree requirements), tutoring related to courses in the POS and counseling to ensure scholar success in the ECE WCDP;
- d. For all ECE WCDP scholars who are not already employed or who lose employment while participating in the ECE WCDP, facilitate connection of ECE WCDP scholars and graduates to local child development facilities for employment, including through the DC Child Care Resource and Referral (CCR&R) job board openings and opportunities, and support ECE WCDP graduates in applying to scholarship programs to pursue additional postsecondary education;
- e. Facilitate a technology loan program for ECE WCDP scholars who need assistance in acquiring the necessary technology to complete their coursework in the program;
- f. Provide technology support for assisting ECE WCDP scholars to include training, providing information on available technology resources, etc.;
- g. Facilitate data collection and tracking on ECE WCDP scholars regarding program completion/graduation, employment and continuing postsecondary education over time;
- h. Create and document formal agreements with OSSE-approved IHEs that facilitate course/degree articulation, tuition negotiations and ensure that the courses offered are accessible to working adults. Partnership agreements with IHEs must be established, kept on file and updated annually; and
- i. Create and document a stipend agreement between existing ECE workforce members, who currently meet the licensing requirement and their employers. To promote staff retention, a

stipend may be awarded to existing educators to ensure employment at their current facility for up to two years. Articulated agreements should facilitate employer/employee guidelines for receipt of stipend and stipend disbursement.

The grantee(s) shall only enroll scholars into the ECE WCDP who meet the following minimum requirements:

- a. Must work in a licensed center or child development home, Head Start or Pre-K program in the District of Columbia or reside in the District. Preference is given to those currently in the DC ECE workforce;
- b. Must have a high school diploma or GED; and
- c. Work a minimum of 25 hours per week if employed in a child development facility
- d. Receive a participation agreement from current employer if employed in a child development facility
- e. Submit an ECE WCDP scholarship application with supporting documentation (e.g., letter of support from current employer)
- f. Commitment to remaining at the sponsoring facility for one year upon program completion

The grantee(s) must present a plan that describes how ECE WCDP applicants will be considered, accepted and how the grantee(s) will develop and maintain a waitlist, which must include consideration of the following:

- a. Completion of the Interested Applicant Survey (as set up by the grantee(s)) to determine eligibility to apply;
- b. Having a high school diploma/GED and/or CDA;
- c. Status as currently working in a licensed child development center or home in the District of Columbia a minimum of 25 hours per week;
- d. Having the support of the applicant's sponsoring child development center or home;
- e. Commitment to working at the applicant's present place of employment for one year immediately following the completion of the ECE WCDP;
- f. Completion of a Free Application for Federal Student Aid (FAFSA) when appropriate, which can be found at www.fafsa.ed.gov and attachment of a copy of the FAFSA confirmation letter to the ECE WCDP application (though receiving financial aid shall not disqualify an applicant from receiving a ECE WCDP scholarship); attachment of a copy of the FAFSA confirmation letter to the ECE WCDP application (though receiving financial aid shall not disqualify an applicant from receiving a ECE WCDP scholarship);
- g. Public documentation of admission criteria for the ECE WCDP, decision-making criteria for ECE WCDP applications and timeline for making decisions regarding ECE WCDP applications;
- h. Personal statements (i.e., a short essay that describes why the individual is interested in continuing a career in ECE and how the pursuit of a degree in ECE will strengthen their practice) or a letter of recommendation from employer;

Development of applicant selection process, including:

- a. How the grantee(s) will engage applicants in an in-person or virtual interview and/or orientation session for the ECE WCDP;
- b. Who will comprise the ECE WCDP committee (qualifications and number of members) to review ECE WCDP applications and approve applicants for ECE WCDP participation; and

- c. Create and implement a process for managing a waitlist.

1.3.2 Additional Grantee Responsibilities

Grantee(s) will also be required to:

- a. Develop an appropriate monetary award program for scholarship awardees to pay for the full amount of individual scholar's tuition at partnering OSSE-approved IHEs;
- b. Develop a system to manage timely disbursement of payments and incentives;
- c. Provide to ECE WCDP applicants and scholars counseling and referral to resources that can help scholars continue their education;
- d. Submit any proposed printed materials or materials acquired from outside sources for OSSE's/DEL's review and approval prior to their use and dissemination under this grant;
- e. Where appropriate, translate ECE WCDP information and materials into the languages of the target populations that it serves or, at a minimum, into four of the six languages required by the District of Columbia Language Access Act of 2004 (i.e., Amharic, Chinese, French, Korean, Spanish and Vietnamese);
- f. Ensure that a diverse group of potential applicants are informed about the ECE WCDP in culturally compatible and linguistically diverse ways, including with translation into the languages of the target populations that it serves or, at a minimum, into four of the six languages required by the District of Columbia Language Access Act of 2004 (i.e., Amharic, Chinese, French, Korean, Spanish and Vietnamese);
- g. Provide OSSE/DEL with translated materials for accuracy, field-testing and review for cultural and linguistic appropriateness for the target communities;
- h. Report to OSSE/DEL when distributing materials, including translated materials, to the target communities;
- i. Ensure that ECE WCDP applicants obtain a written employer endorsement of their program application and report on situations where this endorsement has not been granted;
- j. Give direct bonuses to independent family child care providers endorsing employees applying to the ECE WCDP via written documentation;
- k. Participate in OSSE/DEL-sponsored training programs with subject areas, such as, teambuilding, customer confidentiality, etc., that assist the grantee(s)'s staff with successful program implementation and assure OSSE/DEL that the grantee(s)'s staff is adequately trained to work with the ECE WCDP applicants and scholars on current topics relevant to early childhood priorities;
- l. Work with the OSSE/DEL ECE WCDP grant manager, providing information such as positive outcome stories, information about special events, issues/concerns, etc. on a regular basis as well as upon request;
- m. Based on the need and population to be served, ensure OSSE/DEL that culturally sensitive activities are utilized and that competent staff will be part of the proposed program;
- n. Ensure the target population has a means to access additional resources and education supports as appropriate; and
- o. Adhere to Section 1.3.6 Reporting Requirements.

1.3.3 OSSE/DEL Responsibilities

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). 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 describe the grantee(s)'s and sub-grantee(s)'s financial health as well as scholar enrollment and performance, outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The program reports will be submitted at minimum three times a year in alignment with the academic calendar and report program performance for the previous term. The format for reporting will be prescribed by OSSE/DEL and will be required to facilitate prompt review of the grantee(s)'s accomplishments in support of payment by OSSE to the grantee(s). Reporting may require detailed as well as aggregate reporting of accomplishments.

Program reports will be due the 10th of the month following the end of each term, as aligned with the academic calendar. Academic calendars and program report dates of delivery are to be agreed upon by OSSE/DEL and the grantee(s).

1.3.4 Performance Standards and Quality Assurance

OSSE/DEL expects that the grantee(s)'s performance will result in measurable, quality improvements in ECE, which will be reported in the program performance reports to be submitted at minimum three times a year in alignment with the academic calendar of the participating IHEs. The grantee(s) will be expected to meet at least quarterly with OSSE/DEL to share information and review reports related to the status of grant activities. In addition, the grantee(s) will be required to meet performance standards at an acceptable quality level to be determined by OSSE/DEL and the grantee(s).

- a. The grantee(s) shall submit to the grant monitor a work plan within thirty (30) days from the date of execution of this award, detailing its plan to monitor and evaluate the delivery of all services listed in Attachment A - Scope of Services. At a minimum, the work plan shall include a review of the appropriateness, quality, quantity and timeliness of the delivery of services and shall stipulate prompt correction by the grantee(s) of deficiencies identified.
- b. The grantee(s) shall implement policies and procedures to evaluate the accuracy of data collection and the reporting of all program activities in accordance with protocols established by OSSE and any other Grantor Agency (Federal Regulations).
- c. The grantee(s) shall ensure participation in evaluation of the project by appropriate internal staff and/or external evaluators. These evaluation activities may include, but are not limited to, site visits, community surveys or other data collection activities.
- d. The grantee(s) shall conduct a satisfaction survey among ECE WCDP scholars and scholars' sponsoring employers and use these survey results to improve operations as needed.
- e. The grantee(s) shall achieve the performance measures in the following Performance Standards and Measures section during the grant period.

Performance Standards and Measures

- a. Engage Stakeholders
The grantee(s) will:
 - i. Recruit and establish relationships with OSSE-approved IHEs
 - ii. Create and document formal agreements with OSSE-approved IHEs. Articulated Agreements should facilitate course/degree articulation, tuition negotiations and ensure that the courses offered are accessible to working adults. Partnership agreements with IHEs must be established and on file and updated annually; and
 - iii. Engage stakeholders of the Early Childhood Higher Education Collaborative regularly to ensure that scholarship systems are compatible, comparative and seamlessly provided.
- b. Recruit Scholarship Recipients and Employers
The grantee(s) will:
 - i. Work with OSSE/DEL to develop eligibility requirements for scholarship recipients, IHEs and employers;
 - ii. Market and promote scholarships and recruit qualified applicants through various methods including but not limited to the following:
 1. Develop and distribute a scholarship program brochure;
 2. Create a webpage and the website, which must contain a mechanism for evaluating uses and number of visits;

3. Develop text for use on grantee partners' websites, newsletters and blogs;
 4. Hold community meetings and workshops; and
 5. Document and report on these engagements via the quarterly report;
- iii. Ensure that a diverse group of qualified applicants are informed about the scholarship program in culturally compatible and linguistically diverse ways. Translate all program materials as required by the District of Columbia Language Access Act of 2004; and
- c. Provide Technical Assistance and Support to Applicants
- The grantee(s) will:
- i. Provide technical assistance to applicants from the initial application process through degree completion;
 - ii. Develop a system to manage timely disbursement of payments and incentives;
 - iii. Provide ongoing technical assistance, counseling and mentoring that actively engages and guides providers and employers for the purpose of retaining and supporting scholarship applicants;
 - iv. Ensure that each scholarship recipient develops an Individual Action Plan (IAP) and track progress towards meeting stated goals. All IAPs and progress tracking must remain on file for OSSE monitoring;
 - v. Develop retention policies in the education program in accordance with this Grant and ensure the scholars meet the requirements;
 - vi. Gather data through Individual Action Plans and other sources to make referrals regarding individual and collective needs and goals as necessary;
 - vii. Engage scholarship recipients in additional supportive activities including, but not limited to, cohort meetings, written and verbal communication and referrals to agencies and organizations that meet a range of applicant/scholar needs;
 - viii. Ensure that applicants receive information about FAFSA and Pell grants and are supported in applying for additional resources that support tuition costs;
 - ix. Create an online directory of IHEs that potential applicants can use to review comparative data on existing articulation agreements; course offerings during evenings, weekends and online, average tuition costs; and other information about available options;
 - iv. Facilitate the purchase, disbursement, contractual agreement and oversight of a technology loan program for ECE WCDP scholars who need it.
 - v. Create and document a stipend agreement between existing ECE workforce members, who currently meet the licensing requirement and their employers. The agreement should facilitate employer/employee guidelines for receipt of stipend and stipend disbursement. The stipend shall be awarded to existing educators to ensure employment at their current facility for up to two years, following the signing of the agreement.
- d. Compile Data and Create Guides on Workforce and Higher Education Options
- The grantee(s) will:
- i. Develop and strengthen the necessary grant specific payment and data tracking systems in order to track scholarship recipients' progress, retention, incentives and other related data using a monthly aggregate reporting mechanism for program reporting.

- ii. Collect data that will provide an initial baseline measure and develop a tracking system to manage intake, review, processing and awarding of scholarships and incentives to providers and employers;
 - iii. Submit information to OSSE/DEL monthly including, but not limited to, the number of applications received, the amount of scholarship dollars committed, the number and types of incentives provided, work settings of applicants, demographic information and motivations of applicants for applying; and
 - iv. Support and track scholars from the initial application process through degree completion using monthly data.
- e. Evaluation
- The grantee(s) will:
- i. Administer surveys to employers, program scholars and IHEs at the end of each term to identify program strengths and challenges and to elicit suggestions regarding the best ways to offer meaningful incentives, provide ongoing support and improve program operations; and
 - ii. Use survey data to make programmatic improvements.
- f. Additional Support
- The grantee(s) will:
- i. Seek additional funds from corporations and foundations through grant applications and relationships.
 - a. Share information with OSSE/DEL regarding additional funding received.

1.3.5 Confidentiality of Records

The applicant must demonstrate an ability to maintain the confidentiality of scholar information and to report the information specified below to OSSE/DEL. Specifically, the applicant must agree to and abide by the following conditions:

- a. Scholar records shall be kept confidential, shall not be open to public inspection and shall not be divulged to unauthorized persons, nor shall their contents or existence be disclosed to the public;
- b. No person receiving information concerning a scholar shall publish or use the information for any purpose other than that for which it was obtained, reviewed or presented;
- c. All program staff and volunteers shall sign a confidentiality statement prior to engaging in work with scholars; and

1.3.6 Reporting Requirements

The grantee(s) will be required to report information in a manner consistent with OSSE's/DEL's online grant monitoring database.

The grant recipient will be required to submit monthly advance or reimbursement requests, program reports and a final report to OSSE/DEL, in a format and manner as determined by OSSE/DEL.

The monthly advance or reimbursement request shall be due no later than ten (10) business days after the end of each month during the funding period and shall be submitted in the Enterprise Grants Management System (EGMS).

The program report shall be due no later than ten (10) business days after the end of each term, as indicated by academic calendar of the participating universities, during the funding period. A final report is due no later than thirty (30) calendar days after the end of the funding period. Term and final program reports will be submitted in an electronic format approved by the grant monitor. The format for reporting will be prescribed by OSSE/DEL and will be required to facilitate prompt review of the grant recipient's accomplishments in support of payment. All 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.

1.4 General Provisions

1.4.1 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 pertinent 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.

1.4.2 Audits

The grantee(s) shall agree to undergo an independent annual audit. At any time before final payment and up to three years thereafter, OSSE/DEL and other respective jurisdictional administrative agencies of the District of Columbia may audit the applicant's expenditure statements and source documents as permitted by applicable law.

1.4.3 Appearance of a Conflict of Interest

All applicants 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 the appearance of a conflict of interest would be involved. An appearance of 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 sub-grant or contract.

1.4.4 Nondiscrimination in the delivery of services

The applicant 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.

1.4.5 Staff Requirements

The grantee(s) must employ appropriately qualified staff and maintain documentation that its staff members, as well as any subgrantees and subcontractors, possess adequate training and competence to perform assigned duties. Grantee(s) must hire an application coordinator to recruit potential applicants and assist them with the application and admissions process. Grantee(s) must also hire a program manager dedicated to overseeing the ECE WCDP.

Proposed staff assigned to the grant should be limited to administrators running the grant and carrying out the responsibilities outlined in Section 1.3.1, General Grantee Responsibilities Overview and Section 1.3.2, Additional Grantee Responsibilities. Proposed individuals should be named in the application as described in Section 2.3, Staffing Plan. Resumes and an organizational chart should also be provided

under this section of the application. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/DEL grant monitor.

1.4.6 Information Requests and Cooperation

The applicant shall be required to cooperate with all requirements and information requests by OSSE/DEL 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.

1.4.7 Corrective Action and Termination of Funding

In the event that programmatic, financial or documentation conditions of the grant are not being met in a thorough and timely fashion, progressive actions will be taken, at the discretion of OSSE/DEL, up to and including termination of funding. A project which is prematurely terminated will be subject to the same requirements regarding audit, recordkeeping and submission of reports as a project which runs for the duration of the project period.

1.4.8 Delinquency

Any entity delinquent on District of Columbia debts may not apply.

1.5 Award Process

1.5.1 Review Panel

OSSE/DEL will make the funds available through a competitive process to identify organizations, institutions and agencies interested in offering the ECE WCDP to the DC ECE workforce. 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 received 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.

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, which includes Section 2.2 on the Evaluation and Data Collection. 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.

1.5.2.2 Executive Summary (Maximum: 10 points)

- Overview:** Briefly describe how the creation of a ECE WCDP will effect positive change and growth for the ECE workforce in the District. Applicants should establish a vision for the implementation of a ECE WCDP, to include the application process for individuals seeking the scholarship, program requirements and the various partnerships that will provide support. (10 points)

1.5.2.3 Information about the Organization (Maximum: 10 points)

- Mission and Vision:** Provide the mission and vision statement of the organization, a description of its core programs and an explanation of the relevance of the organization's prior experience to the requirements of the grant. (2 points)
- Logic Model:** In an attachment, describe the planned activities, inputs, outputs and outcomes for the ECE WCDP. (3 points)
- Organizational Expertise in Early Childhood Education:** Describe your organization's experience and expertise in ECE and previous experience providing financial management and monitoring of scholarships or other awards provided to the local community. Applicants should demonstrate knowledge of existing scholarship programs in DC. (5 points)

1.5.2.4 Capacity to Implement the Early Childhood Education Workforce College Development Program (Maximum: 70 points)

- Plan to Implement the Early Childhood Education Workforce College Development Program:** Describe your plan to implement the ECE WCDP for members of the DC ECE workforce hoping to strengthen their career in early childhood education. The plan should address all the aforementioned organizations', partnering institutions' and agencies' responsibilities including, but not limited to: promotion of the program, with emphasis on the identification and recruitment of qualified applicants, including special targeted populations; eligibility determinations; issuance of awards; and academic support to enrolled scholars to ensure program success. (10 points)
- Program of Study and Structure:** Identify the recommended sequence of courses that will be made available to candidates who enroll in the ECE WCDP by developing a program of study pathway with partnering IHEs. Outline how the program will support qualified applicants to successfully complete the degree program. Ensure that standards will be integrated within the program of study and local and state graduation requirements will be satisfied. The pathway should result in earning an associate or bachelor's degree in ECE without tuition cost to the candidate. (10 points)
- Workforce Development/Business Partnerships:** Demonstrate how the ECE WCDP plan will provide support for adult learners who have little or no college experience, flexible class scheduling and remediation support or workplace mentorship opportunities through community partners that are purposefully organized and documented. (10 points)

- ❑ **Data Collection and Evaluation Plan:** For each objective (listed in 2.1.1), 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 organization’s ECE WCDP. Prepare and provide a system for monitoring scholar progress through the sequence of requirements leading to the earned degree, including tracking successes, degrees awarded and ongoing employment data. This data collection should also include program attrition information as well as turnover (if scholars move to different child development facilities during the duration of the program). (15 points)

- ❑ **Development of Work Plan:** List the critical milestones/tasks, staff responsible for the implementation of the milestones/tasks and approximate timeline needed to address the requirements of this grant for the first year of the three-year grant. (10 points)

- ❑ **Sustainability:** Describe a plan for sustainability through articulation and documentation of partnerships with community businesses and non-profit entities. Partnerships are expected to increase participation by profit or non-profit entities for the purpose of providing or donating services, facilities, goods, materials, money, real property, personal property, scholar mentorships or other financial support to or on behalf of the ECE WCDP. Identify actions and measures that will be taken to sustain the ECE WCDP and to be held accountable for meeting the needs of scholars for at least four years beyond the initial implementation year. (10 points)

- ❑ **Staffing Plan:** Describe the qualifications of the proposed staff to implement the ECE WCDP. Uploaded documents in the Staffing Plan section should also demonstrate these qualifications as well as describe staff responsibilities on the grant. 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. (5 points)

1.5.2.5 Detailed Planned Expenditures: 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 this cost reimbursable grant, including the fiscal controls designed for accountability and procedures to ensure proper spending of the grant and 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). (5 points)

- ❑ **Proposed Budget:** Provide a proposed budget for the first year of the three-year grant and a narrative description of the use of grant funds to address the requirements of this grant. Indirect costs are allowable expenses in the proposed budget for eligible organizations but must be requested by contacting the Program Contact listed in Section 1.1.5. The standard indirect cost rate offered by OSSE/DEL is 10 percent unless the applicant has a Negotiated Indirect Cost Rate

Agreement (NICRA) with the federal government that allows them to budget a different rate. (5 points)

SECTION II: PROGRAM INFORMATION

2.1 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. Each objective listed in 2.1.1 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. Provide eligible teachers, family providers and directors with a robust college program that imparts the necessary skills and knowledge to work effectively with and on behalf of children and families, support this population in meeting the degree and coursework requirements to have an associate or bachelor's degree conferred and make informed decisions regarding potential higher education opportunities for their future;
- b. Work collaboratively with OSSE/DEL and local education agencies to market to and recruit potential applicants and retain scholars for the ECE WCDP; and
- c. Develop incentives for scholars by giving teachers, family providers and directors the tools to become high-quality educators in DC child development facilities as well as the tools for success in their ECE career upon completion of the program. Incentives can include, but are not limited to staff bonuses, travel stipends, technology loan program, etc.

2.2 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 organization's ECE WCDP. Prepare and provide a system for monitoring scholar progress through the sequence of requirements leading to the earned degree, including tracking successes, degrees awarded, and ongoing employment data. This data collection should also include program attrition information, as well as turnover (if scholars move to different child development facilities during the duration of the program). (15 points)

2.3 Staffing Plan

The applicant must provide a staffing plan for all personnel who will be assigned to the project, including full-time (e.g., project manager) and part-time employees. The staffing plan must propose qualified

individuals for all roles named in Section 1.4.5, Staffing Requirements. 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 staffing plan as detailed above, the applicant should 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/DEL within the past year, the applicant shall provide the date of this submission.

2.4.2 Attestation of Priority Areas (See Attachment A)

2.4.3 Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations (See Attachment B)

2.4.4 Resumes and/or Qualifications of Key Staff

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

2.4.6 Documentation of Organizational Status (e.g., Tax Exemption Letter)

2.4.7 Conflict of Interest Policy

2.4.8 Separation of Duties Policy

2.4.9 Organizational Chart

2.4.10 Logic Model

2.4.11 Partnership Agreement

2.4.12 ACH Enrollment Form: Each applicant shall submit [a completed ACH Enrollment Form](#)

ATTACHMENTS

Attachment A: Attestation of Priority Areas

Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Status and Regulations

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

Attachment A: Attestation of Priority Areas

**ATTESTATION OF PRIORITY AREAS
Office of the State Superintendent of Education
WORKFORCE COLLEGE DEVELOPMENT 20XX**

- In accordance with the Child Care Development Fund Act of 2014XXXX, priority for the **EARLY CHILDHOOD EDUCATION WORKFORCE COLLEGE DEVELOPMENT PROGRAM** will be given to organizations, agencies and institutions that : 1) focus on quality comprehensive early childhood programs, child care services, child development, family and community resources and adult education and training for the purposes of professional development in the field of early childhood.

Please have an authorized representative of the applicant organization sign and attest to the organization’s status in regard to the mission statement that reflects the agencies priority areas as justification that supports the application.

Administrator Name: _____

Title: _____

Administrator’s Signature: _____

Date: _____

Attachment B: Applicant Acknowledgement of Compliance with Applicable District and Federal Statutes and Regulations

APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS

The applicant shall comply with all applicable District and Federal Statutes and Regulations not limited to those below:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
2. The Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S. C. 701 et seq.)
3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. 201 et seq.)
5. The Clean Air Act Pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et seq.)
10. The Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
12. The Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. The Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
15. The Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
17. The District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964, Pub. L. 88-352, 78 Stat. 241 (42 U.S.C. § 2000d et seq.)
19. The District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

Authorized Representative Signature and Title

Date